



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

IN REPLY REFER TO:
5100
CO
30 Sep 21

DETACHMENT ORDER 5100.29

From: Commanding Officer, Marine Aviation Detachment Patuxent River and
China Lake-Point Mugu
To: Distribution List

Subj: GROUND SAFETY PROGRAM

Ref: (a) NAVMC 5100.8
(b) MCO 5100.29C
(c) MCO P5102.1B

Encl: (1) GROUND SAFETY STANDING OPERATING PROCEDURES (SHORT TITLE:
GROUND SAFETY SOP)
(2) APPENDIX A-D

1. Situation. Safety is a major factor affecting readiness and productivity of this unit. We must create and sustain a safety-conscious attitude in all personnel to assist in the attainment of the highest degree of combat readiness and force preservation. The goal is to limit and prevent injuries and deaths, while developing a more productive and efficient unit. All Marines must make safety a priority in their daily routines. Marines must adhere to all safety procedures and apply risk management in their daily routines. Ultimately, each individual is responsible for compliance with all established safety procedures. Safety is an all hands effort. When Marines are unable to perform their respective duties due to preventable mishaps, it causes other Marines to work harder to fill the void.

2. Cancellation. Marine Aviation Detachment Safety Program Dated 3 Jul 14.

3. Mission. Establish and maintain a ground safety program.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish and maintain a comprehensive safety culture throughout the unit resulting in an enhanced state of readiness.

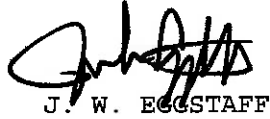
(2) Concept of Operations. Apply the safety standards promulgated by the references, and this order, to all operations and workplaces.

5. Administration and Logistics. All Marines assigned will comply with the procedures established herein, and will lend all possible support and assistance to the Ground Safety Officer and Ground Safety Manager in the execution of their duties.

6. Command and Signal.

a. Command. This order is applicable to all Marine Aviation Detachment personnel.

b. Signal. This order is effective immediately.



J. W. EGGSTAFF

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Safety

GROUND SAFETY STANDING OPERATING PROCEDURES

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GROUND SAFETY STANDING OPERATING PROCEDURES

CHAPTER 1

ORGANIZATION/RESPONSIBILITIES

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CHAPTER 1

ORGANIZATION/RESPONSIBILITIES

1000. INFORMATION. The following organization and guidelines will be developed and implemented to establish the Detachment Ground Safety Program in accordance with established references.

1001. PERSONNEL. The Commanding Officer (CO) will assign in writing the following collateral duty billets. The Executive Officer (XO) is responsible for the execution of the Command's Safety Policy.

1. Ground Safety Officer. The responsibilities of the Ground Safety Officer (GSO) include:

a. Act as a special staff officer, reporting to the CO on matters pertaining to safety.

b. Be aided in the performance of duties by the appropriate references.

c. Become thoroughly familiar with building 102 and operations of the Detachment in order to evaluate potential safety hazards.

d. Maintain current safety directives and instructions.

e. Be formally trained in Ground Safety and remain assigned to the billet for a period of no less than one year.

f. Coordinate with installation safety for quarterly safety inspections of building 102, document the results, and forward an executive summary of inspection results to the CO.

g. Attend monthly safety meetings at the Installation Safety Office.

h. Maintain the Traffic Safety Program.

i. Monitor the Motorcycle Program.

j. Ensure all Marines are enrolled in the Hearing Conservation program and monitor annual qualifications.

k. Maintain a Ground Safety Program turnover binder containing the minimum:

(1) Copies of assignment letters for the GSO and Ground Safety Manager (GSM).

(2) A copy of the Ground Safety Program Standard Operating Procedures (SOP).

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- (3) Inventory of known hazards (if any).
 - (4) Hearing Conservation Program (HCP) items.
 - (5) Hazard Abatement log of known issues for building 102.
 - (6) Safety training documents.
2. Ground Safety Manager. The GSM will be responsible to the GSO for the conduct of the Detachment Ground Safety Program.
3. Ground Safety Supervisor. A Marine E-4 and above will be assigned as a Ground Safety Supervisor by the GSO/GSM.
4. Ground Safety Representative. Marines E-4 and below will be assigned as a Ground Safety Representative by the GSO/GSM.

1002. SAFETY COUNCIL/MEETINGS.

- 1. Attend monthly Ground Safety and Traffic Safety meeting with the Installation Safety Office and disseminate information concerning safety policies, requirements, and mishap prevention.
- 2. Minutes of the Ground Safety meetings shall be reviewed by the GSO.
- 3. Maintain a copy of meeting minutes for at least three years.

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CHAPTER 2

GROUND SAFETY TRAINING

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CHAPTER 2

GROUND SAFETY TRAINING

2000. INFORMATION. Training is vital to the advancement of skills and development of all personnel. Training standards are set in reference (b). In addition to the listed training requirements within this paragraph, supervisors are required to monitor their subordinate's working environment for changing regulations, work schedules, and difficult or unusual working conditions. It is the leader's responsibility to ensure training is conducted and recorded. The following training will be used as a guide to reach the minimum standard of training:

2001. GROUND SAFETY OFFICER AND GROUND SAFETY MANAGER.

1. The GSO and GSM will attend the following courses:
 - a. Ground Safety for Marines within 90 days of assignment.
 - b. Ground Mishap Investigation Course (GMIC).

2002. SUPERVISORS.

1. Supervisors will receive the following training by the GSO/GSM:
 - a. Initial Supervisor Safety Training (SST) prior to assignment.
 - b. Annual refresher SST within a year from date of assignment.

2003. ALL PERSONNEL.

1. All personnel will receive the following initial training upon checking in by the GSO/GSM:
 - a. A brief on the Commander's Safety Policy.
 - b. Ground Safety Program Indoctrination.
2. Appendix B will be signed by new check-in upon completion of initial training.
3. All personnel will attend safety stand downs and any required ground safety-related training evolutions as directed.

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CHAPTER 3

RISK MANAGEMENT

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CHAPTER 3

RISK MANAGEMENT

3000. INFORMATION. Risk management is used to identify hazards, assess levels of risk, and develop mitigating controls. Risk management should be a part of how all Marines think and make decisions, both on and off duty.

3001. WHY MANAGE RISK. Using the RM process provides commanders with the critical information needed to make informed decisions that reduce or offset risk, thereby increasing operational effectiveness and the probability of mission success. It is at its most basic level a systematic, continuous, cyclical process of identifying hazards, assessing associated risks, and implementing controls that mitigate and reduce those risks. The process is applicable across the spectrum of tasks and missions, both on-duty and off-duty. Failure to use RM allows unnoticed or unacknowledged and unmitigated risks to be present and to have negative effects not anticipated or planned for, significantly lowering the likelihood of a mission accomplishment without loss or damage to personnel and equipment.

3002. PRINCIPLES OF RISK MANAGEMENT. The acceptance of risk is not an imprudent willingness to gamble, but rather a deliberate calculation that weighs the risks against potential benefits in pursuit of mission success. Four basic principles are the foundation for RM, and the framework for implementing the RM process.

1. Risk is anticipated and managed by planning.
2. We make risk decisions at the right level.
3. We do not accept unnecessary risk.
4. We accept risk when benefits outweigh costs.

3003. THE RISK MANAGEMENT PROCESS. Risk management is a five step process used to identify hazards, assess the associated risks, and implement controls. It is a systematic, cyclical, and repeatable process. By using RM, organizations, leaders, and individuals are better able to make informed risk decisions that reduce or offset risk. The process is applicable across the full spectrum of tasks and missions, both on-duty and off-duty. The five steps of risk management are as follows:

1. Identify hazards.
2. Assess hazards.
3. Make risk decisions.
4. Implement controls.

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5. Supervise (and evaluate).

3004. GUIDELINES FOR APPLYING RISK MANAGEMENT. The following guidelines are provided to gain the maximum benefit and desired effects of the RM process.

1. Apply the process in sequence. Each element is a building block for the next step and should be applied as a sequential step that is also an integral part of mission planning, rather than each step being applied as a separate standalone procedure.
2. Maintain balance in the process. Every step and element of the process is important and should be afforded due diligence. The objective is to assess the time and resources available for RM and to allocate them in a manner most likely to produce the best result.
3. Apply the process as a cycle. The RM process is not a one-way cycle. The process contains elements that require review and feedback, which provides checks and balances, and also the flexibility to make adjustments as the situation changes.
4. Involve personnel. The RM process is effective only if the personnel exposed to the risks and those who possess subject matter expertise in the task or mission are fully involved. These stakeholders have a vested interest in the outcome and will ensure the process is sound. Stakeholders help identify hazards and shape risk decisions. Leadership includes higher command levels in these risk decisions when necessary based on briefed risk decision levels from higher levels of command, and to ensure proper resourcing, visibility and oversight for implemented controls.
5. Document the process. Documenting the results of the RM assessment helps to organize ideas, identify courses of action, and brief and debrief the event. Documentation provides a valid reference to evaluate progress during the execution phase and a record for future use, which allows an organization to capitalize on lessons learned to improve performance and minimize repeat shortcomings.

3005. JOINT RISK ASSESSMENT TOOL (JRAT). The JRAT is a Web-based software application that assists the user with completing a deliberate joint risk assessment matrix. The software guides the user through each of the steps in an intuitive fashion with help screens and process information. The JRAT allows the chain-of-command to supervise and conduct quality control of the risk assessment process. The site will also provide up-to-date and relevant safety information and tutorials, and will serve as the primary transition tool for the Joint Risk Assessment Matrix. Upon completion of an assessment, reports can be printed and the assessment can be shared electronically. The USMC JRAT site is available via CAC access at: <https://jrat.safety.army.mil/login.aspx>.

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CHAPTER 4

PRE-MISHAP AND MISHAP ACTION PLAN

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CHAPTER 4

PRE-MISHAP AND MISHAP ACTION PLAN

4000. INFORMATION. Mishaps are unplanned events or a series of events, which interfere with or interrupt a process or procedure and may result in fatality, injury, or occupational illness to personnel or damage to property. They occur as a result of failing to identify and reduce or eliminate hazards.

4001. REPORTING. All Marines will follow the tools and resources found in Appendix C when reporting any mishaps.

1. Marine Corps Mishap Investigation Process Map. A flow chart for the CO and the safety team which guides the command through the mishap investigation and reporting process as well as the hazard reporting process.

2. High Potential Mishaps (HIPOM). A quick reference guide for the CO and the safety team which describes specific on-duty mishaps that deserve the same level of scrutiny as a mishap that warrants a formal safety investigation board (SIB). The only difference in the end outcome is the severity of injury or damage. These mishaps meet the Department of the Navy (DON) classification of a near-miss, First Aid, Class-D, or Class-C yet they warrant a thorough safety investigation by the unit safety team to ensure the hazardous factors are controlled or eliminated to prevent the probability of a more catastrophic mishap.

3. DON Mishap Classification Matrix. A quick reference to determine classification and various reporting requirements for non-flight mishaps as defined by the Department of Defense (DoD), Navy, and Marine Corps policies.

4. Marine Corps Hazard Reporting (HAZREP) Matrix. A quick reference guide for safety personnel to determine the reporting requirements for hazardous conditions of equipment and processes that have high potential to affect other units/commands across the Marine Corps, Navy, and/or Army.

5. Types of Safety-Related Reports. A quick reference guide for Command staff personnel to determine which reports are required for specific types of mishaps and non-safety related incidents. This document includes suspense times, method of reporting, action office, and references.

6. Marine Corps Non-Safety Reporting Matrix. A quick reference guide for Command staff personnel to determine which reports are required for specific types of non-safety related incidents. This document includes suspense times, method of reporting, action office, and references.

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CHAPTER 5

EMERGENCY ACTION PLAN

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CHAPTER 5

EMERGENCY ACTION PLAN

5000. INFORMATION. The safety and accountability of MAD personnel during an emergency is paramount. Marines assigned to a Navy Aviation program office or test squadron will follow guidelines established by the facility they are assigned to. The following are general guidelines to take during emergencies for personnel assigned to building 102.

5001. FIRE.

1. Call the Regional Dispatch Center (RDC) at 911.
2. Give the Dispatcher your name, building number, exact location (southwest corner of Building 102) and type of emergency.
3. Have a representative meet the responding emergency units at your building and direct them to the location of the fire.
4. Shut off all fans and close all windows and doors. Check restrooms and any other areas where personnel may be located.
5. Evacuate the building and muster with your supervisor at the pre-designated muster area.

5002. SHELTER-IN-PLACE. Shelter-In-Place is a short term protective action taken where personnel remain inside the building with the doors and windows shut and Building ventilation secured. Other actions include but are not limited to:

1. Turn off all air handling equipment such as heating, ventilation, and/or air conditioning.
2. Shut all external/interior doors and windows, if time permits.
3. Listen for all announcements.
4. When the "all clear" announcement is announced, open windows and doors, turn on ventilation systems and have personnel go outside until the building's air has been exchanged with outside air.

5003. MEDICAL EMERGENCIES.

1. Call the RDC at 911.
2. Give the Dispatcher your name, building number, exact location (southwest corner of Building 102) and a detailed description of the emergency.

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3. Assign a representative to meet responding EMS units and direct them to the location.

5004. BOMB THREAT/SUSPICIOUS PACKAGE.

1. Personnel should inspect their own office spaces to ensure there is not something there that should not be.
2. Leave doors, windows open and lights on.
3. Upon discovery of a package, notify the RDC at 911.
4. Evacuation may be necessary.
5. Do not evacuate near parking lots.

5005. EARTHQUAKE. Earthquakes occur without warning. Specific instructions will be passed via the Mass Warning & Notification System, once the shaking subsides. Personnel should:

1. Try to stay calm.
2. Drop, Cover and Hold under a desk or table.
3. Do NOT run outside during the shaking.
4. When the shaking stops, assess yourself for injuries.
5. Do a quick assessment of your area for injured personnel, broken gas or water pipes, "hot" smells indicating wiring problems.
6. Report injuries and building status to the Building Emergency Response Coordinator who will pass on to the Zone Manager.
7. Await further direction.

5006. SEVERE WEATHER.

1. Listen for announcements for impending severe weather (e.g., heavy winds, windstorm, rain).
2. Follow instructions announced through the Mass Warning & Notification System.
3. Assess building for loose objects and materials, which may be subject to the effects of severe weather.
4. Secure all loose gear and equipment.
5. Assess need for emergency generators and backup lighting.

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6. Ensure adequate fuel is available for emergency generators and know how to acquire additional fuel.

7. When severe weather passes, assess impact and/or damage to critical and sustained operations.

5007. TERRORISM. There are two responses to terrorism for building occupants: (1) evacuation, or (2) shelter-in-place (in cases of hazardous releases of chemical, biological, radiological, nuclear and high-yield explosives (CBRNE)). The chosen response will depend upon the type of incident.

1. Follow instructions of Mass Warning & Notification systems.
2. Maintain reliable communications for further direction and situation updates.
3. Confirm whether to shelter-in-place or evacuate to muster point.
4. Evacuation may be necessary.
5. Be alert and aware of surrounding area and suspicious people and/or packages.
6. If sheltering-in-place for CBRNE releases, secure HVAC systems, windows and doors.
7. If incident involves an explosion, get out of the building as quickly and calmly as possible.
8. If items are falling, get under a sturdy table or desk.
9. Do not disturb area where terrorist incident occurred. It will be declared "a crime scene" and crime scene preservation is essential to criminal investigations.
10. Do not make sudden movements when security response forces arrive on-scene.
11. Cooperate with all law enforcement officials.

5008. HAZARDOUS MATERIALS. A hazardous spill or release may pose a risk to life, health, or property. An incident in your building may result in evacuation or sheltering a building or one section of the building. If a HazMat spill or release is noticed, take the following actions:

1. Warn others in the area.
2. Contact the RDC at 911.

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3. Give the Dispatcher your name, building number, exact location and a description of the spill, smell, etc.
4. Isolate the area and move others away from the area.
5. Do not endanger yourself or others in trying to clean the spill up.
6. During a Hazmat incident if the incident is internal personnel shall understand and be trained to properly use the alarm system (fire alarm pull station) and evacuate to a safe location. External; Personnel shall follow shelter in place procedures.

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CHAPTER 6

TRAFFIC SAFETY

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CHAPTER 6

TRAFFIC SAFETY

6000. INFORMATION. Motor vehicle accidents injure and kill more Marines and Sailors than any other type of off-duty mishap. It is imperative that leaders identify hazards and mitigate risks prior to personnel departing on leave or liberty. The importance of applying Risk Management (RM) prior to departing is the key to reducing the likelihood of anything going wrong.

6001. VEHICLE SAFETY.

1. Government Vehicles. All commercial type vehicles, which are purchased, lease, or rented by the Marine Corps, shall be equipped with seat belt assemblies required by Federal Motor Vehicle Safety Standards.

2. Privately Owned Vehicles.

a. Seat belts will be maintained in a serviceable condition and will be readily available for driver and passenger use.

b. All personnel, whether on or off duty, whenever operating or riding in any motor vehicle equipped with an approved occupant restraining device (i.e. lap and shoulder belts, gunner restraints, and passenger restraints) shall use these devices when the vehicle is in motion. The senior occupant is responsible for ensuring this requirement is observed.

c. All persons operating or riding as a passenger in a privately owned or rented motor vehicle on or off Marine Corps installations shall wear seatbelts when sitting in those seats in which seat belts have been installed by the vehicle manufacturer.

d. Seatbelts or authorized restraint systems will not be removed or unbuckled during any time the vehicle is moving.

e. Drivers will not operate any vehicle until all occupants (whether military or civilian) are wearing their seatbelt or authorized restraint system, if so equipped.

f. The senior military occupant of the vehicle will not permit the operation of such vehicle until the driver and all passengers (military and civilian) are wearing their seatbelt or other restraint system, if so equipped.

g. Individuals shall not ride in seats from which manufacturer installed occupant restraints have been removed or rendered inoperative.

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h. Drivers shall not operate a privately owned truck with any person (military or civilian) in the truck bed while the vehicle is on or off a DoD installation.

3. Speed Limits. All personnel are to abide all posted speed limit signs when operating a government or privately owned vehicle. All personnel shall not operate a vehicle at a greater speed than is reasonably prudent based upon the conditions and shall not exceed the posted speed limit under any condition.

4. Fatigue. To reduce the potential for traffic mishaps due to operator fatigue, personnel are advised to not operate a vehicle between 0000-05000.

5. Training. All personnel under 26 years of age, regardless of rank, shall complete Drivers Awareness Training (Course ID GMCSDDAT01) on MarineNet.

6. Alcohol. Marines are strictly prohibited from operating a motor vehicle while under the influence of drugs and alcohol. Marines shall not ride in a vehicle being operated by a person under the influence of drugs or alcohol.

7. Driving Limits. Refer Appendix D for the liberty driving limits.

6002. MOTORCYCLE SAFETY.

1. The command shall establish and maintain a Motorcycle Mentorship Program (MMP).

2. Objective. To establish and maintain a spirit of camaraderie and esprit de corps that will enhance the prestige of all motorcycle riders, encourage on-going rider education and skills development, and reduce the potential of motorcycle mishaps. Additionally, set an example for all personnel according to the standards, traditions, and values of the United States Marine Corps. To operate and conduct ourselves in a manner that provides equal opportunity and treatment for all motorcyclists.

3. Goals.

a. The MAD MMP will seek to improve morale, promote rider awareness and improve individual rider skills.

b. Each member will participate in the MAD MMP and support the objectives of the club by setting a positive example and promoting the safety and welfare of all members.

c. Provide each member with the benefits of the collective knowledge and experience of the MAD MMP, in order to positively influence motorcycling on and off the installation.

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- d. Improve rider skills through mentorship for new riders and continuing education for all riders.
- e. Establish an effective means of communication with all members to exchange ideas and keep attuned to changes in attitudes and behaviors of riders.
- f. Promote and support safety recognition programs.
- g. Provide a forum wherein any policy, program, or problem of interest to the members in general, and unit leadership in particular, may be freely discussed in a tactful and constructive manner.
- h. Assist in maintaining a high state of group morale and esprit de corps, while encouraging the highest standards of safety, bearing, and behavior.

4. Rules and Requirements.

a. All assigned Marines who own or ride a motorcycle shall complete Basic Riders Course (BRC) Level 1 prior to operating a motorcycle on or off Naval Air Station Patuxent River and ensure training is documented on Marine Corps Training Information Management System (MCTIMS).

b. If a Marine has their driver's license endorsed prior to entering the Marine Corps, they will not be required to attend BRC training.

c. All motorcycle riders will provide copies of the following information to the Motorcycle Mentor Club President to be considered as active:

- (1) Current registration information.
- (2) Current driver's license with motorcycle endorsement.
- (3) Current insurance card.
- (4) Motorcycle course certificates or cards.
- (5) List of motorcycle(s) owned with year, make, model, and engine size information.

d. Endorsed motorcycle riders will notify the Motorcycle Club President and be placed in an inactive status if any of the following conditions are met:

- (1) Do not own a motorcycle.
- (2) Motorcycle is 250 miles or more away.

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f. The Motorcycle Club President shall maintain the following items on file:

- (1) Copy of Club President Assignment Letter.
- (2) Roster of all active and inactive riders in the MAD with current training documentation.
- (3) Attendance rosters for all training events, meetings, and unit rides.
- (4) Copies of all signed letters of instructions (LOI) for unit rides.
- (5) A reviewed copy of all motorcycle meeting minutes.

g. All motorcycle riders will attend mandatory Advanced Riders Course within 120 days of completion of BRC.

h. All motorcycle riders will complete refresher training every five years.

i. Per ref (b), the following minimum Required Personal Protective Equipment (PPE) is mandatory for all operators and passengers on a motorcycle, to include three-wheeled motorcycles and auto-cycles, on and off installation, regardless of less restrictive state laws. Riders participating in training will wear at least the minimum PPE and full-fingered gloves designed for motorcycle riding. Fingerless gloves are not authorized to be worn while participating in training.

(1) Head Protection.

(a) A helmet, certified to meet or exceed standards outlined Federal Motor Vehicle Safety Standard No. 218 (DOT), United Nations Economic Commission for Europe (UNECE) Standard 22.05, British Standard 6658, or Snell Standard M2005 or higher, shall be worn and properly fastened under the chin.

(2) Eye protection.

(a) Goggles, glasses, or a full-face shield designed to meet or exceed standards outlined in American National Standards Institute (ANSI) Standard Z87.1, UNECE 22.05, or BS6658 in effect when manufactured, will be properly worn. A windshield does not constitute proper eye protection.

(3) Protective clothing.

(a) Wearing of a garment or jacket that fully covers the arms, long trousers, and full-fingered or fingerless gloves or mittens designed for motorcycle riding is required. Gloves or mittens will be

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made from leather or other abrasion-resistant material. Wearing a motorcycle jacket and pants constructed of abrasion-resistant materials and containing impact absorbing padding is strongly encouraged. Riders are encouraged to select PPE that incorporates fluorescent colors and reflective material.

(4) Foot protection.

(a) Riders will wear sturdy, above the ankle shoes or boots that provide support and traction when stopping or starting. Any shoe or boot that has an open toe, open foot/heel design, an extensive heel over 2 inches, or a total canvas or rubber material construction is unacceptable. Most importantly, the footwear should protect the rider in the event of a crash. Dress for the crash.

6003. PERSONALLY-OWNED OFF-ROAD MOTORCYCLE AND ATV/UTV SAFETY.

1. Individuals who operate personally-owned, off-road motorcycles, ATVs/UTVs on or off installation are required to meet state, local, or installation requirements for training, registration, and licensing.

2. Marine Corps Base Quantico is the nearest installation that offers ATV/UTV training. For additional info call (703) 784-2120 or email drivers.training@usmc.mil.

3. PPE.

a. ATV and Off-Road Motorcycle operators and passengers will wear protective gear for off-road operation and include the required PPE outlined in paragraph 6002.4.i. above with the addition of knee/shin guards, off-road boots, and padded full-fingered gloves.

b. UTV drivers and passengers will meet all manufacturer recommended PPE requirements.

6004. MISCELLANEOUS SAFETY.

1. Pedestrian Safety.

a. Appropriate fluorescent/retro-reflective PPE shall be provided to and utilized by personnel who are exposed to vehicle traffic in their assigned duties and when six feet of any traveled portion of a roadway, highway, parking lot or where vehicles congregate or assemble (i.e. marching troops, road guards, and traffic control personnel).

b. Individuals will cross roads only at intersections and crosswalks whenever possible and will not enter a crosswalk or roadway when vehicle traffic is so close it presents an immediate hazard to the individual or other vehicles.

c. Pedestrians are responsible to ensure that they always face traffic and maintain a minimum of six feet of clearance from the

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traveled portion of roadways, streets, and parking lots protected or are otherwise protected from traffic (i.e. curbed sidewalk, pedestrian bridge, and designated pedestrian pathway)

2. Bicycle Safety.

a. Use of a bicycle helmet in accordance with reference (b) is mandatory for all personnel who ride bicycles on installation streets and roadways.

b. When riding at night, the bicycle shall be equipped with a functioning head light with a beam of 30 feet and a tail light or red reflector. Bicyclists shall wear a reflective upper garment or vest during periods of low visibility or at night.

c. Bicycles are prohibited on any runways, runway crossings, taxiways, or aircraft parking aprons.

d. Unless specifically designed or equipped for passengers, bicycles shall not be used to carry passengers.

3. Cellular and Headphone Use.

a. Operators of POVs on DoD installations shall not use cellular phones while the vehicle is in operation, unless they are using a hands-free device. A hands-free device is a feature that permits a driver to use the telephone without lifting or holding the handset to the driver's ear, allowing both hands to remain on the steering wheel.

b. The wearing of portable headphones, earphones, or other listening device while operating a motor vehicle or while running, jogging, walking, or using a personal transportation device (i.e. bicycles and skateboards) on or within three feet of any travelled portion of any roadway on the installation is prohibited. This prohibition does not apply to hearing aids.

c. Personnel are prohibited from operating computers or programming portable navigation systems while the motor vehicle is in operation. Once a vehicle is taken out of park it is considered to be in operation.

4. Skateboard Safety.

a. Approved helmets are required for all skaters. PPE such as elbow pads, knee pads, and wrist guards are strongly recommended.

b. A reflective belt or clothing is required when skating on or within three feet of any roadway.



APPENDIX A



Ground Safety Welcome Aboard Brief

Marine Aviation Detachment Pax River
Program Manager/GSO: CWO3 Michael DeMars
GSM: GySgt Ralphlorence Rodriguez

September 2021

Enclosure (2)



APPENDIX A

Introduction



This training is not intended to be a comprehensive look at each element, but rather an overview to orient your awareness of the many aspects of the Marine Corps Occupational and Safety Health (MAR COR OSH) Program and to provide you with updated information. Due to the unique structure of the command, majority of the personnel are E-4 and above and considered as Supervisors. This training will cover Supervisor Safety Training

You may be required to attend more specific workplace training related to these subjects based on your job functions. All personnel need to be aware, however, that these program elements do exist and they need to understand how their actions can affect the safety and health of those working around them.

This presentation is designed to help indoctrinate and familiarize you with the MAR COR OSH Programs, as well as traffic, motorcycle, recreational and off duty hazards in the local area.



APPENDIX A

Objectives



Upon completion of training, the Marine should understand:

- Job Safety and Hazard Analysis, and Other Risk Management Techniques.
- Workplace Inspections and Surveys.
- Workplace Conditions.
- Mishap/Injury Reporting.
- Occupational Hazard Control Principles:
 - Hearing Conservation.
 - Ergonomics.
- Traffic Safety.
- Motorcycle Safety.
- Recreation and Off Duty Safety Awareness:
 - High-risk activities
 - Ocean and water-related activities
 - Hiking
 - Nature

Enclosure (2)



APPENDIX A

Workplace Inspections and Surveys



All Marines, to include supervisors, are responsible for the day-to-day workplace inspections and to make corrective actions for hazards in your work environment. It is everyone's responsibility when something is observed that is not "just right" in your work environment so appropriate corrective action will take place.

No Marine may be subjected to reprisal for participating in the safety program. If you feel you have been punished in some way for reporting a safety concern or hazard, follow your agency's administrative grievance procedures.

Annual or Periodic Inspections conducted by safety inspectors to identify and recommend corrective actions or potential or existing hazardous conditions, unsafe work practices and violations of standards. Annual Industrial Hygiene Surveys are conducted by Industrial Hygienists (IH) to:

- assess and document potential health risks.
- monitor any exposure levels.
- recommend enrollment in applicable medical surveillance program.

Special Request Inspections are usually requested by commands to ensure that a process or work practice is safe for employees and to identify any potential or existing hazardous conditions in the work place.

MAR COR OSH Oversight Inspection:

- Inspector General (IG) periodically reviews and assesses the effectiveness of the command safety program.
- Federal OSHA conducts investigations of fatalities or when 3 or more personnel are hospitalized from a single mishap.

Remember: All occupational injuries and illnesses are preventable



APPENDIX A

Working Conditions



Supervisors will train and motivate Marines to assure safe and healthful work practices by:

- Preventing workplace injuries and illnesses
- Improving compliance with laws and regulations
- Reducing costs
- Engaging personnel
- Enhancing their social responsibility goals
- Increasing productivity and enhance overall business operations

By law, all personnel have the right to report unsafe/unhealthful working conditions in their workplace.

- Identification and reporting of potential unsafe or unhealthful conditions is the responsibility of all personnel.
- Most unsafe/unhealthful conditions can be eliminated or abated if all personnel do their part in actively identifying and reporting such conditions.
- Personnel are encouraged to report unsafe or unhealthful conditions orally to their supervisor who shall promptly investigate the situation and take appropriate action.
- Any Marine (or Marine representative) may submit a written or oral report of an unsafe or unhealthful working condition directly to the installation safety office using their name or, if they prefer, anonymously.
- Marines are encouraged to file written reports using ESAMS which can be found in the "My Links" menu on the left side of the ESAMS homepage.
- Personnel have the right to decline a task if they have reasonable belief that there is an imminent risk of serious injury or death and there is insufficient time for normal hazard reporting and abatement actions.
- Telephone reports are accepted by the servicing installation safety office.

Paper copies of the 5100/11 form should be available on command bulletin boards or from the installation safety office.

Any Marine (or Marine representative) may submit a written or oral report of an unsafe or unhealthful working condition directly to the installation safety office using NAVMC 11401 (8-98) (EF).

Enclosure (2)



APPENDIX A

Mishap/Injury Reporting



In the event you become injured while at work, the first thing you need to do is contact your supervisor.

Marines must report on-duty and off-duty mishaps/injuries to their supervisor as soon as possible.

Supervisors will immediately conduct a mishap investigation of the Marine's injury and report the mishap to the installation safety office. Deaths or hospitalization of three or more people resulting from a mishap must be reported by telephone **within 8 hours, preferably sooner!**

*****CALL 911 OR 301-342-3911 (ON BASE) IN CASE OF SERIOUS MISHAPS OR INJURIES*****

The NAS Pax River Quarterdeck/CDO can be reached at 301-342-1095 and is manned 24/7.

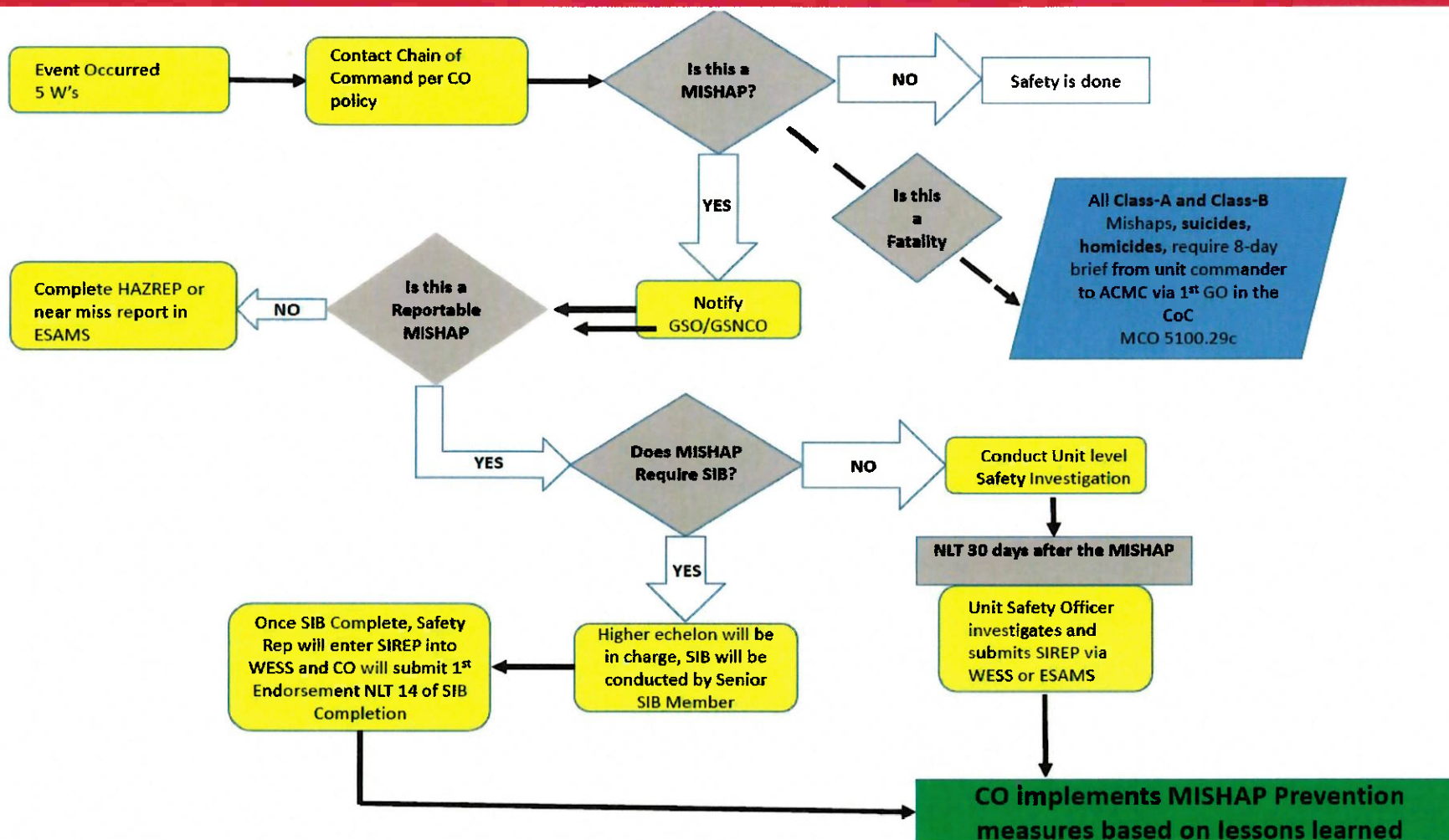
Contact IAP (Public Works) at 301-342-4205 or 301-342-4206 for emergency maintenance.

Enclosure (2)



APPENDIX A

Mishap/Injury Reporting





APPENDIX A

Hearing Conservation



Hearing loss compensation claims account for a majority of the compensation money paid by the Department of the Navy (DON)

Hearing loss has been, and continues to be, a source of concern within the DON, both ashore and afloat. Occupational hearing loss resulting from exposure to hazardous noise, the high cost of related compensation claims, and the resulting drop in productivity and efficiency highlight a significant problem that requires considerable attention.

Continuous or intermittent exposure to loud noises over a period of time may result in temporary or even permanent hearing loss. The goal of the Navy's Hearing Conservation Program is to prevent occupational hearing loss and ensure auditory fitness for duty in the military and civilian workforce.

This program includes the following elements:

- Work environments shall be surveyed to identify potentially hazardous noise levels (>84 dBA) and personnel at risk.
- The use of personal hearing protective devices is considered an interim measures. Engineering control methods must be implemented to attempt to reduce noise levels. Where engineering controls are not feasible, administrative controls and, if necessary, hearing protection devices shall be employed.
- Personnel determined at risk or exposed to hazardous noise need hearing protection and must have annual audiograms from the Medical Treatment Facility.
- Those personnel determined to need hearing protection shall participated in the Hearing Conservation Program and complete annual training and medical surveillance evaluations.



APPENDIX A

Ergonomics



Ergonomics seeks to adapt the job to the person.

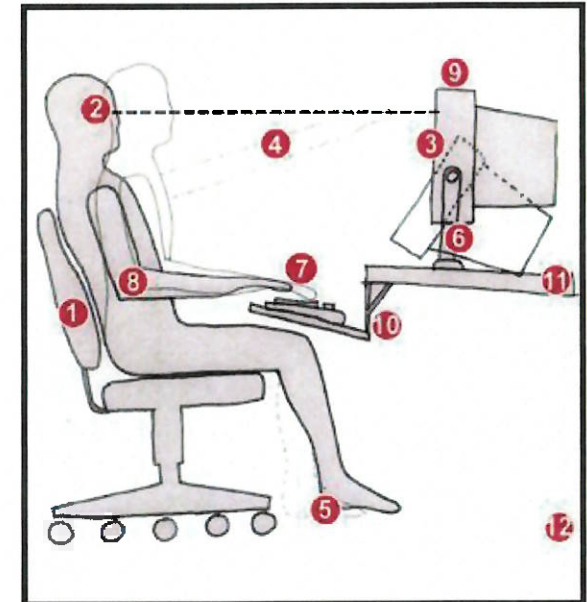
“Adapt the job to the person, not force the person to adapt to the job.”

Ergonomics is the study of the relationship between people and their work environment.

- Shows the link between injuries and the way jobs are performed.
- Seeks to eliminate awkward or unnatural positions and stressful, repetitive tasks.
- Seeks to eliminate hazards through training, medical surveillance, and engineering studies.

Ergonomics Work-Related Musculoskeletal Disorders (WMSDs) include:

- Cumulative Trauma Disorder (CTD)
- Tendinitis
- Carpal Tunnel Syndrome
- Trigger Finger (tenosynovitis)
- Disk Injuries
- Over exertion injuries (sprains and strains)



Most facilities have administrative missions and, therefore, are subject to most workstation risks.



APPENDIX A

Ergonomics



12 Tips to assist you in properly adjusting your Workstation:

1. Use a good chair, with a dynamic back, and sit back in it.
2. Top of monitor casing 2-3" (5-8 cm) above eye level.
3. No glare on screen, use an optical glass anti-glare filter where needed.
4. Sit at arms length from monitor.
5. Feet on floor or stable footrest.
6. Use a document holder in-line with the screen.
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device.
8. Arms and elbows relaxed close to body.
9. Center monitor and keyboard in front of you.
10. Use a negative tilt keyboard tray with an upper mouse platform or tiltable platform adjacent to keyboard.
11. Use a stable work surface and stable keyboard tray.
12. Take frequent short breaks (stand, walk, stretch).

Tips on using a Computer Mouse

- Best arrangement for a mouse is a platform over the number keypad and just above the keyboard.
- Good arrangement is a pad on an angled platform to the side of the keyboard.
- Poor arrangement is a flat surface to the side of the keyboard.
- Worst arrangement is on the desk out to the side of the keyboard.



APPENDIX A

Traffic Safety



General Traffic Safety Training Requirements includes:

- All Marines under the age of 26 must receive four hours of traffic safety training within 12 months of entering the Marine Corps.
- All Marines under the age of 26 must receive two hours of annual refresher traffic safety training.
- Any Marine convicted of a moving traffic violation, while operating a motor vehicle on a Navy installation or who have been determined to be at fault in a traffic mishap.
- Any Marine convicted of a serious moving traffic violation, or who were at fault in a traffic mishap while operating a GMV.

General Driver Training Resources

- Drivers Awareness Training (CMCSDDAT01)
 - If you are a Marine under the age of 26 you will need to complete this course on MarineNet.
- A list of currently approved and available driver improvement training courses can be found on the NAVSAFECEN website at:
http://www.public.navy.mil/comnavsafecen/Pages/ashore/motor_vehicle/Training.aspx

Aircraft runways/taxiways

- Aircraft always have the right of way
- Vehicles must stop at all roadway/taxiway intersections
- Vehicle operators must look in all directions to verify that there is no inbound, outbound, or staging aircraft before crossing taxiway
- Do not proceed until safe to do so

Lunch time note

- Gate 1: There is NO right on red at the 235 intersection light
- Gate 2: Incoming traffic can become very congested during lunch hours. Do not block the intersection.

Enclosure (2)



APPENDIX A

Traffic Safety



Seat Belts

- Drivers, all front seat outboard passengers and all rear seat passengers are required by law to wear seat belts. All occupants under 16 are to be restrained in a seat belt or child safety seat. Children under eight shall be secured in a child safety seat. These violations carry a fine of \$83.00.

Move Over Law

- If you see an emergency vehicle or tow truck operating on the shoulder of a Maryland highway, you must move to an available lane not immediately adjacent to the stopped vehicle if it is safe to do so, or if unable to do so, slow down significantly as you pass. Drivers violating this infraction face a penalty of \$110.00 and one point on their driver's license. A violation involving a collision with injury could cost the driver a fine up to \$750.00 and three points.

Use of Hand Held Devices

- Use is prohibited while any vehicle is in motion. A hands free or bluetooth device should be used if you must talk while driving. Texting or talking with a device in your hands is strictly prohibited and enforced. The penalty for this violation is a fine of \$83.00 for the first offense, \$140 for a second offense or \$160.00 for a third or subsequent offense.

Rental Agreement

- If you are driving a rental vehicle, your name must appear as an authorized driver of that rental vehicle. Driving a rental vehicle without authorization may result in being issued a traffic citation that requires you to appear for court in Maryland.

Aggressive Driving

- This is a series of driving violations such as speeding, unsafe passing, following too closely, or failing to yield the right of way. This violation is punishable by a fine of \$370.00 and five points on your driver's license.

Enclosure (2)



APPENDIX A

Traffic Safety



Traffic Crashes

- If you are involved in a minor crash and there are no injuries, please pull your vehicle from the roadway to a safe area. Motorists are required by law to exchange registration and insurance information. Involvement in a vehicle crash and leaving the scene of an injury or property damage crash is considered a serious offense and could result in jail time and up to 12 points on their license.

Impaired Driving

- Drivers are considered to be impaired with a blood alcohol content of .07 and per se evidence of operating under the influence is a .08 BAC. Violators will be arrested. If convicted, a driver could receive up to a year in jail, up to a \$1,000.00 fine or both.

Firearms – Transporting

- Maryland does not recognize concealed carry gun permits from outside this state. All firearms must be transported separate from the ammunition and inside a case or lock box. Anyone found in violation of this statute faces arrest.



APPENDIX A

Motorcycle Safety



All active duty Marines who register and/or operate a motorcycle on NAS Pax River must have completed a Motorcycle Safety Foundation (MSF) course.

Active duty Marines who operate a motorcycle either on or off base must complete a Basic Riders Course (BRC).

- BRC - A 16-hour course aimed at beginning riders of all ages. This course is both classroom instruction and practical riding on a controlled motorcycle range. Students can ride either their own motorcycle or a training bike.
- BRC2 – An 8-hour course aimed at experienced riders of all ages. This course is practical riding on a controlled motorcycle range. Students will use their own motorcycle in the course. In this course, you'll be refreshed on how to operate a motorcycle safely.
- MSRC – The Military Sport Bike Rider Course (MSRC) is a course designed for experienced sport bike riders.

Contact the Motorcycle Club President (MSgt Sharples 301-342-8650/anthony.sharples@jsf.mil) for additional information in regards to motorcycle safety and information.

Enclosure (2)



APPENDIX A

High Risk Recreational Activities



- Flying Civil Aircraft
- Hang Gliding
- Sky Diving*
- **Scuba Diving***
- Bungee Jumping
- Hunting
- Rodeo
- Hiking*
- Off-Road Motorcycle*
- Mountain Biking*
- Flying Civil Helicopters
- **Surfing***
- **Kite Surfing**
- All Terrain Vehicles
- **Parasailing**
- **Cliff Diving***
- **Kayaking***
- BMX Bicycle Riding*
- Rock Climbing
- Skateboarding*

*Activities Marines and Sailors have been injured or killed while performing

Bold font indicates a water activity that may result in drowning



APPENDIX A

Ocean and Water-Related Activities



- Swim in lifeguarded areas.
- Ask a lifeguard about beach and surf conditions and safety before swimming.
- Never swim alone.
- Do not dive into unknown water or into shallow breaking water.
- Don't attempt to drive over large waves.
- If unable to swim out of a strong current, or you are having difficulty returning to the beach, signal for help.
- Avoid swimming too close to or standing on reefs.
- Avoid murky water.
- Use an appropriate sunscreen.

“When in doubt, don’t go out!”



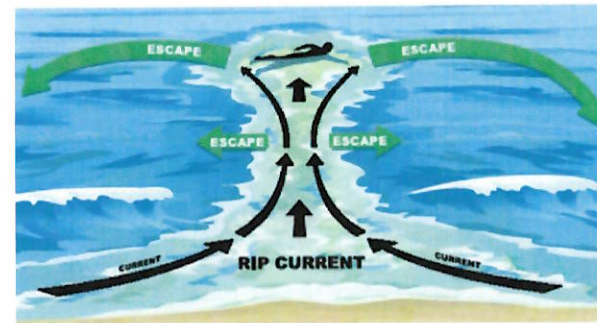
APPENDIX A

Ocean and Water-Related Activities



Rip Currents

- Relax – Don't Panic!
- Don't fight the rip current.
- Swim parallel to the shore.
- When out of the rip current, swim at a diagonal toward the shore.
- Don't be afraid to signal for help!



Snorkeling

- In 2010, health officials warned those swimming in the Chesapeake Bay of a high level of the naturally occurring bacteria vibrio. High summer temperatures and pollution increase the levels of this bacteria, which can cause gastrointestinal illness and skin infections.
 - If snorkeling in the bay, avoid ingesting any water
 - Skip entering the water altogether if you have an open wound. In the Atlantic Ocean, the water is the nicest in July and August – but its also jellyfish season.
 - The Moon Jellyfish, very common in the Chesapeake Bay, has a mild sting and does not pose a threat.
 - Lion's Mane jellyfish can cause a more painful, though not very dangerous, sting. The most potent of jellyfish, the Portuguese man-of-war, does not frequently swim as far north as Ocean City.



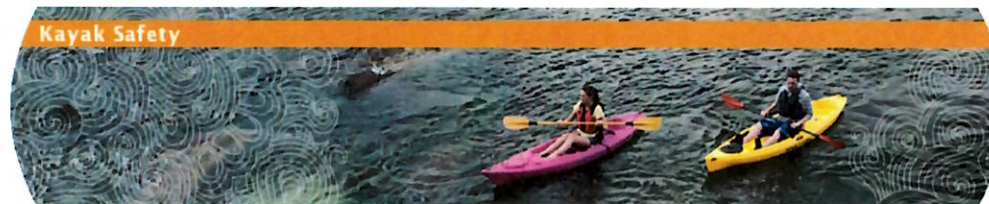
APPENDIX A

Ocean and Water-Related Activities



Kayak Safety

- Seek qualified instruction to learn proper paddling techniques, water safety and basic first aid.
- Be aware of weather conditions and water temp. Prepare for changes in weather and the possibility of a capsized.
- Beware of off-shore winds that make it difficult to return to shore.
- Never mix alcohol or drugs (prescription or non-prescription) with boating
- Never exceed the weight capacity of your boat and always check your equipment for wear and tear before you paddle.
- Most importantly, **WEAR YOUR PERSONAL FLOATATION DEVICE**. Coast Guard regulations require that all kayaks have a lifejacket on board.
- Tell someone your paddle plan, which includes: where you are going, what you will be doing, how long you expect to be gone and how many people are in your party. Then stick to your plan!
- Paddling in the surf zone or in rivers can be dangerous. Always wear a helmet.





APPENDIX A

Ocean and Water-Related Activities



Boating Safety

- The Boating Safety Education Law requires that any person born on or after July 1, 1972 must have in their possession a certificate of Boating Safety Education while operating a numbered or documented vessel on Maryland Waters.
- Be weather-wise.
- Follow a Pre-Departure Checklist.
- Use common sense.
- Designate an Assistant Skipper.
- Develop a float plan.
- Make proper use of lifejackets.
- Avoid alcohol.
- Learn to swim.
- Take a boating course.
- Consider a free vessel safety check.





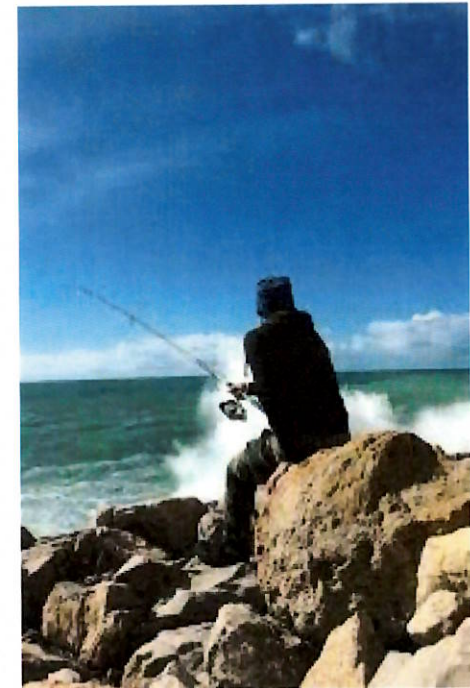
APPENDIX A

Ocean and Water-Related Activities



Fishing from shore

- Be aware of your surroundings
 - Before you start to fish, look around to make sure you have enough space and are in a safe location. If you are on a riverbank and it is above the river, you may not be able to see that the bottom of the bank has eroded, and you may be at risk of falling into the water.
- Safety and getting permission
 - Fishing from shore isn't dangerous, but safe fishing requires common sense. In addition to following the safety precautions in "Fishing Safely," there are a few other things you need to be aware of.
 - Wear some type of footwear like a tennis shoe to protect you from glass and sharp objects.
 - Wear a personal flotation device and use a wading stick or staff to help keep you from falling.
 - Riverbanks can erode making them unstable. Watch out for these unstable areas and stay away from them.
 - Watch for rising water levels below dams or during incoming tides. Waters can rise quickly, trapping you away from shore.
 - Rocks, muddy banks and downed trees can be slick, making it easy to slip.
 - Rocks and downed trees can also turn when you step on them, making you fall.
 - When fishing from an area where there are lots of people, be particularly careful when casting. You want to catch fish, not other anglers.





APPENDIX A

Hiking



Appalachian Trail Hiking – Mountain Streams

- Flash floods can occur rapidly and without warning in narrow valleys and along mountain streams – even when it isn't raining at that specific location
- Swimming is possible in many Appalachian mountain streams and waterfalls - but only when conditions allow. Freshwater streams and pools are prone to dangerous flash floods from heavy rains high on the mountain. Always check current conditions and obey posted signs. Use ORM to determine if your planned activity is safe.
- Freshwater streams and muddy hiking trails may contain Leptospirosis bacteria
 - Affects humans and animals.
 - Flu like symptoms that may last for months.
 - Observe all warning signs.
 - Do not enter fresh water or hike muddy trails with any type. of skin cut or open wounds.
 - Clear water doesn't necessarily mean clean water.





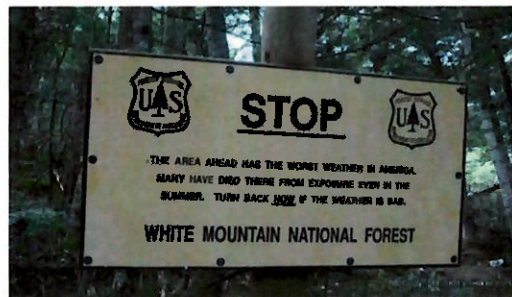
APPENDIX A

Hiking



Plan Properly for Outdoor Activities

- Watch where you put your hands and feet.
- Wear proper clothing and footwear; don't forget proper break-in of hiking boots.
- Stay on marked trails.
- File a plan and stick with it or notify someone of any changes (location, return time, etc.)
- Check weather forecast before you go and monitor developing weather, if possible.
- Carry a First Aid Kit and know how to use it



Enclosure (2)



APPENDIX A

Nature



Venomous Snakes

- Northern Copperhead is the only poisonous snake found in Southern Maryland.
- Timber Rattlesnakes occur only in the rocky, mountainous counties of Western Maryland.
- Cottonmouth (Water Moccasin) are only found as far north as extreme southeastern Virginia, but NOT in Maryland.

Triangular head shape

Brown and tan coloration

Hourglass or saddle-shaped markings



Northern Copperhead



APPENDIX A

Nature



Avoiding Tick-borne Diseases

- Avoid tick habitats, if possible. Stay on well-defined trails and avoid tall weeds.
- Wear light-colored clothing, tuck pant legs into socks, use tick repellent.
- Check yourself VERY carefully after being in tick habitat outdoors.
- Remove ticks with fingers or forceps, grasping close to the skin, pulling steadily.
- Disinfect bite site.
- Save tick in labeled bag/container in freezer. Mark date of bite(s) on calendar.
- Watch closely for unusual rashes or persistent cold/flu-like symptoms, joint pain.



Poisonous Plants

- Poison Ivy – “Leaves of three, let it be.”
- Poison Oak – Like poison ivy, but with toothed leaf margins.
- Poison Sumac – Has compound leaves and grows in wooded wetlands.





APPENDIX A

Nature

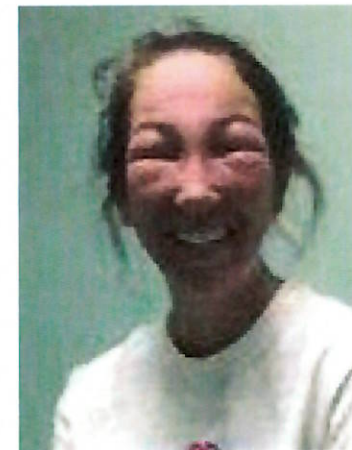


Poison Ivy Precautions

- Learn to recognize poison ivy. It usually grows as a vine (with hairy brown tendrils), but can also grow as an herbaceous ground cover or as a free-standing shrub.
- Contact dermatitis is caused by the oil Urushiol, found in the leaves, flowers, stems, and roots.
- Wear long-sleeved shirt, long pants, and gloves when working in/around poison ivy.
- Wash contaminated clothing separately from other clothes, using a strong, emulsifying detergent. Wash clothing several times.
- Never burn poison ivy. The oil can be carried in the smoke and spread to the skin and even lungs.



**DO NOT GET POISON
IVY IN YOUR EYES!**





APPENDIX A

Summary



- Correct any hazards observed in the work environment
- All personnel have the right to report unsafe/unhealthy working conditions
- Immediately report any mishap or serious injuries
- Hearing loss is a serious problem and requires attention through conservation efforts
- Encourage ergonomics principles to reduce workstation risks
- All Marines under the age of 26 must receive four hours of traffic safety training within 12 months of entering the Marine Corps.
- All active duty Marines who register and/or operate a motorcycle on NAS Pax River must have completed a Motorcycle Safety Foundation (MSF) course.
- Have a well, thought-out plan when conducting off-duty recreational activities
- Be mindful of the hazards and risks associated with off-duty recreational activities

Enclosure (2)



APPENDIX A

References



- MCO 5100.29C: Marine Corps Safety Management System
- MCO 5110.1D: Motor Vehicle Traffic Supervision
- MCO 6260.3A: Marine Corps Hearing Conservation Program
- MCO P5102.1B W-CH1-2: Mishap and Safety Investigation, Reporting, & Record Keeping
- NAVMC 5100.8 Marine Corps Occupational Safety & Health (OSH) Program Manual
- Executive Order 12196: Occupational Safety & Health Programs for Federal Employees
- Public Law 91-596: Occupational Safety & Health Act of 1970



APPENDIX A

Safety Contacts



MAD Safety Contacts

CWO3 Michael "Gru" DeMars
Ground Safety Officer
301-757-4868
michael.demars@jsf.mil

GySgt Ralphlorence Rodriguez
Ground Safety Manager
301-757-7639
ralphloren.rodrique1@navy.mil

MSgt Anthony Sharples
Motorcycle Safety
301-342-8650
anthony.sharples@jsf.mil

NAS PAX River Safety Contacts

Paul Jensen
Occupational Safety and Health Specialist
301-757-1655
paul.g.jensen.civ@us.navy.mil

*****CALL 911 OR 301-342-3911 (ON BASE) IN
CASE OF SERIOUS MISHAPS OR
INJURIES*****

Call 301-342-1095 to reach the Quarterdeck/CDO

**Call IAP (Public Works) at 301-342-4205 or 301-
342-4206 for emergency maintenance**

Enclosure (2)

APPENDIX B

Marine Aviation Detachment

Safety Check-In/Statement of Understanding

Items	Initial
I have read the CO's Ground Safety Policy	
I have read the Command's Ground Safety Program SOP	
I have been briefed about the Hearing Conservation requirements	
I have completed the Driver's Improvement Course (Under 26 Years Old ONLY)	
If I'm a motorcycle rider, I must complete the required training per Ground Safety Program SOP and MCO 5100.29C	
I will review the required Operational Risk Management (ORM) training	
I will report injuries or mishaps to my Supervisor, Safety Officer, and Medical Officer	
I will report unsafe acts or conditions to my Supervisor and to the Unit Safety Officer/Manager or through ANYMOUSE located near the front door of building 102	

Force Preservation is vital to our units' success and combat readiness. Force Preservation is the protection of manpower and material assets. It is shared at all levels from our most junior Marine to the Battalion/Squadron Commander. I understand that in order to prevent mishaps and injuries, we must adhere to safety orders and directives to be successful. This requires cooperation between subordinates and leaders.

Force Preservation can only be achieved through teamwork. We all must ensure a safe work environment and are expected to take responsibility for performing work in accordance with our safe standards and practices. I will support Force Preservation with the following principles:

1. *All accidents are preventable and all hazards controllable.*
2. *Working safely is a condition of employment.*
3. *Safety is everyone's responsibility.*
4. *Marines will be trained to perform their jobs without injury or damage to equipment while executing any task.*
5. *Each evolution (training, operation, and off-duty) will be evaluated through the ORM process which is essential to mission accomplishment.*

I acknowledge that I am responsible for my own safety (on-duty/off-duty) and will perform my work in a safe manner.

Print: _____

Sign: _____

Date: _____

APPENDIX C

**MARINE
AVIATION
DETACHMENT**



**STANDARDIZED
GROUND MISHAP
PLAN**

Updated: 30 Sep 2021

Enclosure (2)

APPENDIX C

GROUND MISHAP TIMELINE

00+00.....Initial Notification
Immediately.....Notify Commanding Officer
01+00.....Submit Flash Report to Higher HQ
01+00.....Naval Safety Center Telephone Report (Class A mishaps only)
04+00.....PCR Message (if necessary)
Next Day.....Notify Ground Safety Manager/Officer
7 Day.....7 Day Brief to HQMC (by MAD CO)
30 Day.....WESS Report/SIR Message (If necessary)

NOTE: Ensure timelines are met. Use known information only in reports and update as new information becomes available.

If there is information pertinent to the mishap that would disclose it as "not a mishap", notify the chain of command in order to remove it from mishap logs and statistics information.

APPENDIX C

GROUND MISHAP CHECKLIST

STEP	PRIORITY	TIME COMPLETED	NAME AND INITIALS
1. RECEIPT OF NOTIFICATION			
2. NOTIFY CO	IMMEDIATE		
3. GET ASSISTANCE	IMMEDIATE		
4. SUBMIT FLASH REPORT	1 HOUR		
5. NOTIFY NEXT OF KIN (IF NECESSARY)			CACO ONLY!
6. RELEASE INFO TO PAO (IF NECESSARY)			
7. PHONE NAVAL SAFETY CENTER (CLASS A MISHAPS ONLY)	1 HOUR		
8. CALL ENVIRONMENTAL			
9. WEATHER REPORT			
10. PCR MESSAGE (IF NECESSARY)	4 HOURS		

APPENDIX C

KEY MAD PERSONNEL

BILLET	NAME	CELL PHONE	WORK PHONE
CO	COL EGGSTAFF	703-655-1540	301-342-7777
XO	MAJ TAYLOR	301-904-0622	301-342-1421
SGTMAJ	SGTMAJ BAUER	240-572-1702	301-342-1690
OPSO	CAPT WILSON	919-624-9978	301-342-1515
GSO	CWO3 DEMARS	619-559-0056	301-757-4868
GSM	GYSGT RODRIGUEZ	808-382-6318	301-757-7639
ADJ/LEGAL	CWO3 YORK	619-742-9348	301-342-7776
ADMIN CHIEF	SSGT HAMILTON	804-921-8743	301-342-1427
CHAPLAIN	LT HAMRICK	301-247-8058	301-757-1809
PUBLIC AFFAIRS	N/A	N/A	301-757-6748 301-757-3343
DUTY PHONE	N/A		240-434-8949

APPENDIX C

STEP 1

RECEIPT OF NOTIFICATION

IF YOU ARE BEING NOTIFIED OF A MISHAP BY TELEPHONE, RADIO, OR IN PERSON, RECORD THE FOLLOWING INFORMATION:

DATE: _____

TIME: _____

1. "WHAT IS YOUR NAME?"

2. "WHERE ARE YOU?"

3. "WHAT IS THE PHONE NUMBER WHERE ARE YOU?"

4. "DID YOU WITNESS THE MISHAP?" YES NO

5. "HOW MANY PEOPLE INVOLVED?" _____

6. "WHERE WAS THE MISHAP?"

7. "WOULD YOU DESCRIBE THE INCIDENT?"

8. "WAS OR IS THERE A FIRE?" YES NO

9. "HAS THE FIRE DEPARTMENT BEEN NOTIFIED?" YES NO

10. "HOW MANY CIVILIANS WERE INVOLVED AND WHAT IS THEIR CONDITION?"

11. "HOW MANY MILITARY PERSONNEL WERE INVOLVED AND WHAT IS THEIR CONDITION?"

APPENDIX C

12. "HAS MEDICAL AID BEEN SUMMONED?" YES NO

13. "WHAT IS THE EXTENT OF DAMAGE TO PRIVATE PROPERTY?"

14. "WHAT IS THE EXTENT OF DAMAGE TO THE VEHICLE (IF INVOLVED)?"

15. "ARE YOU ABLE TO REMAIN THERE IN ORDER TO DIRECT EMERGENCY EQUIPMENT TO THE SITE?" YES NO

16. "HAS A RESCUE EFFORT BEEN INITIATED?" YES NO

17. STATE THE FOLLOWING: "PLEASE DIRECT THE EMERGENCY RESPONDERS TO THE INCIDENT. MAKE SURE YOU PROVIDE A WITNESS STATEMENT TO THE AUTHORITIES."

NOTE: CALL BACK PERSON WHO NOTIFIED YOU ABOUT THE MISHAP TO VERIFY THEIR NUMBER AND THE AUTHENTICITY OF THEIR REPORT.

CLASSIFY THE GROUND MISHAP OCCURRED (CIRCLE ALL THAT APPLY):

ON-DUTY
CAR/TRUCK
MOTORCYCLE
OFF-ROAD VEHICLE
BOAT
SPORTS INJURY
DOMESTIC DISPUTE (WITH INJURY)
OTHER ACT OF VIOLENCE (MUGGING, BAR FIGHT)
ATTEMPTED SUICIDE
OTHER INJURY
DEATH

APPENDIX C

CAUTION

FROM THIS POINT ON, UNLESS DIRECTED BY THE CO OR THE
MISHAP PLAN, GIVE NO INFORMATION OVER THE PHONE
ABOUT THE MISHAP. BE POLITE, BUT TELL THE CALLER THE
FOLLOWING:

**"I AM NOT ABLE TO COMMENT. PLEASE CALL
THE PUBLIC AFFAIRS OFFICE AT
301-757-6748 / 301-757-3343."**

APPENDIX C

STEP 2

NOTIFY THE COMMANDING OFFICER

1. NOTIFY THE COMMANDING OFFICER OR EXECUTIVE OFFICER IF CO IS NOT AVAILABLE

BILLET	NAME	CELL PHONE	WORK PHONE
CO	COL EGGSTAFF	703-655-1540	301-342-7777
XO	MAJ TAYLOR	301-904-0622	301-342-1421

2. STATE THE FOLLOWING: "SIR THIS IS (STATE YOUR NAME). THERE HAS BEEN A MISHAP, AND I AM INITIATING THE MISHAP PLAN."

3. CONSIDER USING YOUR PERSONAL CELL PHONE TO BE AN OPEN LINE FROM COMMAND REPRESENTATIVES. THIS KEEPS DUTY PHONE OPEN FOR OTHER INBOUND CALLS.

APPENDIX C

STEP 3

GET ASSISTANCE (IF NECESSARY)

1. DESIGNATE THE FOLLOWING PERSONNEL

A. DUTY OFFICER: COORDINATES THE MISHAP PLAN OF ACTION. IF THE DUTY CANNOT BE REACHED, DO NOT STOP. CONTINUE WITH THE MISHAP PLAN.

B. LOG KEEPER: KEEPS A LOG OF ALL ACTIONS/EVENTS. SEE APPENDIX 1.

2. TURN OVER THE MISHAP PLAN TO SOMEONE (IF NEEDED). REMAIN AT DUTY PHONE TO ASSIST IN THE EXECUTION OF THE PLAN.

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STEP 4

NEXT-OF-KIN

REFER TO MCO 3040.4E, MCBUL 3040, AND MARADMIN 752/07

NOTIFICATION OF NEXT-OF-KIN IS THE RESPONSIBILITY OF THE CASUALTY ASSISTANCE CALLS OFFICER (CACO) AND HQMC (MRPC). THIS RESPONSIBILITY WILL NOT BE ASSUMED BY ANY OTHER MEMBER OF THE COMMAND.

1. IF A FAMILY MEMBER OF ANYONE IN THE MAD CALLS ABOUT THE MISHAP AND THE WELFARE OF THEIR LOVED ONE, TELL THEM THAT:

“I’M SORRY, BUT WE DON’T HAVE ANY INFORMATION TO RELEASE AT THIS TIME. WE WILL CONTACT YOU AS SOON AS WE CAN.”

2. DON’T TELL THEM THE STATUS OF THEIR FAMILY MEMBER, GOOD OR BAD!

3. GET A RECALL NUMBER AND TELL THEM THE CO OR HIS REPRESENTATIVE WILL CALL THEM BACK AS SOON AS POSSIBLE.

4. GET S-1 TO RETRIEVE THE APPLICABLE CACO / RECORD OF EMERGENCY DATA FORMS. THESE FORMS WILL BE NEEDED BY THE CACO AND THE MAG TO GENERATE THE PERSONNEL CASUALTY REPORT (PCR).

NOTE: REFER TO MCO 3040.4E TO GENERATE A PCR.

5. THE MAD CO OR XO WILL COORDINATE WITH HQMC TO ENSURE CACO ASSIGNMENT.

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STEP 5

CALL THE NAVAL SAFETY CENTER

**WITHIN 1 HOUR OF MISHAP NOTIFICATION
FOR CLASS A MISHAPS ONLY**

CLASS A MISHAP: THE RESULTING TOTAL COST OF DAMAGES TO DOD OR NON-DOD PROPERTY IN AN AMOUNT OF \$1 MILLION OR MORE; A DOD AIRCRAFT IS DESTROYED; OR AN INJURY AND/OR OCCUPATIONAL ILLNESS RESULTING IN A FATALITY OR PERMANENT TOTAL DISABILITY. (MCO P5102.1B)

**THE MAD HEADQUARTERS IS RESPONSIBLE FOR THIS CALL.
FOLLOW THE STEPS BELOW.**

DO NOT RELEASE THE NAMES OF THE MARINES

1. CALL THE NAVAL SAFETY CENTER:

DSN 564-2929 / 3520
COMM (757) 444-2929 / 3520
FAX DSN 564-7049

NOTE: WHEN CALLING (757) 444-3520, A COMPUTER VOICE PROMPT WILL SAY "TO REPORT A MISHAP, PRESS 1".

2. CALL COLLECT OR DIRECT FROM HEADQUARTERS. COLLECT CALLS ARE ACCEPTED AT THE NAVAL SAFETY CENTER.

3. THIS TELEPHONE REPORT IS REQUIRED ONLY FOR CLASS "A" MISHAPS. IT MUST BE COMPLETED WITHIN 1 HOUR OF NOTIFICATION.

4. USE THE NSC MISHAP TELEPHONE REPORT BELOW AND FILL IN THE BLANKS. USE TBD FOR ANY UNKNOWN.

A. REPORTING CUSTODIAN _____

B. MISHAP LOCATION:
SHIP OR STATION _____

C. MISHAP TIME: LOCAL AND ZULU

APPENDIX C

D. BRIEF NARRATIVE:

E. DAMAGE: (DOD PROPERTY, CIVILIAN PROPERTY)

F. FATALITIES: (NUMBER OF FATALITIES IF KNOWN, BUT DO NOT GIVE NAMES)

G. POINTS OF CONTACT: (GIVE ONLY ONE NAME, DUTY PHONE, AND BILLET OF XO OR CO, IN THAT ORDER)

- (1) NAME _____
- (2) BILLET _____
- (3) PHONE NUMBER _____

TIME COMPLETED: _____

PERSON NOTIFIED: _____

APPENDIX C

STEP 6

HAZMAT SPILLS

***IMPLEMENT THIS STEP ONLY WHEN NECESSARY**

- 1. IF THE MISHAP INVOLVES ANY KIND OF SPILL OF OIL OR HAZARDOUS SUBSTANCES, 911 EMERGENCY SERVICE DISPATCH CENTER (ESDC) MUST BE CALLED.**

TIME COMPLETED:_____

PERSON NOTIFIED:_____

APPENDIX C

STEP 7

REQUEST WEATHER CONDITIONS

1. CONTACT STATION WEATHER AND REQUEST A MISHAP WEATHER REPORT. THIS REPORT SHOULD INCLUDE THE ACTUAL WEATHER AT THE TIME AND LOCATION OF MISHAP AND THE FORECASTED WEATHER THE PILOT RECEIVED PRIOR TO TAKEOFF. IF THE MISHAP OCCURRED OUT OF THE LOCAL AREA, CALL THE NEAREST MILITARY FIELD FOR ASSISTANCE.

2. IT IS ESSENTIAL TO THE MISHAP INVESTIGATION THAT YOU OBTAIN THE ACTUAL WEATHER OBSERVATION AT THE MISHAP.

3. CONTACT THE WEATHER OFFICE NEAREST TO THE MISHAP SITE AND OBTAIN THE NECESSARY INFORMATION. THE PHONE NUMBER TO THE NAS PAX RIVER METEOROLOGICAL OFFICE IS 301-342-2273.

4. USE THE FOLLOWING WORKSHEET TO FILL OUT THE WEATHER REPORT.

A. DATE AND TIME OF REPORT: _____
(DAY/NIGHT)

B. BRIEFED BY: _____

C. WEATHER AS BRIEFED:

(1) AIR TEMP:	_____
(2) REL HUM:	_____
(3) DEW PT:	_____
(4) WATER TEMP:	_____
(5) WIND DIR:	_____
(6) WIND VEL:	_____
(7) WIND GUSTS:	_____
(8) SKY COND:	_____
(9) VISIBILTY:	_____
(10) OBSTRUC:	_____
(11) ICING:	_____
(12) PRECIP:	_____
(13) EXTREME WX:	_____

E. TEMPO:

APPENDIX C

F. ACCURACY OF BRIEF:

G. FORECAST WEATHER:

H. VALID TIME OF FORECAST: _____

I. ACTUAL WEATHER:

- | | |
|------------------|-------|
| (1) AIR TEMP: | _____ |
| (2) REL HUM: | _____ |
| (3) DEW PT: | _____ |
| (4) WATER TEMP: | _____ |
| (5) WIND DIR: | _____ |
| (6) WIND VEL: | _____ |
| (7) WIND GUSTS: | _____ |
| (8) SKY COND: | _____ |
| (9) VISIBILTY: | _____ |
| (10) OBSTRUC: | _____ |
| (11) ICING: | _____ |
| (12) PRECIP: | _____ |
| (13) EXTREME WX: | _____ |

J. FORECASTER'S NAME: _____

K. FORECASTER'S PHONE NUMBER: _____

TIME COMPLETED: _____

PERSON NOTIFIED: _____

APPENDIX C

STEP 8

DEATH IMMINENT

REFERENCE: MARADMIN 051/99
CMC WASHINGTON DC MSG 090616ZFEB99

1. IF APPLICABLE, THIS ADMINISTRATIVE ACTION SHOULD BE CARRIED OUT BY THE ADMIN DEPARTMENT OR THE FLIGHT SURGEON. CALL THEM AT ONE OF THE NUMBERS BELOW.

BILLET	NAME	CELL PHONE	WORK PHONE
ADMIN OIC	CWO3 YORK	619-742-9348	301-342-7776
ADMIN SNCOIC	SSGT HAMILTON	804-921-8743	301-342-1427

2. IF A MARINE'S DEATH IS EXPECTED WITHIN 72 HOURS, HE OR SHE SHOULD BE PROCESSED FOR IMMEDIATE MEDICAL RETIREMENT. THIS PROCESS CAN BE INITIATED 24- HOURS A DAY 7-DAYS A WEEK.

3. THIS PROCESS IS TO INCREASE THE MARINE'S SURVIVOR BENEFITS.

4. A COMPETENT MEDICAL AUTHORITY MUST SUBMIT A STATEMENT TO THE USMC PHYSICAL EVALUATION BOARD (PEB). THE STATEMENT MUST INCLUDE MEDICAL EVIDENCE TO SUPPORT THE CLAIM THAT THE MARINE IS EXPECTED TO DIE WITHIN 72 HOURS.

5. RESPONSIBILITIES OF THE MAD:

A. IMMEDIATELY NOTIFY THE HQMC OPERATIONS CENTER AT COMM (703) 695-5454 / DSN 225-5454 AND THEN RELEASE A PERSONNEL CASUALTY REPORT (PCR) (FORM DD-3040-02) CONCERNING THE INCIDENT.

B. IN THE EVENT THE TERMINALLY ILL MARINE IS RECEIVING CARE IN A TREATMENT FACILITY OTHER THAN AN MTF (I.E. CIVILIAN HOSPITAL):

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1. IMMEDIATELY NOTIFY THE NEAREST MTF AND ENSURE COMMUNICATION IS ESTABLISHED BETWEEN THE TREATMENT FACILITY AND THE MTF.

2. NOTIFY THE MILITARY MEDICAL SUPPORT OFFICE (MMSO) IN GREAT LAKES (TOLL FREE 1-800-876-1131) SO THAT MMSO CAN OFFICIALLY ASSIGN MEDICAL COGNIZANCE TO THE MTF CLOSEST TO THE TREATMENT FACILITY.

C. IF REQUIRED, ENSURE A LINE OF DUTY DETERMINATION OR LINE OF DUTY INVESTIGATION IS INCLUDED WITH ALL NECESSARY ENDORSEMENTS. THE LINE OF DUTY DETERMINATION OR LINE OF DUTY INVESTIGATION WILL BE PROVIDED TO THE MTF TO BE FORWARDED WITH THE MEDICAL EVALUATION BOARD TO THE PEB. THE PEB WILL ADJUDICATE A CASE WITHOUT THE LINE OF DUTY DETERMINATION OR LINE OF DUTY INVESTIGATION. HOWEVER, THE PEB PRELIMINARY FINDINGS WILL NOT BE ISSUED UNTIL RECEIPT OF THE LINE OF DUTY DETERMINATION OR INVESTIGATION.

TIME COMPLETED: _____

PERSON NOTIFIED: _____

APPENDIX C

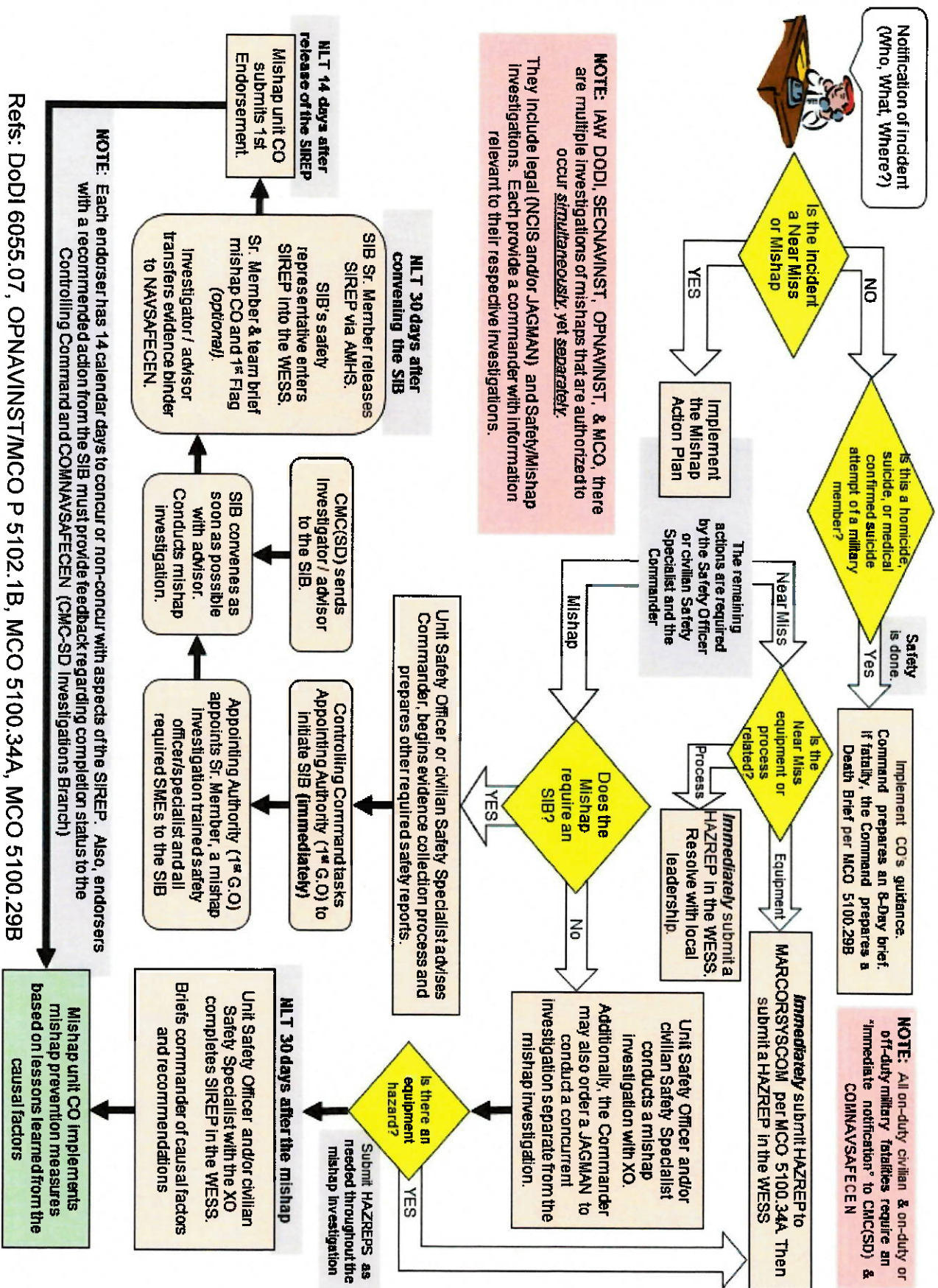
STEP 9

7 DAY BACK BRIEF

**SUBMIT WITHIN 7 DAYS OF MISHAP TO HEADQUARTERS
MARINE CORPS BASE QUANTICO**

- 1. THIS REPORT IS REQUIRED FOR ANY CLASS A MISHAP.**
- 2. THIS WILL NORMALLY BE THE RESPONSIBILITY OF THE MAD
COMMANDING OFFICER.**
- 3. REFER TO MCO P5102.1B FOR GUIDANCE ON THE 7 DAY BACK.**

APPENDIX C Marine Corps Mishap Investigation Process Map



APPENDIX C

High Potential, On-Duty Mishap (HIPOM). Unlike some reportable mishaps such as off-duty/recreational mishaps or twisted ankle during PT, a HIPOM is an on-duty mishap which had the potential to result in a more severe loss (e.g., fatality, permanent total disability, permanent partial disability, severe illness, loss of asset, significantly degraded unit readiness or significantly degraded mission capability). These type of mishaps meet the DoD and DON criteria of Class C or D injury or damage as well as first-aid injury.

The difference between a near miss or minor mishap and a catastrophic mishap might only be sheer luck within a second in time, millimeters in distance, or the quick thinking and reaction of alert personnel. However, the hazardous conditions surrounding the event deserve leadership's scrutiny to ensure the hazard(s) is/are controlled or eliminated to prevent the probability of a reoccurrence.

Units experiencing any mishap must comply with investigation and reporting requirements detailed in DoDI 6055.07 and OPNAVINST 5102.1D/MCO 5102.1B. The purpose of labeling an event as a HIPOM is to ensure that safety personnel (i.e. Unit Safety Officers and/or civilian Safety and Occupational Health Specialists) analyze all active and latent conditions as they would during a formal Safety/Mishap Investigation Board (SIB/MIB) to ensure all causal factors are identified. In order to reduce hazards and alert the fleet to hazardous conditions or behaviors, the mishap investigation report must include a detailed analysis with effective recommendations for corrective actions to the chain of command.

Chapter 6 of OPNAVINST 5102.1D/MCO 5102.1B currently states the high potential mishaps of ordnance impacting off range outside the surface danger zone, live fire training mishaps resulting in an injury, and explosives related mishaps shall each require a formal Safety/Mishap Investigation Board (SIB/MIB).

Chapter 3, Chapter 4, and Glossary 1 of OPNAVINST 5102.1D/MCO 5102.1B outlines all mishaps, near-mishaps and hazards which require reporting to the Naval Safety Center via the authoritative web-based mishap data collection system. Although some lower level classifications of injuries, damage or near-mishaps do not deserve detailed scrutiny, the following mishap types are considered HIPOMs and demand a more thorough investigation by Unit Safety Officers and/or civilian Safety and Occupational Health Specialists:

Mishap Type	Minimum Injury Classification	Minimum Property Damage Classification	Mishap Investigation Type
Explosives related	1st aid and above	Class D or above	SIB / MIB
Live Fire training with injury	1st aid and above	N/A	SIB / MIB
Ordnance impacting off range (<i>outside the established SDZ</i>)	1st aid and above	Any (Does not need to meet a minimum cost threshold)	SIB / MIB
GMV or GVO rollover or crash	1st aid, Class D, C or B	\$5,000 or greater	Unit/Command
Water borne training or operations (<i>i.e. survival training, screenings, diving, etc.</i>)	Decompression illness, Loss of consciousness, 1st aid, Class D or C	N/A	Unit/Command
Confined Space operations	Loss of consciousness, 1st aid, Class D or C	N/A	Unit/Command
Fall from height of four (4) feet or greater while working on an aircraft, a ground vehicle, a ladder, scaffold, aloft, etc.	1st aid, Class D or C	N/A	Unit/Command
Parachuting where there is suspected malfunction of equipment or human error	1st aid, Class D or C	Any (Does not need to meet a minimum cost threshold)	Unit/Command
Any Helicopter Rope Suspension Technique (<i>i.e. Special Patrol Insertion/Extraction, Jacob's Ladder operations, rappelling, fast rope, etc.</i>)	1st aid, Class D or C	Any (Does not need to meet a minimum cost threshold)	Unit/Command

APPENDIX C

Mishap Type	Minimum Injury Classification	Minimum Property Damage Classification	Mishap Investigation Type
Operations involving transportation of personnel or equipment by tactical or commercial equipment (LCAC, AAV, boat, aircraft, submersible, bus, etc.)	1st aid, Class D or C	\$5,000 or greater	Unit/Command
Command sanctioned physical training event where multiple personnel receive medical treatment above first-aid (i.e. conditioning hikes, unit PT with multiple heat casualties, etc.)	1st aid, Class D or C	N/A	Unit/Command
Struck by moving GMV or GVO during field training events, shipboard operations, waterborne operations, or garrison ground operations.	Near miss, 1st aid, Class D or C	N/A	Unit/Command
Pinched by moving GMV or GVO during field training events, shipboard operations, waterborne operations, garrison ground operations.	Near miss, 1st aid, Class D or C	N/A	Unit/Command
Struck by equipment during maintenance activities or normal work activities.	Near miss, 1st aid, Class D or C	N/A	Unit/Command
Pinched by equipment during maintenance or normal work activities.	Near miss, 1st aid, Class D or C	N/A	Unit/Command
Exposure to inadvertent release of toxic substances (E.g. chemicals, biologicals, fire suppression agents, etc.)	Near-miss, 1st aid, Class D or C	N/A	Unit/Command
Electrical related injuries during work. (E.g. Arc flash, shock, etc.)	Near-miss, 1st aid, Class D or C	N/A	Unit/Command
Electrical related injuries to guests, family members, visitors, etc., resulting from DON equipment or inside a DON facility.	Near-miss, 1st aid, Class D or C	N/A	Unit/Command
Electrical related damage or fire to DON equipment or inside a DON facility. (E.g. melting or burning of electrical components such as wires, cords, outlets, etc.)	N/A	Any (Does not need to meet a minimum cost threshold)	Unit/Command
Fire on or in a Naval vessel, a DON facility, range, tactical equipment, non-tactical equipment, etc.	1st aid, Class D or C	Class D or C	Unit/Command
Fire during refueling operations of vehicle systems	Near-miss, 1st aid, Class D or C	\$5,000 or greater	Unit/Command
Fire during maintenance operations vehicle systems	Near-miss, 1st aid, Class D or C	\$5,000 or greater	Unit/Command

Note: Some HIPOMs may have a causal factor related to an unsafe equipment design or function. If the unit safety officer's safety/mishap investigation determines there is a hazard with any component of military owned equipment, a HAZREP must be submitted IMMEDIATELY in accordance with Chapters 3 and 4 of OPNAVINST 5102.1D/MCO 5102.1B.

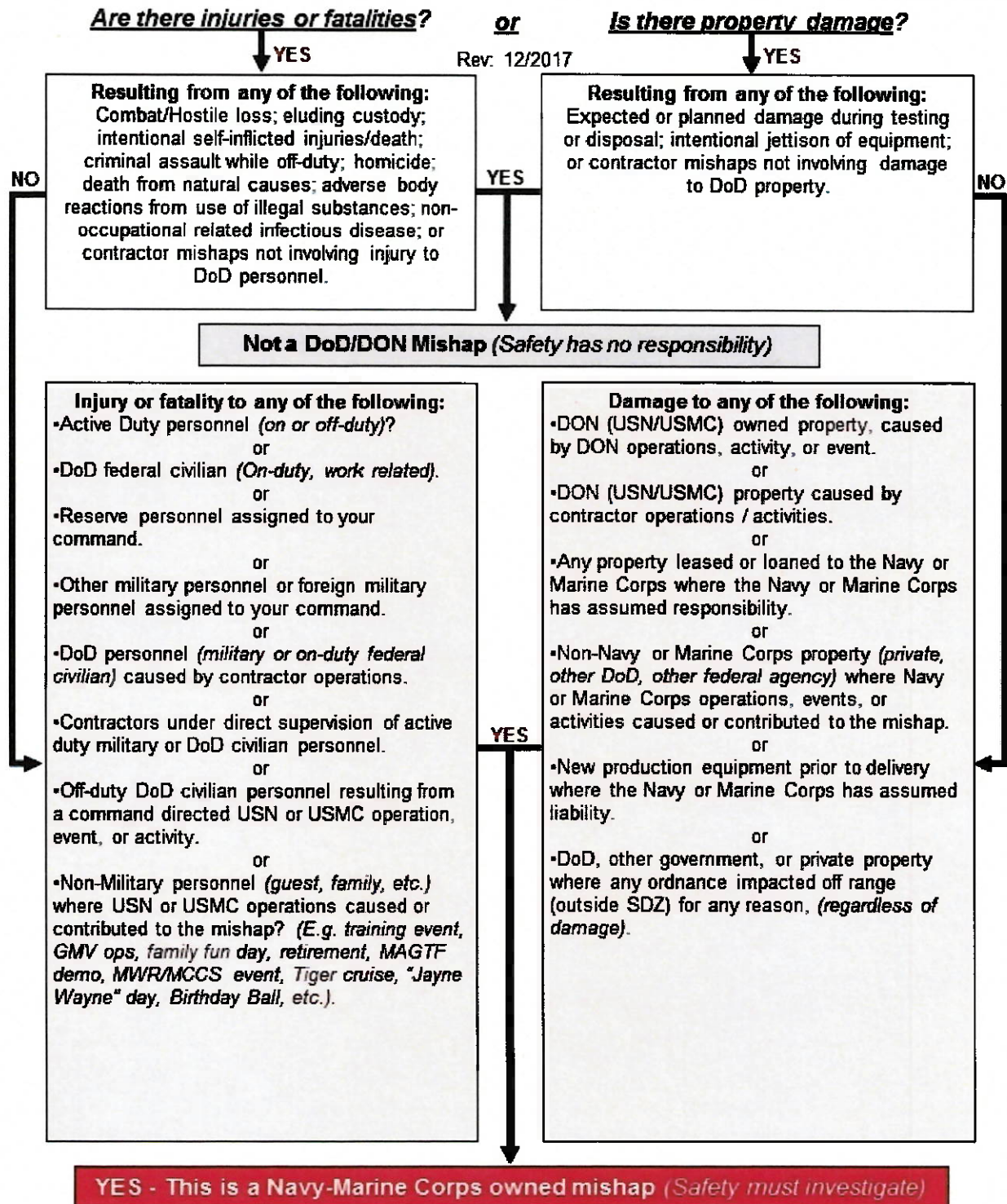
Additionally, Marine Corps Commanders shall immediately contact Marine Corps Systems Command (MCSC) via email regarding any hazard with either tactical vehicle systems or weapons systems IAW MCO 5100.34A

APPENDIX C

STEP 1: Determine if the incident is a mishap or non-mishap IAW DOD 6055.07 and OPNAVINST 5102.1/MCO P5102.1 series.

Is this a DoD / DON (Navy or Marine Corps) Mishap?

Mishap: An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel caused by DoD activities.



APPENDIX C

STEP 2: Determine if the mishap requires investigation and SIREP in the WESS by safety.

The following mishaps require a safety investigation & reporting to the DON and/or OSHA (Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)		
Active Duty	DON reportable	OSHA reportable
On- or Off-duty mishap where injuries result in a fatality (<i>immediate or within months following the mishap</i>), a Permanent Total Disability (PTD) or Permanent Partial Disability (PPD)	YES	n/a
On- or Off-duty mishap where injuries cause one or more days away from work beyond the day of the injury. (<i>includes: SIQ, hospitalization as an inpatient, or convalescent leave</i>)	YES	n/a
On- or Off-duty mishap where injuries result in Light Duty or Limited Duty. (<i>I.e. Injuries incurred during physical training, work, field training, recreational activities, etc.</i>)	YES	n/a
On- or Off-duty mishap where injuries result in medical treatment beyond first aid. (<i>The injury may not have resulted in light-duty, limited-duty, SIQ, etc., but received medical treatment</i>)	YES	n/a
On- or Off-duty mishaps where alcohol was a contributing factor. (<i>E.g. motor vehicle crash, alcohol overdose, recreational mishaps, etc., regardless of age or potential disciplinary actions.</i>)	YES	n/a
On-duty mishap resulting in a loss of consciousness. (<i>E.g. resulting from a training event, physical screening event, diving, confined space activity, etc.</i>)	YES	n/a
On-duty heat stress or cold injury requiring medical treatment above first-aid. (<i>includes hyperthermia causing heat exhaustion or heat stroke; hypothermia or frost bite</i>)	YES	n/a
On-duty diving mishaps (<i>hyperbaric treatment for <u>any reason</u>, CNS involvement, O2 toxicity, pulmonary over inflation syndrome, etc.</i>)	YES	n/a
On-duty formal school training related mishaps. (<i>Includes loss of one training day or rollback in training or disenrollment during High Risk or Medium Risk Training, etc.</i>)	YES	n/a
On-duty injury or fatality from a violent act while performing official duties. (<i>E.g. assaulted while standing duty, conducting an inspection, on shore patrol, security, etc.</i>)	YES	n/a
All live fire training mishaps with any degree of injury caused by impact from ammunition. (<i>I.e. ricochets, negligent discharge, direct impact, etc.</i>)	YES	n/a
All explosive related mishaps resulting from military operations, activity or evolution. (<i>I.e. "cook-off", ordnance impacting outside SDZ, unexploded ordnance, etc.</i>)	YES	n/a
All ordnance impacting off range during training. (<i>I.e. outside SDZ</i>)	YES	n/a
All GMV & GVO mishaps (collision, rollover, etc.) causing \$5,000 or more in damage. (<i>Includes cost to DOD and/or non-DoD property when the operator of the GMV or GVO is a cause.</i>)	YES	n/a
All Helicopter Rope Suspension Technique (HRST), air-cargo drop and/or parachuting regardless of damage or injury status.	YES	n/a
Medically diagnosed occupational-related illness or injury. (<i>E.g. respiratory, blood, or skin disease, ergonomics related cumulative trauma or musculoskeletal disease, etc.</i>)	YES	n/a
Work related Significant Threshold Shift (STS) or Permanent Threshold Shift (PTS). (<i>See MCO 6260.3A, OPNAVINST 5100.19E, OPNAVINST 5100.23G & NMCPHC-TM 6260.51.99-2</i>)	YES	n/a
Work related needle stick or cut from sharp object that is contaminated with the blood or potentially infectious material.	YES	n/a
Occupationally related Tuberculosis (Tb) infection. (<i>Verified by a positive TST</i>)	YES	n/a
Any member medically removed under medical surveillance requirements of an OSH health standard by a competent medical authority. (e.g. chemical exposure) (<i>See DoD 6055.05-M</i>)	YES	n/a
Ship grounding, collision, or flooding and fires afloat (<i>except small trash can fires</i>)	YES	n/a
Any of the above that occurs in the combat zone and is not the result of direct enemy action.	YES	n/a

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NOTE: Reporting all OSHA required occupational related "recordable" mishaps to NAVSAFECEN via the current authoritative mishap data collection system (i.e. the WESS) satisfies the OSHA requirement to maintain the OSHA 300 log. The WESS also generates the OSHA 300A log for commands to post IAW U.S. Department of Labor regulations.

The following mishaps require a safety investigation & reporting to the DON and/or OSHA <i>(Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)</i>		
Federal Civilian Employees (Includes NAF, GS, etc.)	DON Reportable	OSHA Reportable
On-duty , occupational related mishap where injuries result in a <u>fatality or permanent total disability (PTD)</u> .	YES	YES (w/in 8 hrs.)
On-duty , occupational related mishap resulting in in-patient hospitalization of <u>one or more</u> personnel.	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in an <u>amputation</u> of a body part. (OSHA does require bone loss as part of the amputation)	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in a <u>loss of an eye</u> .	YES	YES (w/in 24 hrs.)
On-duty , occupational related mishap resulting in one or more <u>days away from work</u> beyond the day or shift of the injury. <i>(i.e. any leave associated with the mishap such as sick leave, convalescent leave, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
On-duty , occupational related mishap resulting in <u>restricted work</u> or <u>transfer</u> to another job.	YES	<i>If it meets one of the above four criteria</i>
On-duty , occupational related mishap resulting in medical treatment beyond first aid. <i>(E.g. heat injuries, lacerations, sprains, strains, blunt force trauma, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
On-duty mishap resulting in a loss of consciousness. <i>(E.g. resulting from a training event, physical screening event, diving, confined space activity, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
On-duty heat stress or cold injury requiring medical treatment above first-aid. <i>(includes heat exhaustion, heat stroke, hypothermia or frost bite)</i>	YES	<i>If it meets one of the above four criteria</i>
On-duty diving mishaps (CNS involvement, O2 toxicity, hyperbaric treatment, pulmonary over inflation syndrome, etc.)	YES	<i>If it meets one of the above four criteria</i>
On-duty injury or fatality from a violent act while performing official duties. <i>(E.g. assaulted as a member of Law enforcement, EMS, Firefighter, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
All live fire training mishaps with any degree of injury caused by impact from ammunition. <i>(i.e. ricochets, negligent discharge, direct impact, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
All explosive related mishaps resulting from military operations, activity or evolution. <i>(i.e. ordnance impacting outside SDZ, unexploded ordnance, "cook-off", etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
On-duty GMV & GVO mishaps (collision, rollover, etc.) causing \$5,000 or more in damage. <i>(Includes cost to DOD and/or non-DoD property when the operator of the GMV/GVO is a cause.)</i>	YES	<i>If it meets one of the above four criteria</i>
Medically diagnosed occupational-related illness or injury. <i>(E.g. respiratory, blood, or skin disease, ergonomics related cumulative trauma or musculoskeletal disease, etc.)</i>	YES	<i>If it meets one of the above four criteria</i>
Work related Significant Threshold Shift (STS) or Permanent Threshold Shift (PTS). (See MCO 6260.3A, OPNAVINST 5100.19E, OPNAVINST 5100.23G & NMCPHC-TM 6260.51.99-2)	YES	n/a
Occupational related needle stick or cut from sharp object that is contaminated with blood or potentially infectious material.	YES	n/a
Occupational related Tuberculosis (Tb) infection. <i>(Verified by a positive TST).</i>	YES	<i>If it meets one of the above four criteria</i>
Any member medically removed under medical surveillance requirements of an OSH health standard by a competent medical authority. (e.g. chemical exposure) (See DoD 6055.05-M)	YES	<i>If it meets one of the above four criteria</i>

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The following mishaps require a safety investigation & reporting to the DON and/or OSHA <i>(Refs: DoDI 6055.07 & OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3 and Glossary 1)</i>		
Family members, guests, off-duty federal civilian employees, other civilians	DON Reportable	OSHA Reportable
Any injury or death of a civilian guest, patron or military family member as the result of a DoD operation, activity or evolution. <i>(Any activity where the host commander has responsibility to assess, eliminate or mitigate hazards associated with the activity.)</i> <i>(Examples include: family fun day, "in their boots/Jane Wayne day", retirement ceremony, tent sale, military ball, static display, demonstration of operational capability, Tiger cruise, MWR / MCCA event, etc.)</i>	YES	n/a
Property Damage	DON Reportable	OSHA Reportable
Any damage to DoD and/or Non-DoD property (private property) as the result of an official military operation, activity or evolution. <i>(E.g. GMV/GVO crash, explosives event, maritime or amphibious operations, training, fire, flooding, collisions, MWR event, etc.)</i>	YES	n/a
Contractors / Contracted Employees	DON Reportable	OSHA Reportable
On-duty contractor <u><i>fatality or permanent total disability (PTD)</i></u> where the contractor is under <u><i>direct supervision</i></u> of Department of the Navy (DON) military or federal civilian personnel.	YES	Call NAVSAFECE N
On-duty contractor <u><i>work-related injuries</i></u> where the contractor is under <u><i>direct supervision</i></u> of Department of the Navy (DON) military or federal civilian personnel.	YES	Call NAVSAFECE N
Fatality or PTD to any on-duty DoD civilian personnel <u><i>caused by</i></u> contractor operations, or activities.	YES	Call NAVSAFECE N
Fatality or PTD to on- or off-duty military personnel <u><i>caused by</i></u> contractor operations, or activities.	YES	Call NAVSAFECE N
Damage to DoD property <u><i>caused by</i></u> contractor operations, or activities.	YES	n/a
Any injury or death of a contractor <u><i>caused by</i></u> or <u><i>as the result of a</i></u> DoD operation, activity or evolution.	YES	Call NAVSAFECE N
Injury or death to an on-duty contractor where the contractor is <u><i>not</i></u> under the direct supervision of DoD/DON personnel and results <u><i>solely from</i></u> contractor operations. DoN has no direct means to correct, control, eliminate or prevent recurrence of similar incidents.	NO	Only for the contractor
Injury or death of an Off-Duty contractor not related to military operations, activities, or evolutions. DoN has no direct means to correct, control, eliminate or prevent recurrence of similar incidents.	NO	n/a

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STEP 3: Determine mishap classification IAW DoDI 6055.07 & OPNAVINST/MCO P5102.1B.

Mishap Class	Property Damage	Severity of Injury or Illness
A	\$2,000,000 or greater	<p>Fatality (<i>immediately or months after the mishap</i>)</p> <p>or</p> <p>Injury or occupational related illness causing Permanent Total Disability (PTD)</p> <p><i>PTD: Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. Also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:</i></p> <ul style="list-style-type: none"> ➤ Both hands ➤ Both feet ➤ Both eyes ➤ A combination of any two of these body parts.
B	\$500,000 to \$1,999,999	<p>Hospitalization of 3 or more personnel in same mishap</p> <p>or</p> <p>An injury or occupational related illness resulting in a Permanent Partial Disability (PPD)</p> <p><i>PPD: An injury or occupational illness that results in permanent impairment or loss of any part of the body such as, but limited to:</i></p> <ul style="list-style-type: none"> ➤ <i>loss of the great toe or thumb, (or any amputation with bone loss)</i> ➤ <i>non-repairable inguinal hernia,</i> ➤ <i>traumatic acute hearing loss of 10 dB or greater documented by medical authority.</i> <p><i>Exceptions include the following:</i></p> <ul style="list-style-type: none"> ➤ <i>loss of teeth.</i> ➤ <i>loss of tips of fingers/toes <u>without</u> bone loss.</i> ➤ <i>repairable hernia.</i> ➤ <i>disfigurement.</i> ➤ <i>sprains or strains that do not cause permanent limitation of motion.</i>
C	\$50,000 to \$499,999	<p><u>DoD civilians & military:</u> An occupational related illness or injury causing one or more days away from work beyond the day or shift on which the injury occurred or the illness was diagnosed.</p> <p><u>Military only:</u> An on- or off-duty injury causing a minimum of one (1) lost workday beyond the day of the injury (<i>weekends included</i>).</p> <p>Lost workdays include;</p> <ul style="list-style-type: none"> ➤ <i>SIQ for 24 hours or more</i> ➤ <i>Hospitalization as an inpatient, beyond the day of mishap.</i> ➤ <i>Mishap related convalescent leave. (or any leave in association with the mishap)</i>
D	\$20,000 to \$49,999	<p><u>Military:</u> An injury or illness resulting in light duty or limited duty</p> <p><u>DoD Civilians:</u> An injury or illness resulting in restricted work, transfer to another job</p> <p>Also includes:</p> <ul style="list-style-type: none"> ➤ medical treatment greater than first aid, ➤ needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, ➤ medical removal under medical surveillance requirements of an OSHA standard, ➤ occupational hearing loss resulting in a Significant Threshold Shift (STS), ➤ A work-related tuberculosis case.
Other reportable		<ul style="list-style-type: none"> - \$5,000 to \$19,999 in GMV/GVO damage (Includes collateral damage costs to other property) - Any on- duty mishap resulting in a loss of consciousness. - Any Near Miss related to a hazard with equipment hazard or a process requires a HAZREP

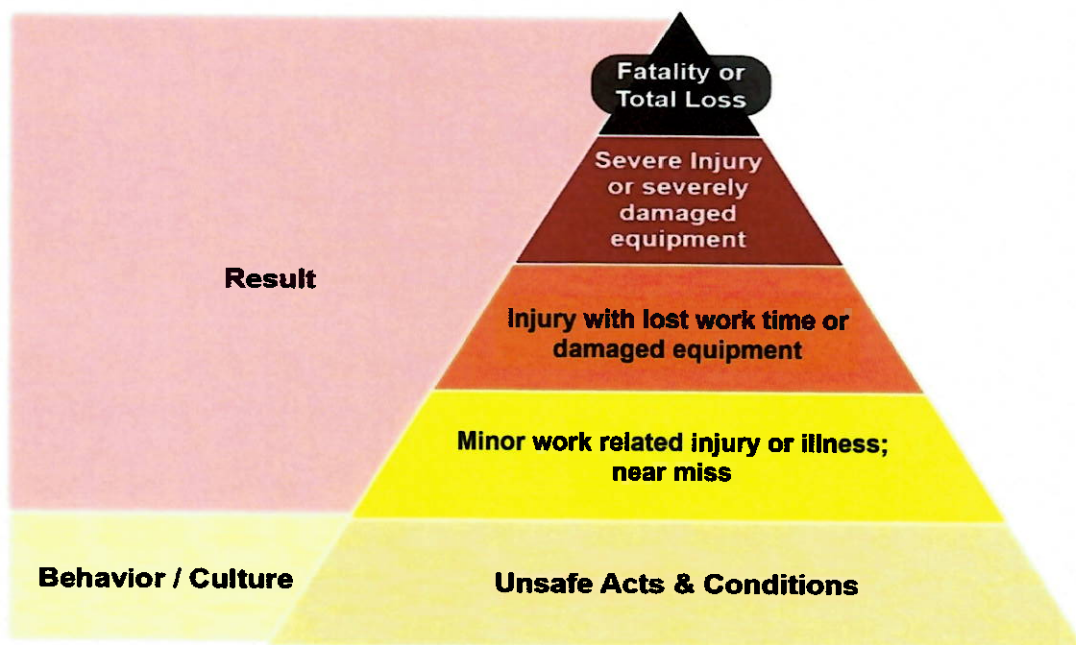
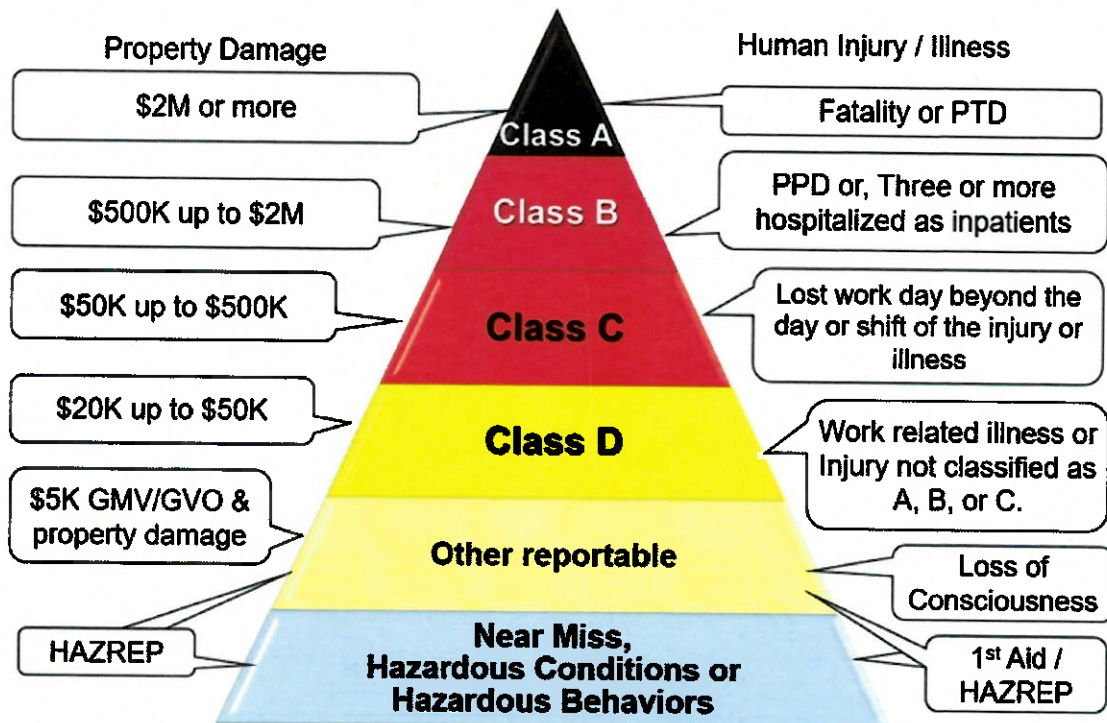
Military Injuries: Include injuries as a result of either on- or off-duty mishaps.

DoD Civilian Injuries: Includes on-duty mishaps. If off-duty, the injury must be the result of a military operation or activity.

Illness: Whether one is DoD civilian or military, the illness must be occupational related in order to meet the mishap classification criteria. (E.g. illness due to an exposure to a workplace health hazard.)

APPENDIX C

DoD and DON Mishap Classifications



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STEP 4: Use the matrix below to determine various mishap reporting requirements for each mishap classification.

DoD Mishap Class - A							
Minimum of or expected to reach \$2 million in property damage, or Fatality, or Injury or Occupational related illness causing Permanent Total Disability (PTD) or expected Fatality or PTD							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On - duty / Off - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / Off - base	YES note 5	YES refs A & D	YES ref A	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On - duty / Off - base	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off - duty / On - base	If meets criteria of notes 4	If meets criteria of notes 4	If meets criteria of notes 4	See note 3	See ref C	n/a	If meets criteria of notes 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off-base - under Direct supervision of DoD personnel	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
Off-base - caused by Military activity or hazard	YES note 5	YES refs A & D	YES ref A	See note 3	See ref C	n/a	YES
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$2 million)							
DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
DoD property caused by civilian or contractor activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Non-DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Combined cost of DoD & Non-DoD property caused by military activity	YES note 5	YES refs A & D	n/a	See note 3	See ref C	n/a	YES
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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DoD Mishap Class - B \$500,000 to \$1,999,999 in property damage, or Hospitalization of 3 or more personnel in the same mishap, or Injury or Occupational related illness causing Permanent Partial Disability (PPD) <i>(This includes an on-duty, occupationally related, acute, traumatic hearing loss)</i>							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
On - duty / Off - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / Off - base	See note 5	YES refs A & D	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
On - duty / Off - base	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off - duty / On - base	If meets criteria of notes 4	If meets criteria of notes 4	n/a	See note 3	See ref C	If meets criteria of notes 4	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Off-base - under Direct supervision of DoD personnel	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of notes 1 or 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	See note 5	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$500,000)							
DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	YES refs A & D	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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DoD Mishap Class - C

\$50,000 to \$499,999 in property damage, or occupational related illness or injury causing a minimum of (1) lost workday beyond day of injury, including weekends, or an individual off-duty military injury causing a minimum of (1) lost workday beyond day of injury, including weekends. *(Lost workdays include; SIQ for 24 hours or more, Hospitalization beyond the day of mishap, Mishap related con-leave)*

Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	Note 5	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$50,000)							
DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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DoD Mishap Class – D (see DoDI 6055.07) \$20,000 to \$49,999 in property damage, or injury or occupational illness resulting in medical treatment beyond 1st Aid. This includes: LIGHT DUTY, LIMITED DUTY for military members, restricted work or transfer to another job for federal civilians, any medical removal under medical surveillance requirements of an OSHA standard, needle stick injuries or cuts from sharps that are contaminated from another person's blood or other potentially infectious material, a prolonged occupational related hearing loss, or occupationally related tuberculosis exposure.							
Category	Immediate Notification	USMC 8-Day Brief	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS (30 days)	SIB
Active Duty							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	YES	n/a
Fed. Civ. Employees							
On - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
On - duty / Off - base	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off - duty / On - base	n/a	n/a	n/a	See note 3	See ref C	Note 5	If meets criteria of note 4
Off - duty / Off - base	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Contractors							
On-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Off-base - under Direct supervision of DoD personnel	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 2
Under supervision of Contractor personnel	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Caused by military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Family members, guests, other civilian							
On-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Off-base - caused by Military activity or hazard	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
On-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Off-base - not caused by military activity or hazards	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Property Damage (Minimum of or expected to reach cost of \$20,000)							
DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
DoD property caused by civilian or contractor activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Combined cost of DoD & Non-DoD property caused by military activity	n/a	n/a	n/a	See note 3	See ref C	YES	If meets criteria of note 4
Non-DoD property caused by non-DoD civilian or contractor	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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NOTES:

1. A Safety Investigation Board (SIB) is required if the mishap results in a hospitalization, beyond observation, of 3 or more personnel, (at least 1 of who is a DoD civilian), involved in a single mishap. Also for all on-duty Class-A mishaps involving either military personnel, or on-duty DoD civilian employees, or fatality of guests caused by DoD/DON/USMC activity or operations. (see chapters 3 and 6 reference B)
2. A Safety Investigation Board (SIB) is required if the mishap is an explosives related mishap, or ordnance impacting off range, or live fire mishap resulting in an injury. (see chapter 6 of reference B)
3. A HAZREP must be submitted when the elimination and control of a given hazard has community-wide implication in reducing mishaps. Note: Providing information on problems with widespread relevance will help reduce the likelihood of mission degrading mishaps. (see chapter 4 of reference B)
4. If the hazard, injury, illness, or property damage resulted from military activity or operation, then see note 5 for immediate notification requirements. Then see notes 1, or 2 to determine SIB requirements. Then see reference A to determine USMC 8-day & death brief requirements.
5. Regardless of cause (mishap, suicide, or homicide, notify COMNAVSAFECEN and CMC(SD) within 8 hours by telephone if the mishap or non-combat incident meets one of the following criteria:
Hospitalization of three or more personnel caused by DoD activity, operation, or event or,
On-duty DoD civilian fatality or PTD or,
On- or off-duty fatality or PTD of military personnel or,
Explosive mishap causing fatality, PTD, or potential for greater than \$2 million in damage. (see chapter 3 of reference B)

REFERENCES:

- A. MCO 5100.29B, Marine Corps Safety Program, 28 July 2011
- B. OPNAVINST 5102.1D/MCO P5102.1B
- C. MCO 5100.34A, Deadline Safety of Use Message Instructions to Suspend Operations of Marine Corps Ground Equipment and Weapons Systems, Safety of Use Message and Maintenance Advisory Messages, 19 June 2017

All Commanders, Commanding Officers, and Officers-In-Charge shall:

- Report all potential hazards associated with the operation of Marine Corps ground equipment and weapons systems.
- Individuals may report potential hazards to MARCORSYSCOM Safety at **MCSC_Safety@usmc.mil** and/or to Commandant of the Marine Corps Safety Division (CMC SD) at **hqmc_safety_divison@usmc.mil**.
- Identify and report situations that negatively affect safety of operation via the Automated Message Handling System to:

COMMARCORSYSCOM OOT QUANTICO VA;
PEO LS QUANTICO VA SAFETY;
CMC SD WASHINGTON DC;
CMC WASHINGTON DC PPO;
CMC WASHINGTON DC I&L;
COMNAVSAFECEN NORFOLK VA.

- D. MARADMIN 490/18, Change to 8-Day briefs routing and distribution

APPENDIX C

The following are NON-REPORTABLE INCIDENTS (NON-MISHAPS) The following incidents need not be investigated, recorded, or reported per OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3. However, for DON civilians, these may meet non-safety reporting requirements to the Department of Labor (DOL)/OSHA, under provisions of Federal Employee Compensation Act (FECA), if these events occurred in the performance of duty. Please note the exceptions.

1. Mishaps associated with naval nuclear propulsion plants.
2. Mishaps involving nuclear weapons.
3. Damage or injury by direct action of an enemy or hostile force. This does not include suspected cases of friendly fire.(Fratricide)
4. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or munitions, when the reason for jettison is not a malfunction of the launch or release system.
5. Replacement of component parts due to normal wear and tear, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. Replacement need may not be evident until malfunction or failure of the part.
6. Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications, such as loss of vision. Complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time are reportable.
7. Attempted or consummated suicide, homicide, or intentionally self-inflicted injuries; e.g., Russian roulette, hanging, overdose (**except alcohol**), etc. However, notification of these types of death to COMNAVSAFECEN is required.
8. Injuries resulting from altercations, attack, or assault, **unless incurred in the performance of OFFICIAL duties.**
9. Injuries sustained before entry into military service or employment by the United States government, unless specifically aggravated by current tenure of service
10. Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.
11. Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.
12. Injuries that result from Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority.
13. Injuries that result from Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap producing agents or environments normally associated with active participation in daily work or recreation.
14. Injuries or fatalities to persons in the act of **escaping from or eluding** military or civilian **custody or arrest**.
15. Death due to natural causes that are unrelated to the work environment.
16. Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing.
17. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson. **The exception is for occupationally related death or injury to emergency responders in the performance of their duties.**
18. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.
19. Death or injury resulting solely from illegal use of drugs or other substances. **This shall not preclude reporting motor vehicle mishaps in which the use of alcohol was a contributing factor.**
20. Normal residual damage as a result of a missile launch.
21. Contractor mishaps, for contractor's not under direct DON supervision or caused solely by contractor operations, as defined in Glossary G-1 "Contractor Mishap."
22. First aid treatment for a work-related injury, as defined in Glossary G-1 "First Aid".

APPENDIX C

The following hazards are required to be reported as a "HAZREP" to the Naval Safety Center and CMC (Safety Division)

A hazard is an unsafe act or condition, such as a flaw in established work procedures; training deficiency, or the design, manufacture, or use of a piece of equipment with the potential to cause injury or damage. A hazard report (HAZREP) is intended to be submitted when the elimination and control of a given hazard has community-wide implication in reducing mishaps. Providing information on problems with widespread relevance will help reduce mishaps. Commanders, commanding officers, and officers-in-charge should ensure investigation and submission of a HAZREP on hazardous conditions or near-mishaps that may affect other commands but do not warrant submission of a safety investigation report (SIREP) in the WESS.

NOTE: The HAZREP does not replace a SIREP in the WESS for reportable mishaps.

IAW Chapter 4 of OPNAVINST 5102.1B/MCO P5102.1D, HAZREPS are required for the following:

- A hazard or near-mishap and the recommended remedial or corrective action taken to eliminate the hazard.
- A previously unrecognized hazard so that another agency may determine appropriate corrective action to eliminate the hazard.
- A significant, unexpected, or unusual occupational overexposure, as the result of industrial hygiene assessments of industrial processes or operations, to bring that potential exposure to the attention of medical and safety authorities and others.
- Electrical shock incidents where the mishap did not result in any medical treatment or injury/fatality and where it was determined that the shock was caused by equipment design.
- Afloat man overboard mishaps while underway where the mishap did not result in a recordable/reportable injury/fatality.
- Any other unusual hazard discovered during maintenance, repair, inspections, or evolutions where notifying other activities may prevent future mishaps.
- If Safety Investigation Board (SIB) discovers a hazard unrelated to the mishap that warrants immediate widespread dissemination, the unit will prepare and submit the HAZREP.
- If a Safety Investigation Board (SIB) discovers a hazard that warrants immediate widespread dissemination, the senior member will prepare and submit a HAZREP.

IAW MCO 5100.34A, 19 Jun 2017, USMC units shall notify CMC(SD) and MARCORSYSCOM for all tactical equipment, and weapons systems related hazards.

All Commanders, Commanding Officers, and Officers-In-Charge shall:

- Report all potential hazards associated with the operation of Marine Corps ground equipment and weapons systems. Individuals may report potential hazards to MARCORSYSCOM Safety at **MCSC_Safety@usmc.mil** and/or to Commandant of the Marine Corps Safety Division (CMC SD) at **hqmc_safety_divison@usmc.mil**. MARCORSYSCOM and affiliated PEOs shall issue DSOM, SOM, and/or MAM to: suspend operations, provide instructions for limited use, or communicate safety related information.
- Take necessary actions in accordance with DSOM, SOM, and/or MAM. During combat operations, General Officer level commanders and forward deployed Marine Expeditionary Unit (MEU) commanders may continue operation of suspended equipment after a documented Risk Management assessment, per reference (d), determines that continued use is a necessary and accepted risk.
- Adhere to the directions and action(s) contained in DSOM, SOM, and/or MAM.
- Identify and report situations that negatively affect safety of operation via the Automated Message Handling System to: COMMARCORSYSCOM OOT QUANTICO VA; PEO LS QUANTICO VA SAFETY; CMC SD WASHINGTON DC; CMC WASHINGTON DC PPO; CMC WASHINGTON DC I&L; and COMNAVSAFECEN NORFOLK VA.

APPENDIX C

The following are "Other" Safety Reportable Events IAW DoD, DON or USMC policies (Active Duty, On-Duty Federal Civilian Employee, or on-duty contractor under direct supervision of DON personnel)							
Category	Immediate Notification	USMC 8-Day Brief to ACMC	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in WESS	SIB
A loss of consciousness related to work or training with no light duty or lost time. (e.g. water survival training, confined space, PT, inhaling fumes, etc.)	n/a	n/a	n/a	If meets criteria of note 3	See Ref C	YES See ref B	If meets criteria of notes 1 or 2
All GMV or GVO mishaps resulting in \$5000 or more damage to the GMV/GVO & government property damage; includes damage to any private vehicle or private property.	n/a	n/a	n/a	If meets criteria of note 3	See Ref C	YES See ref B	n/a
All on-duty diving cases involving the Central Nervous System (CNS), oxygen toxicity, Pulmonary Over Inflation Syndrome (POIS), or hyperbaric treatment.	If meets criteria of Note 5	If meets criteria of ref A	If meets criteria of ref A	If meets criteria of note 3	See Ref C	YES See ref B	If meets criteria of note 1
Any high or moderate risk training mishaps that result in the loss of one training day, rolling back or disenrollment of the student from a course. (regardless if it meets severity)	If meets criteria of Note 5	If meets criteria of ref A	If meets criteria of ref A	If meets criteria of note 3	See Ref C	YES See ref B	If meets criteria of notes 1 or 2
Any on-duty military heat stress or cold injury requiring medical treatment above first aid.	If meets criteria of Note 5	If meets criteria of ref A	If meets criteria of ref A	If meets criteria of note 3	See Ref C	YES See ref B	If meets criteria of notes 1 or 2
Individual injury or occupational related illness with NO lost work time.	n/a	n/a	n/a	If meets criteria of note 3	See Ref C	If class D (see ref B)	If meets criteria of note 2
Any parachuting, HRST, or cargo airdrop mishap (regardless of severity of injury or damage)	If meets criteria of Note 5	If meets criteria of ref A	If meets criteria of ref A	If meets criteria of note 3	See Ref C	YES See ref B	If meets criteria of notes 1 or 2
Any malfunction of any Navy-Marine Corps weapons system or ordinance that does not cause injury or damage.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any cracks or unusual wear, tear, or damage to ordnance received from the ASP.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any Parachute related malfunction that does not cause injury or damage.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any failure of a bilge pump on any amphibious vehicle (e.g. AAV, LAV, etc.) that does not result in damage or injury.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any inadvertent actuation of tactical vehicle functions (seats, turrets, braking, accelerator, hatches) where the location of a lever or switch is easily bumped by the operator or personnel.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any braking system or electrical failure on any GMV/GVO not resulting in a reportable injury or property damage.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any inadvertent release of HALON in any tactical owned vehicle system without injury or damage.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any inadvertent release of HALON in any government owned workspace without injury or damage.	n/a	n/a	n/a	YES See ref B	n/a	Highly encouraged yet not required	n/a
Any inadvertent explosion, fire, or chemical release of any government owned battery that did not cause injury, illness, or property damage (e.g. batteries).	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a
Any unintentional explosion or explosive release of energy from a pressurized system on Marine Corps equipment, vehicle systems, shipboard systems or in facilities, without reportable injury or damage.	n/a	n/a	n/a	YES See ref B	YES See ref C	Highly encouraged yet not required	n/a

APPENDIX C

Recommended Safety Reportable Events as a HAZREP

HAZREPS: In addition to current requirements for HAZREPS, the following specific events are considered a "near-miss" and are highly recommended to be reported via WESS for the purpose of capturing hazardous conditions or processes that require review or intervention by major supporting commands (e.g. *Systems Command, Training Command, Facilities Command, etc.*)

Category	Immediate Notification	USMC 8-Day Brief to ACMC	USMC Death Brief to 1 st GO	HAZREP in WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP	SIB
More than one on-duty, occupationally related heat stress injuries, in the same event, without medical treatment (e.g. <i>heat exhaustion or heat cramps or heat syncope</i>) & NOT resulting in light duty, SIQ, or hospitalization.	n/a	n/a	n/a	YES See note 3	n/a	Highly encouraged yet not required	Note 3
Any failure of DoD/DON owned recreational equipment or machinery that causes injury or illness to any human (<i>regardless of severity of injury</i>) that occurs on an installation, whether it is stationary for public use or temporarily issued or rented.	n/a	n/a	n/a	YES See note 3	n/a	Only if meets criteria of Ref B	Only if meets criteria of Ref B
Any slip, trip, or fall of any individual (<i>military, Federal employee, or visitor</i>) that occurs in any government owned facility as a result of a controllable hazard, yet does not result in medical treatment.	n/a	n/a	n/a	If meets criteria of note 3	n/a	Only if meets criteria of Ref B	n/a
Any unintentional occupationally related chemical exposure without hospitalization.	n/a	n/a	n/a	If meets criteria of note 3	If meets criteria of Ref C	Highly encouraged yet not required	n/a
Any GMV or GVO mishap (<i>crash, rollover, etc.</i>) without injury & less than \$5,000 in damage. This includes where the driver/operator stated his/her vision was restricted during operation.	n/a	n/a	n/a	YES See note 3	If meets criteria of Ref C	Highly encouraged yet not required	n/a
Any electrical shock to any on- or off duty DoD personnel, family member, or guest that occurs at a Navy or Marine Corps owned facility yet <i>did not</i> result in the medical treatment.	n/a	n/a	n/a	YES See note 3	If meets criteria of Ref C	Highly encouraged yet not required	n/a
Any electrical shock to any on- or off duty DoD personnel, family member, or guest resulting from Navy or Marine Corps owned equipment, yet <i>did not</i> result in the medical treatment	n/a	n/a	n/a	YES See note 3	If meets criteria of Ref C	Highly encouraged yet not required	n/a
Any unexpected malfunction of any DoD/DON owned equipment or components used in the movement or transportation of materials or personnel that does not cause injury or damage.	n/a	n/a	n/a	YES See note 3	If meets criteria of Ref C	Highly encouraged yet not required	n/a

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NOTES:

1. A Safety Investigation Board (SIB) is required if the mishap results in a hospitalization, beyond observation, of 3 or more personnel, (at least 1 of who is a DoD civilian), involved in a single mishap. Also for all on-duty Class-A mishaps involving either military personnel, or on-duty DoD civilian employees, or fatality of guests caused by DoD/DON/USMC activity or operations. (see chapters 3 and 6 reference B)
2. A Safety Investigation Board (SIB) is required if the mishap is an explosives related mishap, or ordnance impacting off range, or live fire mishap resulting in an injury. (see chapter 6 of reference B)
3. A HAZREP must be submitted when the elimination and control of a given hazard has community-wide implication in reducing mishaps. Note: Providing information on problems with widespread relevance will help reduce the likelihood of mission degrading mishaps. (see chapter 4 of reference B)
4. If the hazard, injury, illness, or property damage resulted from military activity or operation then see note 5 for immediate notification requirements. Then see notes 1 and 2 to determine SIB requirements. Then see reference A to determine USMC 8-day & death brief requirements.
5. Regardless of cause (mishap, suicide, or homicide, notify COMNAVSAFECEN and CMC(SD) within 8 hours by telephone if the mishap or non-combat incident meets one of the following criteria:
Hospitalization of three or more personnel caused by DoD activity, operation, or event or,
On-duty DoD civilian fatality or PTD or,
On- or off-duty fatality or PTD of military personnel or,
Explosive mishap causing fatality, PTD, or potential for greater than \$2 million in damage. (see chapter 3 of reference B)

REFERENCES:

- A. MCO 5100.29B, Marine Corps Safety Program, 28 July 2011
- B. OPNAVINST 5102.1D/MCO P5102.1B
- C. MCO 5100.34A, Deadline Safety of Use Message Instructions to Suspend Operations of Marine Corps Ground Equipment and Weapons Systems, Safety of Use Message and Maintenance Advisory Messages, 19 June 2017

All Commanders, Commanding Officers, and Officers-In-Charge shall:

- Report all potential hazards associated with the operation of Marine Corps ground equipment and weapons systems.
- Individuals may report potential hazards to MARCORSYSCOM Safety at **MCSC_Safety@usmc.mil** and/or to Commandant of the Marine Corps Safety Division (CMC SD) at **hqmc_safety_divison@usmc.mil**.
- Identify and report situations that negatively affect safety of operation via the Automated Message Handling System to:

COMMARCORSYSCOM OOT QUANTICO VA;
PEO LS QUANTICO VA SAFETY;
CMC SD WASHINGTON DC;
CMC WASHINGTON DC PPO;
CMC WASHINGTON DC I&L;
COMNAVSAFECEN NORFOLK VA.

- D. MARADMIN 558/16, Eight Day Brief Requirements, Oct 2016
- E. MARADMIN 672/16, Change to MARADMIN 558/16, Dec 2016

APPENDIX C

Report	Purpose / Required for:	Report due	Method	Reference	Action Office
Immediate Notification	<ul style="list-style-type: none"> – Class-A (on-duty DoD Civilian) – Class-A (on & off duty Military) – Class-A (Explosive mishaps) – Hospitalization of 3 or more personnel in the same mishap resulting from a DoD/USMC operation, activity, or event. (Note: This is a Class B) – All other non-combat military fatalities. – All other civilian fatalities caused by military activity. 	NLT 8 hrs. of notification of the mishap or non-mishap to CMC(SD) & NAVSAFECECEN	<ul style="list-style-type: none"> – Phone (preferred) – WESS or – PCR or – OPREP-3 SIR 	OPNAVINST 5102.1D/MCO P5102.1B, Chapters 1 and 3	Non-Mishaps: Unit Duty Officer Mishaps: Unit Duty Officer or Safety Officer
Hazard Report (HAZREP)	To notify the appropriate systems command of <u>hazards</u> or <u>near-mishaps</u> that have the potential to affect other commands or a community who has or may have the same type of equipment or process.	Immediately to community of interest	WESS	OPNAVINST 5102.1D/MCO P5102.1B, Chapter 4	Safety Officer or Manager
	Required for all near misses and specific hazards that do not warrant submission of a Safety Investigation Report (SIREP) in the WESS.	Immediately to Marine Corps Systems Command (MCSC) and CMC (Safety Division) for hazards related to <u>tactical equipment</u> and <u>weapons systems</u>	Email to MCSC and CMC (SD)	MCO 5100.34A	Safety Officer or Manager via CO
Safety Investigation Report (SIREP)	Required for all DoD & DON reportable mishaps to capture mishap causal factors and corrective actions taken by the unit Commander per MCO P5102.1B	w/in 30 days of the mishap	WESS	- DoDI 6055.07 - OPNAVINST 5102.1D/MCO P5102.1B,	Safety Officer or Manager
OSHA 300 log	Capture all OSHA " <u>recordable</u> " and " <u>reportable</u> " mishaps for on-duty DoD Civilian personnel. (DoD Class A, B, C, & D)	w/in 30 days of mishap and IAW OSHA 1904	WESS	- 29 CFR 1904 - OPNAVINST 5102.1D/MCO P5102.1B, Chapters 1 & 3	Safety Officer or Manager
OSHA 300A log	Summary of all DoD civilian occupational related mishaps (<i>Military reports are optional.</i>)	Annually. Posted NLT 01 Feb.	Generated from WESS	OPNAVINST 5102.1D/MCO P5102.1B, Chapters 1 & 3	Safety Officer or Manager
8 Day Brief (USMC Only)	<i>Commander's report</i> to inform ACMC of "What is known" pending full investigation. The 8-day brief does NOT substitute the SIREP or other investigation reports yet may be used as the foundation for safety and other investigations. <u>Required for all:</u> <ul style="list-style-type: none"> – Class A & B mishaps – Non-safety/mishaps such as: <ul style="list-style-type: none"> ➢ Non-hostile/combat & non-morbidity fatalities resulting from suicides, & homicides. ➢ Suicide attempts verified by a MO 	<ul style="list-style-type: none"> - NLT seven days to 1st G.O. - NLT eight days to the local LtGen - Monthly summary from LtGen to ACMC 	PPT brief via Email: See <i>MARADMIN 490/18</i>	- OPNAVINST 5102.1D/MCO P5102.1B, Chap.1 - MCO 5100.29B - MARADMIN 490/18	Unit Commander & staff for all non-safety events. Safety Officer or Manager for Class A & B mishaps.
Death Brief (USMC Only)	Informs Local General Officer of detailed facts and lessons learned about a non-combat fatality	Local G.O. discretion	PPT, in person	MCO 5100.29B	Unit Commander & staff

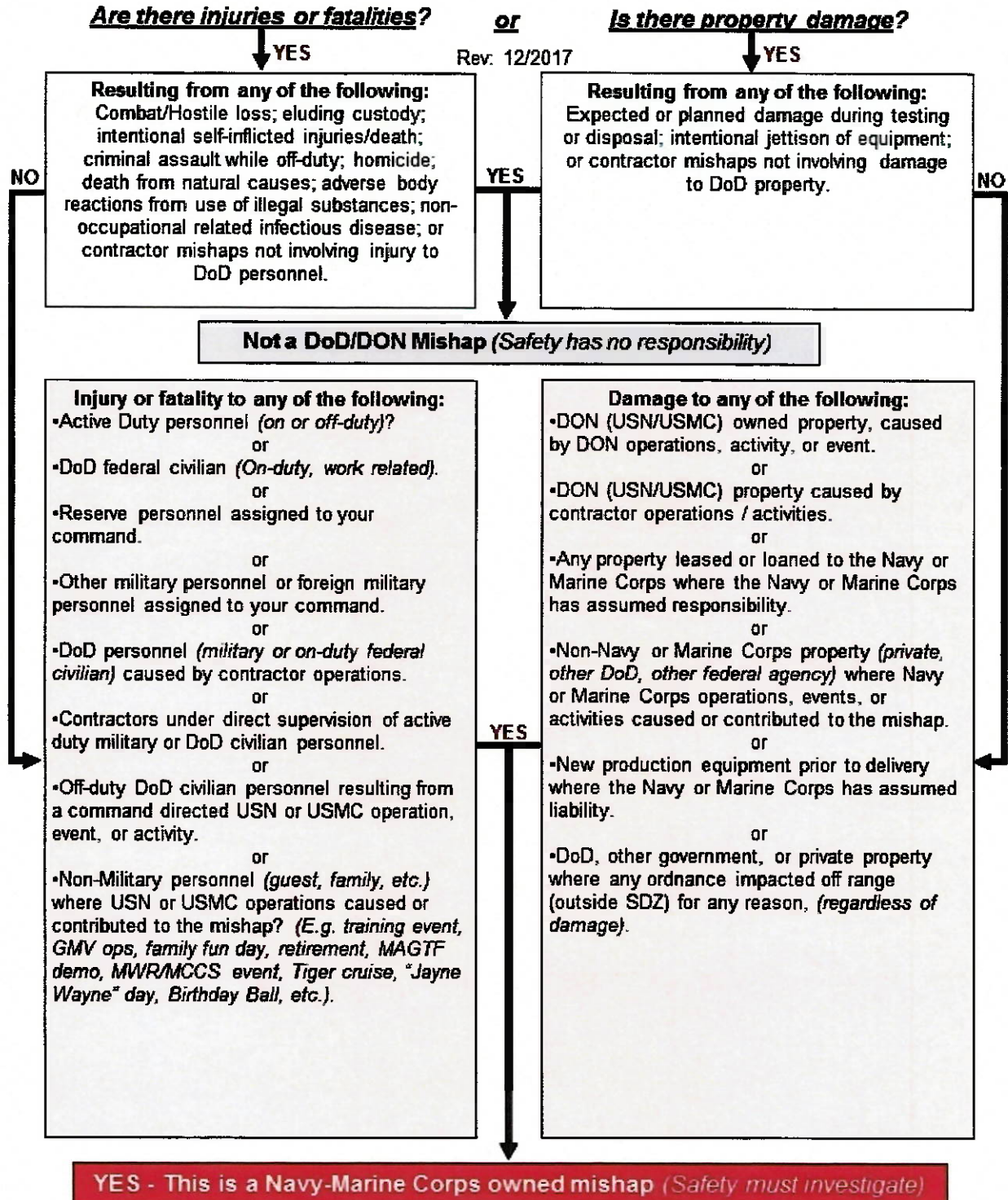
The above report requirements are standard across the Marine Corps. Any other reports are in addition to the above and specific to a local MARFOR, MEF, MAW, MLG, MARDIV, MCICOM, or supporting establishment.

APPENDIX C

STEP 1: Determine if the incident is a mishap or non-mishap IAW DOD 6055.07 and OPNAVINST 5102.1/MCO P5102.1 series.

Is this a DoD / DON (Navy or Marine Corps) Mishap?

Mishap: An unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel caused by DoD activities.



APPENDIX C

STEP 2: Determine which (Non-safety) reports are required for the following incidents.

The following are non-mishaps and are <i>not reportable</i> by safety IAW DoD and DON policies. However, these incidents require the command to use the same reports as used for reporting of mishaps. NOTE: These apply to all On- or Off-Duty Military. Some apply to only On-duty federal civilian employees.							
Category	Immediate Notification	USMC 8-Day Brief to APMC	USMC Death Brief to 1 st GO	HAZREP in the WESS	HAZREP to Marine Corps Systems Command	Unit Safety Investigation & SIREP in the WESS	SIB & SIREP in the WESS
Homicide (committed against a service member or on-duty federal civilian)	YES See note 5	YES refs A & E	YES ref A	n/a	n/a	n/a	n/a
Suicide (Military only)	YES See note 5	YES refs A & E	YES ref A	n/a	n/a	n/a	n/a
Suicide Attempt Verified by competent medical authority. (USMC military only)	n/a	YES See refs D & E	n/a	n/a	n/a	n/a	n/a
Verified unintentional death due to use of an illegal drug (Military or on-duty federal employee)	YES See note 5	YES refs A & E	YES ref A	n/a	n/a	n/a	n/a
Injury or fatality in the act of escaping or evading law enforcement. (Military or on-duty federal employee)	YES See note 5	YES refs A & E	YES ref A	n/a	n/a	n/a	n/a

NOTES:

1. A Safety Investigation Board (SIB) is required if the mishap results in a hospitalization, beyond observation, of 3 or more personnel, *(at least 1 of who is a DoD civilian)*, involved in a single mishap. Also for all on-duty Class-A mishaps involving either military personnel, or on-duty DoD civilian employees, or fatality of guests caused by DoD/DON/USMC activity or operations. (see chapters 3 and 6 reference B)
2. A Safety Investigation Board (SIB) is required if the mishap is an explosives related mishap, or ordnance impacting off range, or live fire mishap resulting in an injury. (see chapter 6 of reference B)
3. A HAZREP must be submitted when the elimination and control of a given *hazard has community-wide implication* in reducing mishaps. Note: Providing information on problems with widespread relevance will help reduce the likelihood of mission degrading mishaps. (see chapter 4 of reference B)
4. If the hazard, injury, illness, or property damage resulted from *military activity or operation*, then see note 5 for immediate notification requirements. Then see notes 1, or 2 to determine SIB requirements. Then see reference A to determine USMC 8-day & death brief requirements.
5. Regardless of cause (mishap, suicide, or homicide) Commanders must notify COMNAVSAFECEN and CMC(SD) within 8 hours by telephone if the mishap or non-combat incident meets one of the following criteria:
Hospitalization of three or more personnel caused by DoD activity, operation, or event or,
On-duty DoD civilian fatality or PTD or,
On- or off-duty fatality or PTD of military personnel or,
Explosive mishap causing fatality, PTD, or potential for greater than \$2 million in damage. (see chapter 3 of reference B)

REFERENCES:

- A. MCO 5100.29B, Marine Corps Safety Program, 28 July 2011
- B. OPNAVINST 5102.1D/MCO P5102.1B
- C. MCO 5100.34A, Deadline Safety of Use Message Instructions to Suspend Operations of Marine Corps Ground Equipment and Weapons Systems, Safety of Use Message and Maintenance Advisory Messages, 19 June 2017
- D. MARADMIN 558/16, Eight Day Brief Requirements, Oct 2016
- E. MARADMIN 672/16, Change to MARADMIN 558/16, Dec 2016

APPENDIX C

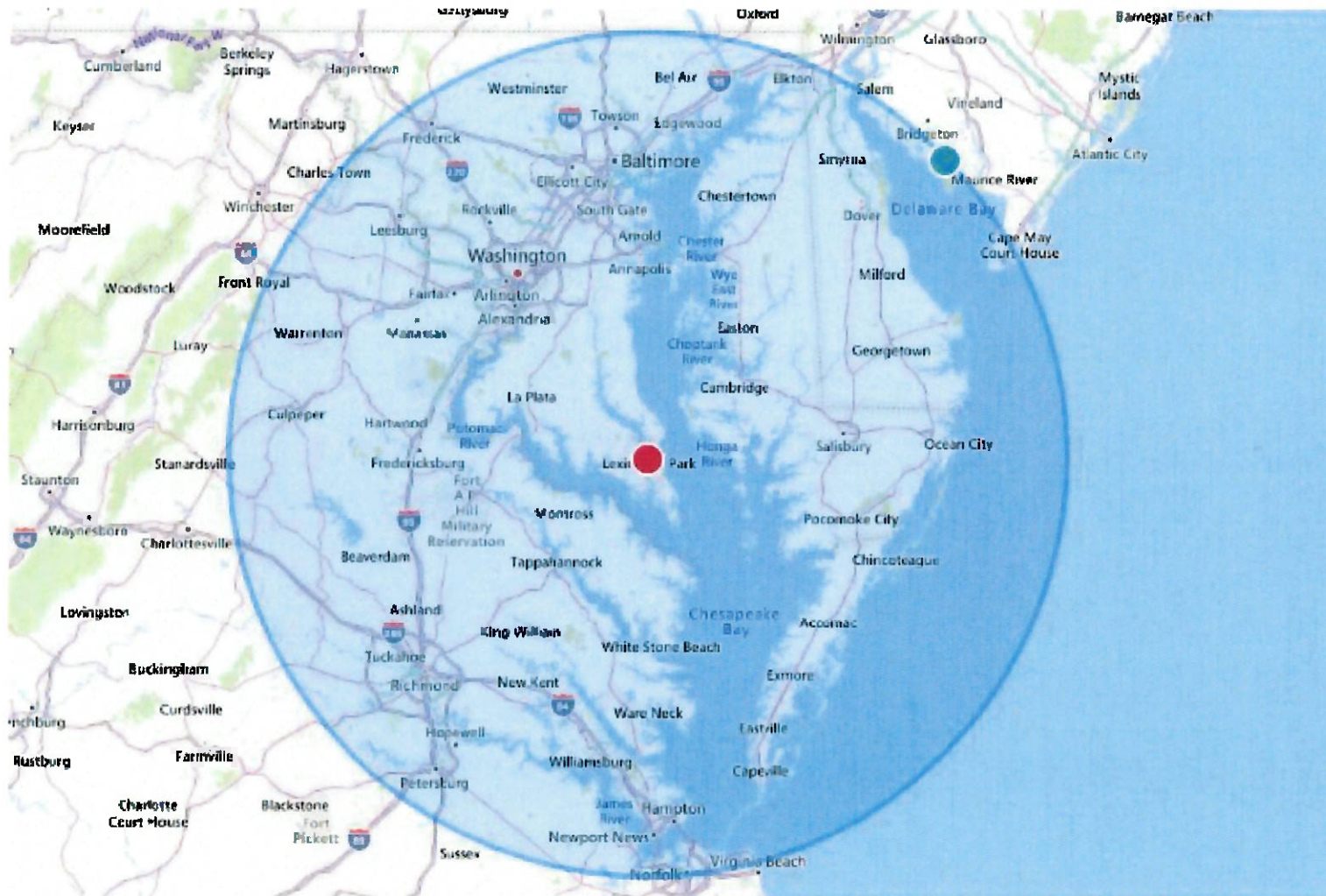
The following are NON-REPORTABLE INCIDENTS (NON-MISHAPS) The following incidents need not be investigated, recorded, or reported per OPNAVINST 5102.1D/MCO P5102.1B, Chapter 3. However, for DON civilians, these may meet non-safety reporting requirements to the Department of Labor (DOL)/OSHA, under provisions of Federal Employee Compensation Act (FECA), if these events occurred in the performance of duty. Please note the exceptions of certain activities or contributing factors which change the non-mishap to a mishap requiring investigation and reporting.

1. Mishaps associated with naval nuclear propulsion plants.
2. Mishaps involving nuclear weapons.
3. Damage or injury by direct action of an enemy or hostile force. This does not include suspected cases of friendly fire. (Fratricide)
4. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, target drones, rockets, conventional munitions, and externally carried equipment not essential to flight, when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or munitions, when the reason for jettison is not a malfunction of the launch or release system.
5. Replacement of component parts due to normal wear and tear, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. Replacement need may not be evident until malfunction or failure of the part.
6. Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications, such as loss of vision. Complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time are reportable.
7. Attempted or consummated suicide, homicide, or intentionally self-inflicted injuries; e.g., Russian roulette, hanging, overdose (**except ALCOHOL**), etc. However, notification of these types of death to COMNAVSAFECEN is required.
8. Injuries resulting from altercations, attack, or assault, **unless incurred in the performance of official duties.**
9. Injuries sustained before entry into military service or employment by the United States government, unless specifically aggravated by current tenure of service
10. Hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons.
11. Hospitalization for observation or administrative reasons not related to the immediate injury or occupational illness.
12. Injuries that result from Pre-existing musculoskeletal disorders unless aggravated or accelerated by federal employment, as determined by a medical authority.
13. Injuries that result from Minimum stress and strain (simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing), those injuries unrelated to mishap producing agents or environments normally associated with active participation in daily work or recreation.
14. Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.
15. Death due to natural causes that are unrelated to the work environment.
16. Intentional or expected damage to DoD equipment or property incurred during authorized testing or combat training, including missile and ordnance firing.
17. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or criminal acts, such as arson. **The exception is for occupationally related death or injury to emergency responders in the performance of their duties.**
18. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.
19. Death or injury resulting solely from illegal use of drugs or other substances. **This shall not preclude reporting motor vehicle mishaps in which the use of ALCOHOL was a contributing factor.**
20. Normal residual damage as a result of a missile launch.
21. Contractor mishaps, for contractor's not under direct DON supervision or caused solely by contractor operations, as defined in Glossary G-1 "Contractor Mishap."
22. First aid treatment for a work-related injury, as defined in Glossary G-1 "First Aid". **(See Chapters 4 & 6 for exceptions)**



APPENDIX D

Driving Limits - Overnight (100 Miles)

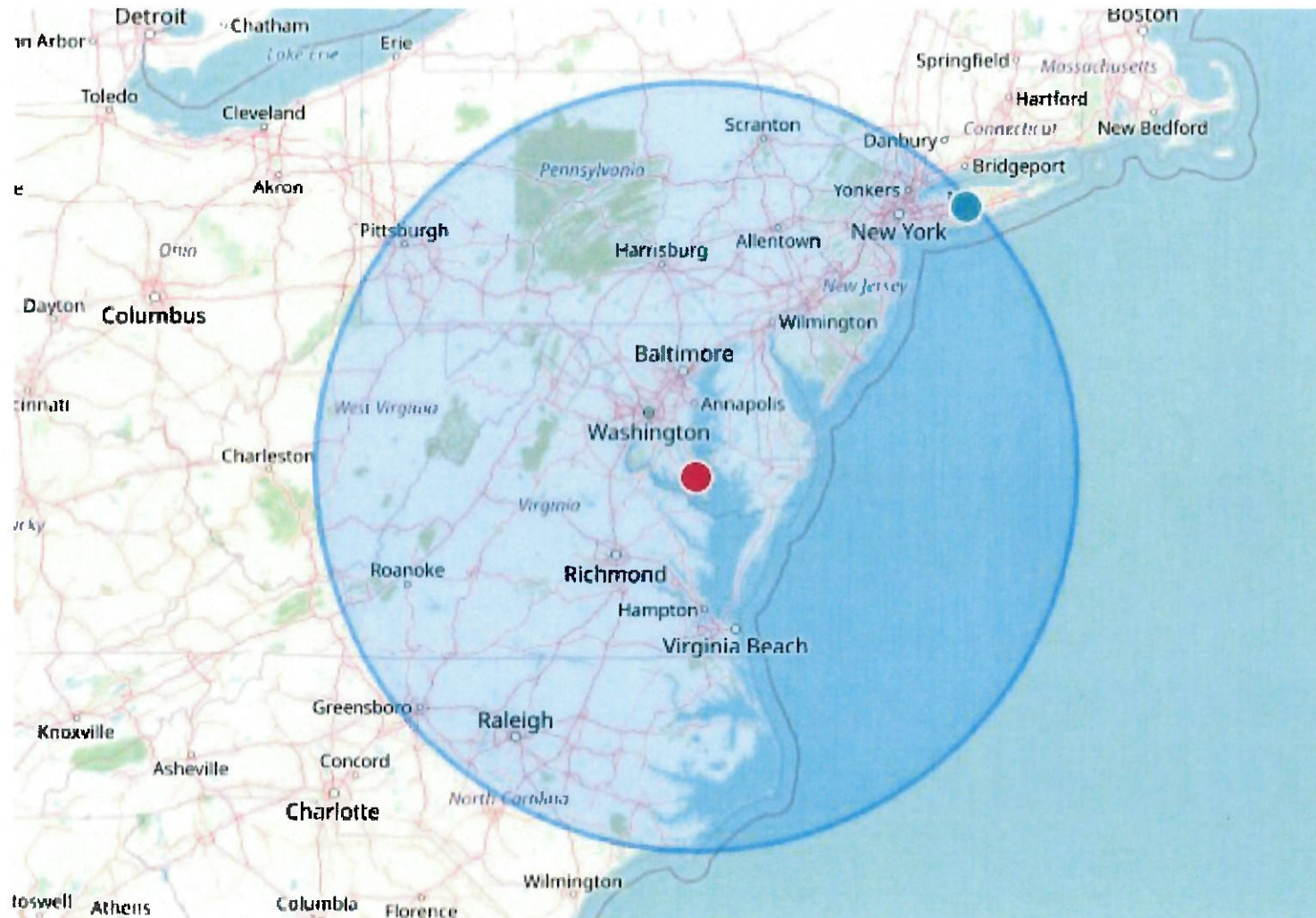


Enclosure (2)



APPENDIX D

Driving Limits - Weekend (250 Miles)

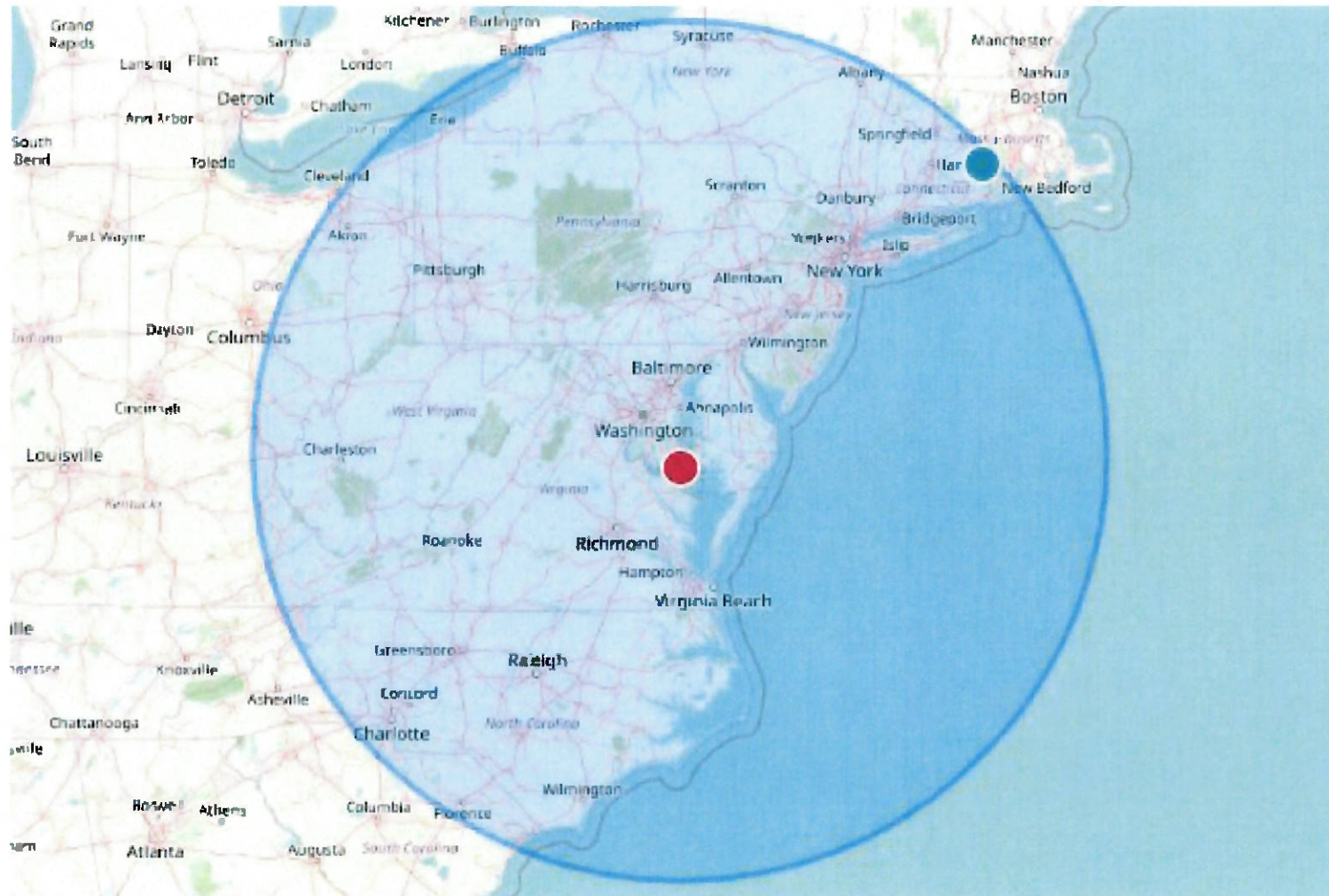


Enclosure (2)



APPENDIX D

Driving Limits - 72 (350 Miles)



Enclosure (2)



APPENDIX D

Driving Limits - 96 (450 Miles)

