



MASTER DIRECTIVES
MAG-12 S-1
UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, FMFPAC
UNIT 37150
FPO AP 96603-7150

GruO P5100.2F
DSS
10 JUN 1992

GROUP ORDER P5100.2F w/ch.1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND SAFETY

Ref: (a) MCO 5100.8~~E~~ **F** ch.1
(b) NAVMC 2692
(c) 29 CFR PART 1910, General Industry Standards
(d) 29 CFR PART 1960, Occupational Safety & Health for
Federal Employees
(e) MCO 5101.8D
(f) FMFPacO 5210.3B
(g) WgO P5100.1F
(h) FMFPacO P5103.1/FMFLant P5100.6C
(i) MCASO P5100.7G
(j) OPNAVINST 3100.6E
(k) MCO 5100.19~~20~~ **ch.1**
(l) GruO P3750.1
(m) MCO 6260.1C
(n) GruO 6260.1B
(o) NAVMATP 10470
(p) MCASO 11320.4H
(q) GruO 11320.2N
(r) OPNAVINST 3750.6N
(s) WgO P6260.3

Encl: (1) Locator Sheet

1. Purpose. To publish the standing operating procedures for the Marine Aircraft Group 12 Ground Safety Program.
2. Cancellation. GruO P5100.2E
3. Scope. The Marine Aircraft Group 12 Ground Safety Program is established for the preservation of manpower and material through continuous, effective, and comprehensive accident prevention measures. Encompassed within this Order are the duties, responsibilities, requirements, and organization of a ground safety office.
4. Applicability. This Order is applicable to all MAG-12 units, and to all personnel assigned to MAG-12 while in garrison or deployed.
5. Certification. Review and approved this date.

GruO P5100.2F

10 JUN 1992

6. Summary of Revision. Incorporated revised ground mishap reporting and investigations requirements of revised references. Addition of Appendix A (Files and Publications Relative to Ground Safety) to establish uniform requirements throughout.

W. J. Horne
W. J. HORNE
Acting

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7161

GruO 5100.2F Ch 1
S1
18 FEB 2000

GROUP ORDER P5100.2F Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND SAFETY

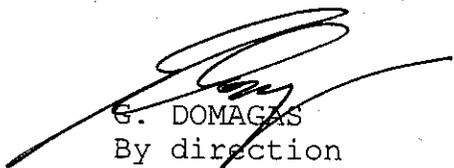
1. Purpose. To direct pen changes to the basic order.

2. Action

a. Change reference (a) to read "MCO 5100.8F" vice "MCO 5100.8E"

b. Change reference (k) to read "MCO 5100.19D" vice "MCO 5100.19C"

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


G. DOMAGAS
By direction

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GruO P5100.2F

10 JUN 1992

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND SAFETY

Location: _____
(Indicate the location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR GROUND SAFETY

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SOP FOR GROUND SAFETY

CHAPTER 1

GENERAL INFORMATION

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SOP FOR GROUND SAFETY

CHAPTER 1

GENERAL INFORMATION

1001. GENERAL

1. The goal of this command is to instill a positive safety attitude in the individual Marine. Achieving a decrease in mishaps results in conservation of manpower and equipment, increased efficiency, and decreased costs. Loss of life, personal injury, and equipment damage resulting from mishaps can be reduced or eliminated when the causes of the mishaps are known and an effective prevention program is in effect at the group and squadron level.

2. Safety is the responsibility of every individual. Each individual is responsible for monitoring his particular environment for hazards and ensuring that the hazards are reported and corrected. Conscientious implementation of the safety program by each member of MAG-12 will improve the safety and readiness of the Group. The foundation of an effective mishap prevention program is the identification of adverse trends, hazards, cause factors, and the promulgation of safety information/data.

1002. BACKGROUND

1. The Marine Corps Safety Program, as established by reference (a), provides current policy, assigns responsibility, and establishes instructions for administering the safety program within the Marine Corps.

2. Reference (b), Unit Safety Program Management Manual, contains useful information and general guidance for implementing a safety program at the unit level.

1003. RESPONSIBILITIES

1. GENERAL. The following are basic responsibilities of safety management personnel at all levels. They are considered to be the minimum requirements for a basic Safety Program. Units shall expand on these basic guidelines and develop safety programs suited to their particular needs and situations. Safety management personnel shall:

a. Become familiar with the principles of safety management and mishap prevention.

b. Become familiar with all Navy and Marine Corps directives concerning safety and occupational health programs.

c. Become familiar with federal occupational safety and health standards and requirements, particularly; references (c) and (d).

- d. Analyze the unit's past mishap experiences and conduct a preliminary hazard analysis of operations, facilities, material, and equipment.
- e. Evaluate the status and effectiveness of the unit's Safety Program and take positive action to enhance and expand the program appropriately.
- f. Train assigned personnel to be enthusiastic and knowledgeable for assisting in the management of the unit Safety Program.
- g. Ensure that all supervisory personnel understand and apply safety standards in all activities under their cognizance.
- h. Ensure prompt investigation and reporting of all mishaps.
- i. Maintain sufficient records of mishap experiences and inspection reports to be able to establish trends in causal factors and hazardous conditions.
- j. Conduct periodic safety and health inspections/surveys to identify hazardous or unhealthy conditions, and to ensure positive action to eliminate or minimize such conditions.

1004. MAG-12 GROUND SAFETY SECTION

1. MAG-12 Ground Safety Manager. The MAG-12 Ground Safety Manager shall be appointed, in writing, by the Commanding Officer and will be a member of the Safety and Standardization Department (SSD). He shall keep the MAG-12 Commanding Officer and the Director of Safety and Standardization (DOSS) informed on all aspects of the Ground Safety Program.
2. Duties and Responsibilities. The duties of the MAG-12 Ground Safety Manager shall include, but are not limited to the following.
 - a. Conducting and documenting a vigorous Educational and Training Program for all units within MAG-12. This program will include:
 - (1) Initial safety orientation and periodic retraining for all newly assigned personnel.
 - (a) MAG-12 PSD personnel by MAG-12 GSM
 - (b) MALS-12 personnel by MALS-12 GSM
 - (c) UDP squadrons by JRC during in-brief process
 - (2) Supervisor safety.
 - (3) Sports and recreational safety.
 - (4) Sight and hearing conservation.

(5) Foot and hand protection.

(6) Hazard communication.

(7) Motor vehicle (government and private) mishap prevention, to include motorcycle and bicycle safety.

b. Procuring and distributing safety information and promotional materials.

c. Maintaining complete and current records of all reportable mishaps. Mishap reports shall be reviewed for completeness and compliance per reference (e).

d. Conducting safety and health inspections/surveys of each squadron within the Group at least annually. Results should be documented with discrepancies and corrective action. Records shall be maintained for trend and hazard analysis. Reports of inspections shall be submitted to the MAG-12 Commanding Officer and appropriate squadron commanding officers.

e. Establishment of a Ground Safety Fiscal account, authorized by reference (a) for expenses incurred in support of the Safety Program, including travel expenses for training, reference and promotional materials, personal protective equipment, etc.

f. Providing guidance, assistance, and training support to squadrons as required or requested, and monitoring the management of each unit's Safety Program.

g. Preparing a comprehensive turn-over folder with desk top procedures per reference (f), to assist in a smooth and a rapid transition between Ground Safety Managers and to ensure uninterrupted administration of the Safety Program.

h. Maintaining a complete and current reference library such as catalogs, school information, and directives. Appendix A lists publications applicable to the Ground Safety Program.

i. Scheduling an Industrial Hygiene Survey of MAG-12 units per reference (h) and maintaining a copy of the results of these surveys.

1005. UNIT GROUND SAFETY SECTION

1. Unit Ground Safety Manager. Unit commanding officers shall appoint, in writing, a unit Ground Safety Manager. The unit Ground Safety Manager is a special staff member and shall keep the unit commanding officer appraised of the unit Safety Program. Any change in the status of the Safety Manager shall be passed, by phone, to the MAG-12 Ground Safety Manager. This is to include extensive periods of TAD, emergency/annual leave or change in position status. One copy of the written appointment letter shall

be forwarded to the Group Ground Safety Manager to meet requirements set forth in reference (g).

2. Duties and Responsibilities. The duties of the unit Ground Safety Manager shall include but are not limited to the following:

a. Conducting and documenting a vigorous Educational and Training Program for all unit personnel to include:

- (1) Safety orientation for all newly assigned personnel.
- (2) Supervisor safety training.
- (3) Sports and recreational safety.
- (4) Sight and hearing conservation, as well as foot protection.
- (5) Hazard Communication program.
- (6) Motor vehicle (government and private) mishap prevention, to include motorcycle and bicycle safety.

b. Promoting safety awareness among unit personnel by organizing and conducting a vigorous and continuous promotional campaign to keep safe operations foremost in the minds of all Marines.

c. Establishing a mishap reporting system wherein each shop/section supervisor/NCO completes and forwards to the unit safety department and thence on to MAG-12 SSD or Group Duty Officer, as quickly as possible, appropriate notification of all mishaps involving injury, damage, or work stoppage within their area of responsibility. The primary vehicle for keeping the chain of command is the First MAW Combined Flash Report, see Chapter 4 and Appendix B of this Order for amplifying information on Flash Reports.

d. Maintaining complete and current records of:

(1) Reports of all ground incidents, injuries or destruction of property equipment, facilities, and/or activities, and performing analysis of these records to identify trends and hazards. Records are to be kept for a five-year period per reference (a).

(2) Safety orientations, training and education given within the unit or elsewhere in which unit personnel participated.

(3) Activities and efforts in the monitoring of key safety initiatives such as the Hearing Conservation, Foot, and Eye Protection, Respirator Protection, and Hazard Communication Programs.

(4) Driver Improvement Program progress reports and Remedial Driver Training assignments in accordance with reference (k).

(5) Safety and health inspections/surveys and corrective actions taken to eliminate the discrepancies, with endorsement of the unit's commanding officer. Obtain from the MAG-12 Ground Safety Manager, the latest Industrial Hygiene Survey conducted for the spaces currently occupied by the unit.

(6) Minutes of all safety council and committee meetings held within the command and reviewed by the unit commanding officer. This includes attendance at all Group, Air Station, or higher councils if conducted within the local arena.

e. Conducting monthly safety and health inspections/surveys of all operational areas within the unit, documenting discrepancies and corrective action taken per reference (h). This report shall then be forwarded up to the MAG-12 Ground Safety Manager by the end of each month.

f. Providing timely technical assistance in the investigation and reporting of incidents. For guidance on mishap investigation, reporting and analysis refer to references (e), (i), and current MAG-12 memorandum concerning Special Incident Reporting.

g. Establishing and maintaining liaison with persons, both military and civilian, who can assist in promoting the Safety Program and provide instructional support for Training and Educational Programs.

h. Determining the fiscal needs, such as the acquisition of training, reference and promotional materials, and providing the subsequent input to the unit's budgeting process for expense planning in support of the Safety Program.

i. Preparing and maintaining a comprehensive turn-over folder with desk-top procedures per reference (f), to assist in a smooth and rapid transition between safety managers and to ensure uninterrupted administration of the Safety Program.

j. Be familiar with or have access to a complete and current reference library and maintain those publications pertinent to the Safety Program. (See Appendix A)

3. GROUND SAFETY SNCO/NCO. The Group and each unit shall appoint in writing a SNCO/NCO as assistant to the Ground Safety Manager. This appointment may be on a collateral duty basis and does not eliminate the requirement to assign a full-time Ground Safety Manager.

4. MOTOR VEHICLE ACCIDENT PREVENTION OFFICER. The Group and each unit shall appoint a Motor Vehicle Accident Prevention Officer. He shall monitor/supervise on/off duty motor vehicle accident

prevention. Guidance for the conduct of the Motor Vehicle Accident Prevention Officer is contained in reference (k) and Chapter 3 of this Order.

1006. WORK CENTER GROUND SAFETY SUPERVISORS. A Ground Safety SNCO/NCO will be designated for each work center. He shall be responsible for compliance with safety regulations within his work center as well as prompt reporting of all mishaps resulting in injury to the unit Ground Safety Office. He shall conduct training as prescribed by the Ground Safety Manager.

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CHAPTER 2

COUNCILS AND COMMITTEES

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CHAPTER 2

COUNCILS AND COMMITTEES

2001. GENERAL. References (a), (b), (g), and (k) establish requirements and guidelines for the structure and responsibilities of unit safety councils and committees. These councils/committees purpose are to review, analyze, and discuss safety and health problems and to recommend courses of action to enhance safety to the commanding officer or for inclusion into the Safety Program.

2002. EMPLOYMENT OF SAFETY COUNCILS AND COMMITTEES. Proper employment of safety councils and committees enhances the responsiveness and effectiveness of command safety programs.

1. Management and supervisory personnel must be involved in the analysis of hazard and mishap data. Soliciting their opinions, solutions, and guidance will result in more effective implementation of the corrective measures.

2. The degree of safety awareness among unit personnel can effect overall readiness and productivity. A high level of safety awareness will aid in eliminating safety problems before they occur and will definitely make a positive contribution to morale and efficiency within the unit.

3. Documentation and publication of council and committee meeting minutes in a detailed and timely manner serves several useful purposes.

- a. Information discussed and recommendations made by the council/committee must be promulgated to effected personnel. By so doing, personnel are made aware of the duties and activities of the council/committee in their behalf, that supervisors are concerned for their welfare and morale, and that positive steps are being taken to improve their working environment.

- b. Obvious command attention encourages contribution to the safety effort by all personnel when it is clear that positive changes in conditions and improvement in the productivity and efficiency of the unit are a result of council/committee initiatives and action.

2003. MAG-12 SUPERVISORS GROUND SAFETY/SAFE DRIVING COUNCIL. The MAG-12 Supervisors Ground Safety/Safe Driving Council will meet quarterly. The MAG-12 Ground Safety Manager will set a time and date for the meeting and will notify each member. Members of the Council will submit agenda items to the MAG-12 Ground Safety Office at least three working days prior to the meeting. This meeting may be conducted in conjunction with the quarterly MAG-12 Safety Council.

1. The purpose of the Council is to detect and discuss hazards and recommend action to be taken by the MAG-12 Commanding Officer to eliminate these hazards and enhance the safety program.
2. The following will be council attendees:
 - a. MAG-12 Director of Safety and Standardization (Chairman).
 - b. MAG-12 Ground Safety Manager (Advisor).
 - c. MAG-12 Motor Vehicle Accident Prevention Officer.
 - d. MAG-12 Ground Safety NCO (Recorder).
 - e. Unit Ground Safety Managers.
 - f. Unit Motor Vehicle Accident Prevention Officers.
 - g. Unit Ground Safety NCO's.
 - h. Other MAG-12 Staff Officers (Maintenance Officer, Ordnance Officer, S-4 Officer, and Flight Surgeon).
3. Minutes of the meeting will be forwarded to the MAG-12 Commanding Officer for review and to each Council member.

2004. UNIT GROUND SAFETY/SAFE DRIVING COUNCIL. In accordance with reference (a), any unit with a total of 500 or more civilian or military personnel shall have a Ground Safety/Safe Driving Council. Membership, purpose and frequency shall be per reference (a). One copy of the minutes from the Council shall be forwarded to the MAG-12 Ground Safety Manager.

2005. UNIT SUPERVISORS' SAFETY/SAFE DRIVING COMMITTEE. Each unit shall organize a Supervisors' Safety/Safe Driving Committee per reference (k). Membership shall be as designated by the commanding officer. The commanding officer or the executive officer shall act as chairman. The Ground Safety Manager shall act as advisor/recorder. Attendance shall be included in the minutes.

1. The purpose of the Committee shall be to study problems and to forward recommendations to the commanding officer to enhance the ground safety program. Problems not resolved at the unit level shall be forwarded to the Group Supervisors Ground Safety/Safe Driving Council as agenda items.

2. The unit Supervisors' Safety/Safe Driving Committee shall have as members the SNCO/NCO from each major shop/section in addition to appropriate staff members. The Committee shall meet at least monthly.

2006. UNIT SHOP SAFETY COMMITTEE (ENLISTED SAFETY COMMITTEE).

1. Each unit shall organize a Shop Safety Committee to promote interest in and awareness of safety and occupational health at the lowest possible level, to discover and comment on accident causes and hazardous conditions, and to elicit suggestions for corrective action. Off the job safety and motor vehicle/bicycle accident prevention shall also be addressed.

2. A chairman shall be appointed by the unit commanding officer, preferably the senior shop supervisor, and minutes shall be recorded by the shop NCO and forwarded to the unit Supervisors Safety/Safe Driving Council for consideration and action. The Committee, comprised primarily of all unit shop safety NCO's, shall meet at least monthly per reference (h).

2007. HAZARD DETERMINATION COMMITTEE. The Hazard Determination Committee is formed to manage the unit's Sight and Hearing Conservation Programs as well as the Foot Protection Program. The responsibility of this Committee is to determine which personnel require protection under this program. All members of the unit Supervisors' Safety/Safe Driving Council shall conduct these duties as outlined in enclosure (6) of reference (a).

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CHAPTER 3

EDUCATION AND TRAINING PROGRAMS

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CHAPTER 3

EDUCATION AND TRAINING PROGRAMS

3001. RESPONSIBILITIES

1. MAG-12 Ground Safety Section Training. The MAG-12 Ground Safety Manager shall coordinate and support unit training programs and conduct/assist in the following areas:

a. Provide an initial safety orientation to unit Ground Safety Managers who will in turn give a safety orientation brief to all newly assigned personnel.

b. Provide instructional and material support for unit training programs. Distribute and maintain educational materials such as posters, signs, stickers, references/guides, etc., to be used in furthering unit ground safety programs.

c. Coordinate scheduling of unit ground safety personnel to safety orientated training courses.

d. Monitor unit training sessions on a random basis to ensure effective instruction, adequate coverage of required subject areas, and maximum participation by unit personnel.

2. Unit Ground Safety Training. No one is exempt from injury or mishaps causing fatalities. All personnel can benefit from safety education and training. Accordingly, commanding officers shall ensure that all personnel under their command receive ground safety training as required by reference (g). At a minimum, all personnel shall receive at least the following:

a. Initial Ground Safety Indoctrination. A program shall be organized where all newly assigned personnel receive a welcome aboard brief on ground safety and an indoctrination training on the safe performance of their duties, including the use of personal protective equipment, the proper use of tools and equipment, and the hazards of their particular work environment.

b. Safety Managers Training. Per reference (a), all Safety Managers shall receive no less than eight hours of initial instruction, and six hours of annual training thereafter on their safety duties and how they should be discharged.

c. Supervisor Training. Personnel who supervise six or more technical personnel shall receive a minimum of eight hours of safety supervisor's instruction annually. This instruction can be completed by the unit safety section or can be supplemented by guest instructors from higher commands and civilian specialists.

d. Individual Training. Commanding Officers shall ensure that each Marine under their command receives at least six hours of safety oriented training annually. This training shall include

at least the following:

(1) On-the-Job Training (OJT). Mishap prevention shall be introduced into all OJT programs, whether formal or informal. All occupational related lesson plans, syllabi, or other training materials shall be reviewed by the unit Ground Safety Manager to ensure adequate emphasis is placed on safety.

(2) Technical Training. Technical training periods are one of the most efficient forms of safety education and training. The Ground Safety Manager shall assist supervisors in preparing safety orientation lesson plans and shall provide support as required. Training schedules shall include ground safety and occupational health on a regular basis and records shall be maintained of lesson plans, syllabi, and rosters of attendees. These sessions shall be periodically monitored by the unit Ground Safety Manager.

3002. SAFETY SUB-PROGRAMS. Within the overall Marine Corps Safety Program, there are sub-programs aimed at specific sources of mishaps and/or work disabilities. References (g), (h), and (s) provide excellent, general guidance for the range of ground safety sub-programs that require the attention of a unit Ground Safety Manager. Each sub-program listed below has its own specific guidance and requirements, and shall be implemented per those applicable directives.

1. Safety Consciousness Program

a. A reduction in the number of mishaps and injuries in MAG-12 can only be accomplished, if every member of the command maintains safety consciousness 24 hours a day. The task that is set forth is simple. The use of initiative and imaginative ideas that keep positive reinforcement of safety awareness centerstage is indispensable.

b. Safety posters and publications applicable to all aspects of the MAG-12 Safety Program can be ordered through many agencies. Safety posters, stickers, and "Anymouse/Attaboy" forms are available through the MAG-12 Ground Safety Office and MCAS Iwakuni Safety Center.

2. Motor Vehicle Safety Program

a. An effective Motor Vehicle Accident Prevention Program shall be conducted per reference (k) by every unit within MAG-12.

b. Motor vehicle mishaps cause loss of life, man-hours and material, thus reducing the overall effectiveness of a unit in performing its designated mission. Most motor vehicle overseas occur as the result of a lack of understanding or a disregard for local traffic regulations and the failure to apply safe driving techniques. A unique set of hazards exist in WESTPAC

where even seasoned vehicle operators are confronted with unfamiliar traffic standards and regulations. A significant reduction in motor vehicle mishaps can only be achieved through diligent applications of proper driving rules, driving courtesy and common sense. Aboard MCAS Iwakuni, classes for SOFA licensing, Motorcycle Courses, and the Bicycle Safety Lecture can be obtained from the MCAS Provost Marshals Office, through the MAG-12 Motor Vehicle Mishap Prevention Officer.

c. Commanding officers shall assign in writing per references (i) and (k) a unit Motor Vehicle Mishap Prevention Officer. This officer shall:

(1) Ensure that all personnel are indoctrinated in the requirements and procedures for obtaining military and civilian vehicle operators permits.

(2) Conduct a continuing review of military and civilian traffic regulations, vehicle safety and mishap prevention.

(3) Ensure that all assigned military personnel under the age of 26 are given the driver improvement course based on the provisions contained in reference (k). He will also ensure that a record of such course of instruction be forwarded to unit administration personnel for reporting via unit diary.

3. Hearing Conservation Program

a. Unit commanding officers shall ensure that a Hearing Conversation Program is conducted per references (m) and (n).

b. The Hearing Conservation Program shall consist of both monitoring and protection elements.

(1) Monitoring will be conducted in conjunction with the Branch Clinic/Preventive Medicine Department in order to identify hearing loss prior to disability.

(2) Protection, via approved sound attenuation personal protective equipment, shall be provided to prevent hearing loss in a noise hazardous area to all unit personnel.

c. At least once every year, the Group Ground Safety Manager will request that the local Industrial Hygienist conduct an Industrial Hygiene Survey of all squadron spaces to identify noise hazardous areas in particular. When no such survey is available then all flight lines, hangers and squadron offices will be considered noise hazard area during aircraft operations or turn up. All maintenance spaces involved in the working of metal or hydraulic components while under power will be considered noise hazard areas as well as GSE shops involved in operation or repair of engines.

d. Per reference (c), all known noise hazard areas will be

clearly marked as such.

4. Sight Conservation Program

a. Unit commanding officers shall conduct a vigorous Sight Conservation Program. The program shall be designed to eliminate eye injuries and accidents resulting from poor lighting, thereby increasing production and improving morale.

b. Reference (a) provides guidelines for the conduct of the Sight Conservation Program. Additionally, reference (o) provides a table of various protective eyewear appropriate for specific eye hazards.

c. Eye hazardous areas/processes shall be determined by the unit Ground Safety Manager and the respective shop OIC/NCOIC in conjunction with the unit Eye Hazard Determination Committee. Areas identified as eye-hazardous shall be marked per reference (c).

5. Foot Protection Program. A Foot Protection Program will be managed by all units within MAG-12. References (a) and (c) will be used for guidance.

6. Hazard Communication Program. A Hazard Communication Program shall be organized and conducted per references (c), (g), and (h). Of particular importance within this program are the health hazards presented by the many hazardous materials used in maintenance and fabrication operations within MAG-12. Education programs, to include utilization of a video tape series held by MCAS TAVSC, shall be instituted to maximize awareness at all levels of hazards associated with flammable, corrosive, toxic, or otherwise hazardous materials. Safety personnel shall ensure that all operations involving hazardous materials are identified and adequate control measures are implemented.

7. Industrial Shop Program. An aggressive Industrial Shop Program shall be conducted by all MAG-12 units. Precautions for industrial and shop safety are published in reference (c) and the individual shop technical manuals.

a. Supervisors at all levels will ensure that all equipment is operated properly by qualified personnel, that all applicable accident prevention measures are followed, and that required personal protective equipment is available and utilized.

b. Each person shall be made aware of the necessity to report to his supervisor any unsafe condition, and any equipment, tools or material which are considered to be defective or unsafe.

8. Fire Prevention and Protection Program

a. Per reference (p), the Group Fire Warden is responsible for the implementation and administration of the Fire Prevention

and Protection Program.

b. Fire prevention and protection are safety measures requiring constant attention through education, supervision and inspection. To enact these measures, each unit commanding officer shall:

(1) Appoint a Fire Warden who shall be guided in the performance of duties by references (p) and (q). Reference (p) has a checklist and procedures to be used as guidelines in the Fire Prevention and Protection Program.

(2) Publish a fire prevention order to include procedures for reporting a fire and steps to be taken in case of a fire. The unit fire plan must be specific and must assign personnel by billet to required tasks, i.e., closing windows and doors and manning fire extinguishers.

(3) Post FIRE BILL, NAVFAC 3-11320/9, by all telephones and at strategic locations in each building.

(4) Ensure that each enclosed living or work space has a clearly posted fire evacuation bill showing the most expeditious route of exit in case of a fire. Ensure that alternate and primary routes are posted on the evacuation bill.

9. Sports and Recreational Safety Program

a. All MAG-12 units will conduct an aggressive Sports and Recreational Safety Program. The focus of this program is to ensure sports and recreational activities are conducted in a reasonable and responsible manner.

b. Sixty percent of all mishap costs in the Marine Corps are the result of off-duty mishaps, most of which occur during recreational activities. By their very nature, sports have inherent hazards that cannot be entirely eliminated without compromising the game. However, these hazards may be effectively minimized by recognizing three areas of responsibility, and ensuring compliance.

(1) Participants should be able to recognize their limitations so that they will be selective in their sports activities. Appropriate personal protective equipment shall be utilized.

(2) Close supervision and proper coaching will eliminate hazards that are not inherent in the game. The unit Special Services Officer shall ensure that coaches are selected on the basis of experience and interests in coaching, and ability to instruct.

(3) The unit Special Services Officer shall ensure the availability of proper personal protective equipment for each

activity, maintenance of equipment in good condition and enforcement of its use.

10. Respiratory Protection Program. Where applicable, unit commanding officers shall conduct a Respiratory Protection Program. This program shall be conducted to ensure that personnel working in environments containing dust, mists, gases, or other contaminants are protected with appropriate respirators. Fit testing of respirators for MAG-12 Marines can be obtained through the MALS-12 Ground Safety Office. Currently, respirators are available through the Marine Corps supply system. References (c) and (g) provide guidance concerning organization and management of this program. Full compliance by all commanding officers is expected.

11. Home/Barracks Mishap Prevention Program. Units shall incorporate an appropriate emphasis on home and barracks mishap prevention into their safety training and information program. Efforts should focus on instilling positive safety attitudes at home or in the barracks through hazard awareness training and education. Procurement and distribution of materials available through the National Safety Council and other safety organizations, as well as our local TAVSC for related films, are the most expeditious and effective means of increasing awareness in this area.

12. Color Code of Hazards Program. Unit commanding officers shall conduct the Color Codes of Hazards Program by ensuring that the provisions of reference (c) are complied with. During safety inspections/survey's particular attention shall be directed to safety color coding, such as eye hazards, trip hazards, electrical hazards, etc.

13. Cranial Protection Program. Each UDP commanding officer will provide for the wearing of cranial helmets anytime personnel are working around, under or on aircraft. Additionally, each cranial will be outfitted with eye PPE which will be utilized anytime a maintenance action involving servicing, drawing, or disconnecting/reconnecting aircraft system known or suspected to contain fluids injurious to eyes.

OR

13. Cranial Protection Program. UDP squadrons shall have on hand sufficient quantities of cranial helmets with goggles to ensure a measure of protection is available for hazardous operations and shall implement procedures requiring the use of this PPE where necessary.

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CHAPTER 4

GROUND MISHAP REPORTING AND INVESTIGATIONS

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SOP FOR GROUND SAFETY

CHAPTER 4

GROUND MISHAP REPORTING AND INVESTIGATIONS

4001. GROUND MISHAP DEFINITIONS AND CLASSIFICATION

1. General. A ground mishap is defined as an unplanned event, or sequence of events, which results in either of the following:

- a. Death or injury to MAG-12 personnel on or off duty.
- b. Damage to MAG-12 property or equipment which occurred to an activity of MAG-12 or on the premises under the control of MAG-12 units.

NOTE: Aircraft Ground Mishaps (AGM), as defined in the current edition of reference (r), are not within the scope of the Ground Safety Program.

2. Mishap Categories. The types of mishaps to which accidental deaths, injuries, lost workdays, and property damage shall be charged are defined below. For motor vehicle or bicycle mishaps, the category selected shall be Privately Owned Vehicles (POV) or Government Owned Vehicle (GOV). For other categories of mishaps, the type of activity in which the individual is involved, at the time of the mishap, shall determine the category selected.

a. Occupational Mishap. Any mishap which occurs while MAG-12 personnel (civilian or military) are in an on-duty status.

b. Privately Owned Vehicle Mishap. Any mishap which occurs involving the operation or movement of a privately owned vehicle by any person which results in injury, death and/or a lost workday case to MAG-12 personnel. This category will also be used for all bicycle mishaps.

c. Government Owned Vehicle Mishap. Any mishap involving the operation or movement of a government owned or leased vehicle by MAG-12 personnel which, regardless of who is responsible for the mishap, results in one or more of the following: Fatalities or lost workdays to MAG-12 personnel, or total property damage of \$2000.00 or more. The minimum reporting limit includes damage to all vehicles, cargo and other property, government and private.

d. Training Mishap. Any mishap which occurs from participation by MAG-12 personnel in an authorized training program or operational assignment for the command or Marine Corps.

e. Recreational Mishap. Any mishap which involves MAG-12 personnel engaged in recreational activity. This includes participation in intramural athletics, and other recreational activities, whether on or off duty.

f. Barracks Mishap. Any mishap which involves MAG-12 personnel while in or around military barracks type living quarters (barracks, quonset huts, tents, etc.).

g. Home Mishap. Any mishap which involves MAG-12 personnel while in or around living quarters, on or off station, which is not in the mishap category defined above as a Barracks Mishap.

h. Miscellaneous Mishap. Any mishap which involves MAG-12 personnel resulting from an incident not included in any of the above categories.

4002. MISHAP REPORTING

1. General Reporting Criteria. All mishaps defined in paragraph 4001 above should be investigated to the extent necessary to extract useful information from each occurrence. For the purpose of the ground mishap reporting system, there are two types of Mishaps, Reportable and Recordable.

a. Reportable Mishaps. Any mishap described immediately below is a Reportable Mishap. Knowledge of Reportable Mishaps shall be forwarded immediately to MAG-12. A Reportable Mishap is said to occur when:

(1) Any member of MAG-12 who sustains an injury or occupational related illness and reports to medical or which results in the loss of one or more working days at any time following the mishap or onset of the illness. OR

(2) Damage occurs to government owned property, material, or equipment (excluding naval aircraft) for which the cost to repair or replace would exceed \$2000.00 (regardless of whether repairs/replacement is actually accomplished). Value of damage may be estimated if actual value cannot be readily determined, and should include all direct/indirect costs to the government. OR

(3) Damage or injury occurring to private property or individuals for which the government may be liable, regardless of dollar value. This would include such occurrences as a civilian pedestrian being struck by a government owned or leased vehicle or a government owned or operated vehicle striking a Marine's privately owned vehicle or vice versa.

b. Recordable Mishaps. Any mishap that is not included in the above categories and is used to develop mishap trend analysis, by virtue of its retention in mishap logs and summaries, is a Recordable Mishap.

2. Lost Workday. A Lost Workday is defined as the total number of full days, consecutive or not, that an individual was unable to work as a result of an injury or occupational illness.

3. Hospitalized Day. A Hospitalized Day is defined as the total

number of full days that an individual is admitted to the hospital due to a mishap injury.

4. Reporting Responsibilities. Responsibility for the reporting of either a Reportable or Recordable Ground Mishap to the MAG-12 Safety Department is as follows:

a. For a mishap involving injuries to one or more Marines, the commanding officer of the Marine who is the victim of a mishap or is most responsible for the occurrence of the mishap shall report the mishap, including all personnel injured and property damaged, regardless of assignment or ownership.

b. For a motor vehicle mishap, the commanding officer of the operator of the vehicle shall report the mishap. If the injured Marine was a passenger in a civilian operated vehicle, the injured Marine's commanding officer shall report the mishap.

c. For mishaps involving property damage other than motor vehicle, the command responsible for the property that was damaged shall report the mishap.

d. In cases of personnel temporarily assigned (TAD, FAP, etc.), the command officer having operational control of the person involved shall report the mishap unless, otherwise directed by higher authority.

e. In cases of a dispute or inability to resolve responsibility, the first common superior of the commanding officer shall be consulted for guidance.

5. Types of Reports. Per reference (e), the following mishap reports are applicable to both Reportable and Recordable Mishaps under the MAG-12 Ground Safety Program.

a. Ground Mishap Flash Report. This report is intended to provide this Headquarters with immediate notification of a ground mishap. All ground mishaps (excluding aircraft ground mishaps) involving MAG-12 personnel, property, facilities, or equipment resulting in a fatality, injury requiring dispensary/hospital treatment, or damage to government property shall be telephonically reported to the MAG-12 Safety Department (Attention: Ground Safety Manager) by the appropriate squadron AS SOON AS POSSIBLE. Flash Reports shall be reported to the Group Duty Officer after normal working hours, weekends, and holidays. The required Combined Flash Report format is contained in Appendix B of this Order.

b. Limited and General Use Mishap Reports. The below discussion identifies when either a Limited or General Use Mishap Report is applicable. An example of a General Use Mishap Report is located in Appendix C of this order.

(1) Limited Use Mishap Reports will only be used to report

mishaps involving complex weapon systems and associated equipment (e.g., guided missiles, laser devices, or armored vehicles). These reports are privileged documents, and FMFPAC determines the originator of the report or if a report should be sent.

(2) General Use Mishap Reports will be used to report all ground mishaps not included in the Limited Use category.

(3) General Use Mishap Reports will be submitted by squadron commanding officers for reportable fatalities, injuries, occupational illness, and property damage occurring within their command, resulting in class "C" or greater mishaps. The seriousness of the mishap will determine if CMC is to be notified. Examples are as follows:

(a) All on duty mishaps and off duty privately owned vehicle mishaps which result in a lost workday, fatality, or any mishap causing damage to government-owned or leased property (including GOV's) where the amount is \$2000.00 or more in direct cost to the government, shall be reported via naval message. CMC Code MHS shall be the action addressee.

(b) All other class "C" off duty mishaps will also be reported via naval message but shall be sent only to CG First MAW, recorded in a log, and subsequently submitted on the quarterly MAG-12 Consolidated Mishap Report (CMR).

c. Consolidated Mishap Report (Rev. 5-82). The Consolidated Mishap Report (CMR) is a quarterly report submitted to Headquarters Marine Corps via the chain of command to inform the Commandant of the Marine Corps of accidental deaths, lost workdays, and reportable injuries or property damage transpiring within MAG-12 units. This report shall be completed by the unit Ground Safety Manager in accordance with reference (e) and approved by the commanding officer. The original copy shall be forwarded to the Group Safety Department no later than three working/calendar days after the end of each calendar quarter.

4003. MISHAP INVESTIGATIONS

1. General. In order to produce accurate and useful ground mishap data, prompt and objective investigations of all reportable or recordable mishaps must be conducted.
2. Purpose. The purpose of such an investigation is to discover all hazard and cause factors associated with the occurrence and to report them to unit commanding officers for use as appropriate.
3. Types of Investigations. There are a variety of investigations that might be required/appropriate following the occurrence of a ground mishap (e.g., informal, a JAG Investigation). However, it is not the intent of this Order to support any investigations other than investigations whose sole purpose is mishap prevention.

a. Ground Mishap Board. A Ground Mishap Board (GMB) maybe convened by commanding officers to investigate ground mishaps for the sole purpose of mishap prevention. Such a board may be directed whenever death, major injury or property damage occurs as the result of a mishap, or when a mishap is of such a nature that detailed analysis is required to ascertain cause and prevent future reoccurrence.

(1) Composition and Duties. Normally, a GMB should be composed of unit ground safety personnel and other personnel with particular qualifications or expertise useful in determining causal factors and future preventive measures, with the sole objective of mishap prevention.

(2) Report. The investigative report of the GMB should be forwarded to the unit commanding officer for use in mishap prevention efforts. This report is not required to be forwarded beyond the unit level.

b. Ground Safety Manager Inquiry. The Ground Safety Manager Inquiry is a tool used by MAG-12 units to determine/eliminate mishap trends as well as gathering information to complete Reportable or Recordable Mishaps reports. The Inquiry is done on an informal basis and is intended only for the purpose of mishap prevention through trend analysis based on most accurate data available. The MAG-12 Ground Safety Manager may direct a subordinate MAG-12 unit to conduct such an Inquiry.

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CHAPTER 5

INSPECTIONS AND SURVEYS

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5001. PURPOSE. The purpose of safety inspections and surveys is to eliminate unsafe conditions, processes or procedures that may result in accidents to personnel or equipment. Although, not the most effective means in eliminating unsafe conditions, inspections and surveys are useful in the detection of unsafe conditions.

5002. INSPECTION REQUIREMENTS AND PROCEDURES. Safety inspections or surveys ranging from a Wing Functional Area Inspection to the required monthly inspections done by the unit Ground Safety Managers must not be taken lightly. Safety professionals must utilize every opportunity available to make MAG-12 a safer place in which to work. Positive command attention, focusing on protecting the individual Marine and improving the working conditions is the sole purpose behind an inspection or survey. In order to ensure the MAG-12 Ground Safety Program is successful, the below listed procedures will govern the conduct of ground safety inspections and surveys conducted by the chain of command:

1. Inspection Inbrief. Before commencing the inspection, the inspector shall inbrief the commanding officer and/or officer-in-charge of the workplace or his representative.
2. Inspector Qualifications. Qualifications of inspectors shall be based on the degree of hazard and complexity of the area or operation to be inspected. Graduates of a Marine Corps sponsored ground safety course, OSHA courses, or other approved formal training programs are considered qualified to inspect selected operations and facilities within MAG-12. Certain aspects of industrial hygiene and health may require the expertise of an industrial hygienist or medical official.
3. Unit Representative. A representative of the officer-in-charge of a work place, shall accompany the inspecting party during the actual inspection of the workplace to encourage exchange of information concerning existing or potential unsafe or unhealthful conditions. It is advisable to include members of the unit's safety council, in the inspection party, in order to take advantage of their expertise and to broaden their knowledge of conditions within their work place. They should be given the opportunity to identify unsafe or unhealthy working conditions.
4. Inspection Debrief. At the conclusion of the inspection, the inspector shall debrief the officer-in-charge of the workplace or his representative, and ultimately the commanding officer. Imminently dangerous situations and/or serious violations discovered during the inspection, shall be brought to the immediate attention of supervisory and management personnel, including the commanding officer, for necessary corrective action in order to protect personnel.
5. Written Reports. Written reports of workplace inspections shall be distributed to concerned supervisors, including commanding officers, to ensure rapid and effective corrective action. Such reports shall contain references to standards or

directives violated, unsafe work practices and unauthorized management procedures observed and Risk Assessment Codes (RACs). The report shall also include recommended corrective action when appropriate.

6. Corrective Action. Action to correct hazardous conditions discovered during inspections/surveys should be completed within thirty days. If necessary, assistance shall be requested from higher authority via appropriate MAG-12 staff section. Records of actions taken to correct/eliminate hazards shall be maintained on file for two years once the required action has been completed.

7. Inspection Follow-up. Inspectors shall establish procedures for the follow-up of corrective actions to monitor timely and effective corrective action by responsible unit personnel.

5003. RESPONSIBILITIES

1. MAG-12 Ground Safety Manager. The MAG-12 Ground Safety Manager shall conduct an inspection or survey of each subordinate unit at least annually in accordance with reference (a). This inspection or survey may be conducted in conjunction with the MAG-12 SSD Safety Survey required within 30 days of a UDP squadron's arrival in WESTPAC. Discrepancies noted shall be forwarded to the unit Commanding Officer for corrective action. During the course of the year, unannounced spot inspections/surveys by the MAG-12 Ground Safety Manager may occur to track/validate the progress of a unit's ground safety program.

2. Unit Ground Safety Manager

a. Each unit Ground Safety Manager shall conduct a formal/informal inspection of all of the unit's activities, facilities, and equipment upon arrival at any new destination to include MCAS Iwakuni or any other deployment location. A copy of this inspection or site survey will be forwarded to MAG-12 Ground Safety Manager for future reference and to focus Group level attention, when appropriate, on identified hazards.

b. Per reference (i), a monthly inspection of all work spaces and facilities shall be conducted. The results and comments of this informal inspection are to be forwarded to the MAG-12 Ground Safety Manager by the 5th workday after the end of the each month. Monthly inspection forms can be obtained from the MAG-12 Ground Safety Manager.

c. A system shall be established for documenting and reporting hazards to the department head of the workplace concerned and for requiring specific corrective actions within a reasonable period of time, or no later than 30 days.

d. Corrective actions shall be documented and reported to the unit Ground Safety Manager for follow-up audits directed at evaluating effectiveness and/or adequacy.

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APPENDIX A

FILES AND PUBLICATIONS RELATIVE TO GROUND SAFETY

1. The unit Ground Safety Manager shall maintain accurate records/files on the below listed items. All files will be maintained per reference (a) for a period of five (5) years.

a. All reportable accidents (class "C" and above) occurring within the unit.

b. All Flash reports and Sickbay reports to assist in determining trend analysis.

c. All inspections conducted by higher headquarters.

d. Monthly and periodic inspections of the unit level.

e. Minutes of Ground Safety/Safe Driving Council meetings.

f. Records of safety/safe driving training conducted.

g. All rosters of safety managers/supervisors/NCO's.

h. Any other correspondence/information pertinent to the conduct of an effective ground safety program.

2. All other material/information not listed above shall be maintained for a period of two (2) years.

3. The directives listed below are considered to be pertinent to the conduct of an effective ground safety program. Ground safety personnel will become familiar with all directives listed below and maintain one copy of those directives pertinent to their program.

a. Marine Corps Orders

5100.8 Marine Corps Ground Occupational Safety and Health OSH Program

5100.19 Marine Corps Traffic Safety Program

5100.22 Marine Corps Safety Awards Program

5101.8 Marine Corps Ground Mishap Reporting

6200.3 Smoking in Marine Corps Occupied Buildings and Facilities

6260.1 Marine Corps Hearing Conservation Program Procedures

6260.2 Lead absorption and Hearing Loss Associated

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with Indoor Rifle and Pistol Ranges

11240.66 Standard Licensing Procedures for Operators of Military Motor Vehicles

b. FMFPac Orders

P5103.1 GOSH Program

5100.5 Radiation Safety

5210.3 Desktop Procedures and Turnover Folders

c. Wing Orders

5041.1H Command Inspection Program

P5100.1 SOP for 1st MAW Safety and Standardization Program

5740.5 Incident Reporting

P6260.3 Occupational Health Program

d. MCAS Orders

4060.3 Coffee Messes

P5100.7 Ground Safety Program

P5560.3 Motor Vehicle and Traffic Regulations

5560.4 Driving Under the Influence of Intoxicating Liquor

5560.5 Bicycle Parking Regulations

5560.6 Instructions for Traffic Court for Administrative Dispositions of Traffic Violations

6200.3 Smoking in Marine Corps Occupied Buildings

6240.3 Sanitation Regulations

6280.1 Environmental Conservation Policy

6280.2 Handling, Storage and Disposal of Waste Oil

11320.4 Emergency Fire Bill; establishment of

P11320.6 Fire Prevention Regulations

e. Group Orders

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APPENDIX B

COMBINED FLASH REPORT

1. AVIATION
() AIRBORNE
BELTS
() DROPPED OBJECT
() FOD
() NEAR MID-AIR
CRS
() BIRDSTRIKE
() ACFT GRD MISHAP
() FLIGHT MISHAP
() LASER RELATED
2. GROUND
() OCC MISHAP
() POV MISHAP
() GOV MISHAP
() TRNG FMF
() REC ON/OFF DUTY
() BKS MISHAP
() HOME MISHAP
() LASER RELATED
3. MISCELLANEOUS
A. YES/NO SEAT
B. YES/NO DRUG/ALCO
C. YES/NO DEF DVR
D. YES/NO MC SAF
E. YES/NO PPE USED
4. UNIT: _____ 5. TIME/DATE: _____
6. Location of Incident: _____
7. Personnel Data: Rank, Initials, Last Name
A. _____ B. _____
C. _____ D. _____
8. Narrative, (what and why it happened): _____

9. OPREP-3 Issued: YES/NO, DTG: _____
10. Acft Origin: _____ 11. Destination: _____
12. Model Acft: _____ 13. Modex: _____ 14. Buno: _____
15. T&R Trng Code: _____ 16. Mission: _____
17. Mishap Severity Code: A B C D Unknown None
18. Damage: _____

19. Injury and Treatment: _____

20. Receiver: _____ Time: _____ Date: _____
21. Sender: _____ Ext: _____ Group: _____
Time / Date Time / Date
22. MAG-12 CO: _____ MAG-12 XO: _____
DWH: 5665 AWH: 3684 DWH: 5666 AWH: 6434
Time / Date Time / Date

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23. MAG-12 DOSS: _____ / _____ 1ST MAW SSD:
_____ / _____ DWH: 5227 AWH: 5544
635-3888 AWH: 635-3746

DWH:

e. As appropriate, all detected hazards and corrective action reports shall be forwarded to the unit Ground Safety Manager.

f. A system shall be established by the unit Ground Safety Manager to monitor trends, if any, of hazardous conditions or of unsafe activities and to verify adequacy of corrective actions.

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P3750.1 SOP for Aviation Safety & Standardization
P5100.2 SOP for Ground Safety
6200.1 Smoking in Marine Corps Occupied Buildings
6260.1 Hearing Conservation Program
11320.2 Emergency Fire Bill and Prevention

f. Navy/Marine Corps Directives/Publications

NAVMC 2692 Unit Safety Program Management Manual

g. Navy Directives

NAVMAT P5100 Safety Precautions for Shore Activities
(reference purposes only)

NAVMAT P10470 Safety Equipment Manual

h. OSHA

1910 29 CFR, General Industry Standards

1960 29 CFR, Occupational Safety & Health for
Federal Employees

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APPENDIX C

Sample message format of General Use Ground Safety Mishap Report

DATE TIME GROUP

FM: REPORTING UNIT See para 4002.4.b.(3)
TO: CMC WASHINGTON DC//MHS// for criteria on
action and info
addressees
MARCORHUMRES DIV QUANTICO VA//MHS//
CG FMFPAC//DSS//
CG FIRST MAW//DSS//
INFO: ZEN/MAG TWELVE//DSS//

BT

UNCLAS FOUO //N01502//

SUBJ: THIS IS A GENERAL USE GROUND MISHAP REPORT TO BE USED
ONLY FOR SAFETY PURPOSES.

MSGID/GENEADMIN/MAG-12 DSS//

REF/A/DOC/MCO 5101.8D//

REF/B/(OTHER REFERENCES AS APPROPRIATE)//

RMKS/1. SUMMARY: PROVIDE A ONE LINE OR TWO LINE SUMMARY OF
MISHAP.

2. MISHAP INFORMATION:

A. PARENT COMMAND: (BASE, STATION, CENTER, MAW, FSSG, DIVISION)

B. SEVERITY CLASS OF MISHAP (A, B, C):

C. TYPE OF MISHAP: (ON DUTY OR OFF DUTY)

D. LOCAL TIME AND DATE OF MISHAP:

E. GEOGRAPHIC LOCATION: (GENERAL AREA, CITY, STATE, COUNTRY,
ETC)

F. SPECIFIC LOCATION WHERE MISHAP OCCURRED: (LIST BUILDING NO#,
SHOP OR WORK CENTER, RANGE HOME NO#, STREET OR HIGHWAY NAME, ETC)

G. GENERAL ACTIVITY AT TIME OF MISHAP:

H. ENVIRONMENTAL CONDITIONS: (WEATHER, ROAD, LIGHTING, TEMP.,
ETC)

3. PERSONAL DATA:

A. FATALITIES: (LIST EACH DOD EMPLOYEE. NAME, GRADE, SSN/MOS OR
JOB TITLE, AGE, SEX, UNIT, DUTY STATUS, CIVILIAN STATUS SPECIFIC
ACTIVITY AT TIME OF MISHAP.)

B. INJURIES: (LIST EACH SEPARATELY, TO INCLUDE TYPE OF INJURY
EXTENT OF INJURY/ILLNESS, PERMANENT TOTAL DISABILITY, PERMANENT
PARTIAL DISABILITY, DAYS HOSPITALIZED OR AWAY FROM WORK.)

C. OTHER FATALITIES/INJURIES:

D. WITNESS: (PROVIDE NAME, ADDRESS AND TELEPHONE NUMBER)

4. PROPERTY DAMAGE: (LIST ITEMS SEPARATELY WITH ACTUAL OR
ESTIMATED COST FOR EACH ITEM).

5. NON-DOD PROPERTY DAMAGE: (SAME AS 4)

6. POINT OF CONTACT: (GRADE, NAME, AND PHONE NO#M AUTOVON OR
COMMERCIAL).

7. NARRATIVE: (CONCISE DESCRIPTION OF MISHAP)

8. ADDITIONAL INFORMATION:

A. QUALIFICATIONS: (WHEN APPROPRIATE, LIST ANY QUALIFICATIONS FOR
THE ACTUAL WORK OR EVALUATION BEING PERFORMED AT TIME OF MISHAP).

B. PERSONAL PROTECTIVE EQUIPMENT/CLOTHING: (WAS IT WORN AND
TYPE).

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C. FOR MOTOR VEHICLE MISHAPS:

(1) TYPE OF VEHICLE (YEAR MAKE AND MODEL)

(2) OPERATOR PERMIT (LIMITATIONS/EXPIRATION)

(3) DRIVER TRAINING COURSES (DRIVERS) IMPROVEMENT, MOTORCYCLE SAFETY, ALSO DATE AND LOCATION)

D. ALCOHOL OR DRUG RELATED: (INCLUDE B.A.C. IF KNOWN)

9. CAUSE FACTORS:

A. PERSONAL FACTORS: (DESCRIBE THE UNSAFE ACT, OR PERSONNEL WHO DIRECTLY CAUSED OR CONTRIBUTED TO THE OCCURRENCE OF THE MISHAP.

B. MANAGEMENT FACTORS: (JOB HAZARD INFORMATION, LACK OF OR INADEQUATE SOP)

C. MATERIAL/EQUIPMENT FACTORS: (DEFECTS, MALFUNCTIONS AND HAZARDS THAT CONTRIBUTED TO MISHAPS)

D. FACILITIES FACTORS: (DESCRIBE ANY HAZARDS IN WORK PLACES TRAINING AREAS OR OUTSIDE AREAS).

10. CORRECTIVE ACTIONS: (RECOMMENDATIONS OR LESSONS LEARNED BASED ON MISHAP).

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1. All mishap reports shall be submitted within 14 days of mishap occurrence regardless of the reporting chain.