

DETAILED INSPECTION CHECKLIST

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| 130 | <p>SAFETY (NON-AVIATION) Functional Area Manager: CMC SD Point of Contact: Maj Matthew M. Gioia (DSN) 664-4172 (COML) 703-604-4172 E-mail: matthew.gioia@usmc.mil Date Last Revised: 1 April 2014</p> |
| 130 01 | COMMAND RESPONSIBILITIES |
| 130 01 001 | <p>Is safety a functional area included in the Commanding General's Inspection Program (CGIP)? Reference MCO 5040.6H, 4A (1), (2), b and 5 C; NAVMC DIR 5040.6H, encl (1), chap 1 d and 3.1. a, b</p> |
| 130 01 002 | <p>Is the current functional area (130) checklist used during CGIP? Reference NAVMC DIR 5040.6H, encl (1), chap 1 d, 2. c.,3.1.a, b and i</p> |
| 130 01 003 | <p>Is the safety department/office established as a special staff function under the commander, and not subordinated to other programs and functions? Reference MCWP 3-40.1; MCO 5100.29B, 4.b. (13) (h); NAVMC 5100.8, chap 2, 2002.3</p> |
| 130 01 004 | <p>Has the command developed and published a mission statement that supports the command safety policy w/in 30 days of COC? Reference MCO 5100.29B 4. b. (13) (A); MCO 5100.8.5.c</p> |
| 130 01 005 | <p>Is the Chief of Staff or Executive Officer designated in writing as responsible for the command's safety program? Reference MCWP 3-40.1 w/chap 1; MCO 5100.29B 4. b. (13) (b); NAVMC DIR 5100.8, chap 2,2002.2</p> |
| 130 01 006 | <p>Has the command established a separate budget for the safety department/office? Reference MCO 5100.8. 5. b; NAVMC DIR 5100.8, chap 2 2002. 2 and 4; MCO 5100.29B 5.a</p> |

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- 130 01 007 Has the command identified, and appointed in writing, a fully qualified Safety Officer (SO) or Civilian Manager and SNCO, to serve as the command's senior technical advisor for Safety and Occupational Health(SOH) matters?
Reference
MCO 5100.29B. 4. b. (13) (H) NAVMC DIR 5100.8 chap 2, 2002. 3 and chap 5, 5001, 7. and 8. a-c
- 130 01 008 Has the command identified and appointed in writing an NCO or civilian as shop/company safety representatives?
Reference
MCO 5100.29B chap 2, 3. c
- 130 01 009 Does the command ensure all military personnel assigned safety responsibilities (SO/Manager) are in those positions for a period of one year?
Reference
MCO 5100.29B 4. A. (2) (d) NAVMC DIR chap 3, 3000.2
- 130 01 010 Does the command conduct safety climate surveys using the Ground Climate Assessment Survey System (GCASS) within 90 days of COC and annually thereafter?
Reference
MCO 5100.29B chap 2, 3. g
- 130 01 011 Has the unit Commander ensured operational pauses and/or Back In The Saddle (BITS) training is held at least semiannually, following an extended holiday period, or post-deployment?
Reference
MCO 5100.29B 4. b.13(e)
- 130 01 012 Does the command ensure the Warrior Preservation Status Report is completed quarterly and submitted to Higher Headquarters?
Reference
MCO 5100.29B chap 4 and 2
- 130 01 013 Does the command ensure all Marines, Sailors, and civilians complete initial and annual Operational Risk Management (ORM) training?
Reference
MCO 5100.29B 3.e

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- 130 01 014 Has the command established a local safety awards program to recognize the outstanding safety performance (including driver safety) of subordinate units and individual military and civilian personnel?
Reference
MCO 5100.32A, 4.b(1); MCO 5100.19F, encl (1) chap 1 and 8
- 130 02 GROUND SO/MANAGER RESPONSIBILITIES GENERAL
- 130 02 001 Has the command appointed SO/manager and SNCO attended the Ground Safety for Marines (GSM) course within 90 days of appointment?
Reference
MCO 5100.29B chap 2,3.d.(1)
- 130 02 002 Does the SO identify, establish, and train staff for required safety billets?
Reference
MCO 5100.29B 4. b. 13. h. 2
- 130 02 003 Does the SO advise, inspect, and guide subordinate commands/units on safety matter?
Reference
MCO 5100.29B 4. b. 13. h. 3. and 4b, 13h, 6
- 130 02 004 Does the SO serve as the command representative on safety councils, committees, and working groups established by higher authority?
Reference
MCO 5100.29B 4. b. 13. h. 8
- 130 02 005 Does the SO maintain a hazard abatement log and retain them for 3 \ years?
Reference
MCO 5100.29B encl 1, chap 2. 4.c
- 130 02 006 Does the SO ensure Industrial Hygiene (IH) survey recommendations are available to supervisors and employees. Are un-abated hazards incorporated into command hazard tracking system (hazard abatement logs) for follow-up actions?
Reference
MCO 5100.29B 4. b. 13. h. 12

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- 130 02 007 Does the SO communicate safety success stories, hazard awareness, and near-miss lessons learned throughout the command using various methods?
Reference
MCO 5100.29B 4. b. 13. j
- 130 02 008 Does the SO coordinate with installation safety department/office for core SOH services?
Reference
MCO 5100.29B encl 1, chap 2. 2
- 130 02 009 Does the SO conduct quarterly safety inspections of all command facilities, processes, and equipment. Document the results and forward an executive summary of inspection results to the commander?
Reference
MCO 5100.29B encl 1, chap 2, par 4.b
- 130 02 010 Does the SO/manager develop and maintain a unit safety turnover binder with the following: appointment letter; existing safety SOPs; points of contact; facilities occupied by Unit along with building numbers; numbers of assigned Marines and civilian Marines, and documented annual training?
Reference
MCO 5100.29B encl 1, chap 2. 4. d
- 130 02 011 Has the SO trained all personnel on the procedures to report unsafe or unhealthful working conditions using NAVMC 11401 and the ANYMOUSE (RCS MC-5100-06) forms?
Reference
MCO 5100.29B, encl (1), chap 2. 4. e
- 130 02 012 Does the SO ensure supervisors and safety reps conduct shop/company safety inspections to include identification of PPE?
Reference
NAVMC DIR 5100.8 chap 7 par 7004.3 g
- 130 02 013 Has the SO developed a written checklist to use during work center inspections?
Reference
NAVMC DIR 5100.8 chap 7 par 7004.4 i

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- 130 03 MISHAP INVESTIGATION AND REPORTING
- 130 03 001 Does the Command investigate mishaps, complete reports, conduct trend analysis, and develop mitigation and prevention strategies?
Reference
MCO 5100.29B, chap 2. 5. a., MCO P5102.1B, chap 1. 1005. 8. e
- 130 03 002 Does the SO assist the Commander in conducting safety investigations for all on-duty Class A mishaps until the SIB arrives?
Reference
MCO P5102.1B, chap 1. 1005.10
- 130 03 003 Does the SO train safety investigators (managers, representatives, supervisors) consistent with their assigned responsibilities?
Reference
MCO P5102.1B, chap 1. 1005. 8.f
- 130 03 004 Does the Command submit mishap reports via Web Enabled Safety System (WESS), and retain records for 5 years?
Reference
MCO 5100.29B, chap 2. 5. d. and e. MCO P5102.1B, chap 3. 3007. 1
- 130 03 005 Does the Command ensure corrective actions identified through a mishap investigation are completed in a timely manner?
Reference
MCO 5100.29B, chap 2 5.f
- 130 03 006 If the command employs civilian employees does it submit an Annual Summary of Marine Corps Work-Related Injuries and Illness (OSHA 300/300A) via the chain of command and, as appropriate, copy the host installation safety office?
Reference
MCO 5100.29B, chap 2.5g
- 130 03 007 Does the command ensure 8-Day Briefs are submitted as required?
Reference
MCO 5100.29B, 4.b. 13.f
- 130 04 TRAFFIC SAFETY
- 130 04 001 Has the command developed a written traffic safety program that supports and complements the program established by the installation?
Reference
MCO 5100.19F

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- 130 04 002 Has the command ensured that local traffic safety familiarization training (base and local area driving hazards and recognized traffic concerns) been provided to all new joins?
Reference
MCO 5100.19F encl (1) chap 5
- 130 04 003 Has the command established a Safe Drive Council (if over 500 including tenants)? If under 500 personnel, does the SO represent the unit in the Safe Drive Council close to their base of operations?
Reference
MCO 5100.19F, encl (1) chap 2
- 130 04 004 Has the command ensured that traffic safety is incorporated into on-duty and off-duty training programs on a continuing basis (safety stand-downs, operational pauses, etc.)?
Reference
MCO 5100.19F 5.F
- 130 04 005 Does the command traffic safety program address established and enforced specific duty hour limits for Marine Corps vehicle operators and establish written rest-recovery guidance?
Reference
MCO 5100.19F encl (1) chap 6
- 130 04 006 Has the command established maximum driving/duty time and mileage limits for Marines/Sailors on orders, leave, or liberty?
Reference
MCO 5100.19F encl (1) chap 1. 6.f
- 130 04 007 Has the command ensured that all Marines under the age of 26 received at least 6 hours of driver's awareness training?
Reference
MCO 5100.19F encl (1) chap 5.3
- 130 04 008 Has the command ensured pre-departure vehicle/traffic safety briefings and traffic risk assessments have been conducted for all Marines under 26 years of age prior to executing PCS orders, when going on leave, prior to extended liberty, and when traveling long distances?
Reference
MCO 5100.19F encl (1) chap 2. 3.
- 130 04 009 Has the command established a Motorcycle Mentorship Program and appointed a club President in writing?
Reference
MCO 5100.19F encl (1) chap 4. 17.

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- 130 04 010 Has the command ensured that all riders complete required motorcycle safety training at the appropriate level?
Reference
MCO 5100.19F encl (1) chap 4. 2. a, b, and c.
- 130 04 011 Does the SO ensure training needs of the unit motorcycle club are coordinated with the installation training provider and that records of course completion is recorded per local written standards?
Reference
MCO 5100.19F, encl (1) chap 4. 17.
- 130 04 012 Has the command ensured that individual Marine training entry codes for motorcycle training are made in Marine Corps Total Force System (MCTFS)?
Reference
MCO 5100.19F, encl (1) chap 4. 4. and 4. 5.
- 130 05 RECREATION AND OFF-DUTY SAFETY (RODS)
- 130 05 001 Has the command implemented the RODS program into policy and procedures of the unit, and is applied to all Marine Corps appropriated and non-appropriated fund activities and operations under the sponsorship of the MCCS?
Reference
MCO 5100.30B 4. a. 1. b. & 4. b. 3. b.
- 130 05 002 Has the SO received training to perform duties associated with the administration of the unit's RODS program?
Reference
MCO 5100.30B encl (1) 4. a.
- 130 05 003 Does the SO ensure that RODS training is conducted and documented?
Reference
MCO 5100.30B encl (1) 4. b. & c.
- 130 06 SAFETY TRAINING
- 130 06 001 Does the SO ensure that all supervisory personnel receive initial and annual refresher SOH training (Supervisor Safety Training)?
Reference
NAVMC DIR 5100.8 chap 5 par 5001.5 & 6, MCO 5100.29B chap 2

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- 130 06 002 Does the SO ensure work center supervisors provide documented job safety training?
Reference
NAVMC DIR 5100.8 chap 5 par 5001.1 and 5001.2a
- 130 06 003 Has the SOH specialist received first aid/or cardiopulmonary resuscitation (CPR) training?
Reference
NAVMC DIR 5100.8 chap 5 par 5001.8 b
- 130 06 004 Does the command's safety department/office provide or coordinate for required specialized training for personnel, such as, logout/tag-out, confined space entry, respiratory protection, ergonomics, PPE, etc.?
Reference
NAVMC DIR 5100.8, chap 5, 5001.2.b and MCO 5100.8, 4.b.(4)(5)
- 130 07 COUNCILS AND COMMITTEES
- 130 07 001 Does the unit hold safety councils (at least quarterly), where the commander, deputy commander, or executive officer chairs?
*Note: If the unit strength is under 500 personnel, the command shall participate in the host command's safety council, and maintain copies of council meeting minutes.
Reference
NAVMC DIR 5100.8 chap 4 par 4001.1 and 2; 4001.4
- 130 07 002 Does the SO ensure the preparation, publication and maintenance of the minutes of all safety council meetings?
Reference
NAVMC DIR 5100.8 chap 4 par 4001.6
- 130 07 003 Does the command (>500 personnel) hold supervisors' safety committees at least quarterly?
Reference
NAVMVDIR 5100.8 chap 4 par 4002.1 and 4
- 130 07 004 Does the command (>500 personnel) established appropriate shop/company safety committees?
Reference
NAVMC DIR 5100.8 chap 4 par 4003.1

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- 130 07 005 Has the command established Force Preservation Councils that meets on a monthly basis for the active component and not less than semi-annually for the reserve component?
Reference
MARADMIN 240/11 (24TH Executive Force Preservation Board Results)
- 130 08 WORK CENTER SAFETY INSPECTIONS AND CORRECTIVE ACTION
- 130 08 001 Does the SO complete Section b of NAVMC 11400 (OSH Deficiency Notice) within 30 workdays of notification of a work center SOH deficiency, post the notice in the immediate vicinity of the hazardous conditions, and return a copy to the Installation Safety Manager via the chain of command? If hazard cannot be abated within 30 workdays, has an abatement plan been developed?
Reference
NAVMC DIR 5100.8 chap 7 par 7004.4.g and 7006.1
- 130 08 002 Does the command's safety department/office investigate and provide consultation on reports of unsafe and unhealthful work conditions?
Reference
NAVMC DIR 5100.8, chap 9, 9002.6
- 130 08 003 Does the SO/manager ensure annual facility safety inspections are conducted by the installation?
Reference
MCO 5100.29B, encl (1) chap 1 and 5
- 130 09 PERSONAL PROTECTIVE EQUIPMENT (PPE)
- 130 09 001 Does the command's safety department/office assist supervisors by providing technical assistance on PPE determination that includes selection of appropriate and approved PPE?
Reference
NAVMC DIR 5100.8, chap 13, 13001.1; MCO 5100.8, 4.b. (4) (5)
- 130 09 002 Does the command's safety department/office provide and document training to personnel required to use PPE or train the supervisors to conduct the PPE training?
Reference
NAVMC DIR 5100.8, chap 13, 13003.1. 2. and 5; MCO 5100.8, 4b(4)(5)

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- 130 10 OCCUPATIONAL HEALTH
- 130 10 001 Does the command ensure baseline and periodic industrial hygiene surveys are performed and support is received from the local MTF?
Reference
NAVMC DIR 5100.8, chap 2, 2003. 6.f; NAVMC DIR 5100.8, chap 11; MCO 6260.1E, encl (1) 2. d
- 130 10 002 Does the SO coordinate with the industrial hygienist to ensure periodic workplace monitoring and sampling are accomplished per industrial hygiene survey reports?
Reference
NAVMC DIR 5100.8, chap 2, 2003. 6.f and chap 11
- 130 10 003 Does the command ensure occupational and environmental medicine support is provided for consultation and treatment of occupational-related injuries and diseases, medical surveillance program, audiometric evaluations, and fitness for duty/return to work?
Reference
MCO 6260.1E; NAVMC DIR 5100.8, chap 11, 11002; NEHC-TM-OM6260
- 130 10 004 Does the SO work with Injury Compensation Program Administrator (ICPA) and industrial hygiene personnel in the analysis of injury trends for civilian employees, and participate on the Federal Employees Compensation Administration (FECA) work group?
Reference
NAVMC DIR 5100.8, chap 2, 2003. 3. and MCO 5100.29B, 4.b.(6)(c)
- 130 10 005 Has the unit ensured all military personnel and DoD civilian employees occupationally exposed to hazardous noise, are enrolled in Hearing Conservation Program.
Reference
MARADMIN 010/12
- 130 10 006 Does the command monitor Significant Threshold Shift (STS) data from the MTF occupational audiologist?
Reference
MARADMIN 010/12
- 130 10 007 Does the command enter OSHA recordable hearing loss data on the OSHA 300 log or an equivalent log for Marines?
Reference
MARADMIN 010/12

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- 130 10 008 Does the command provide a variety of approved hearing protection devices to employees in noise hazardous areas?
Reference
MARADMIN 010/12
- 130 10 009 Does the command provide annual hearing conservation training and education?
Reference
MARADMIN 010/12
- 130 10 010 Does the command track and report quarterly occupational health medical surveillance examination completion of baseline, periodic, and termination exams.
Reference
MCO 5100.29B encl (1) page 1-3, para 10 (a). MARADMIN 581/12
- 130 11 IONIZING RADIATION AND LASER SAFETY
- 130 11 001 Does the command possess radioactive materials or utilize a device(s) that emits or produces radiation? If so, has the Commander implemented a formal Radiation Safety Program (RASP)?
Reference
MCO 5104.3B 4.b. (6) and (7), NAVSEA S0420-AA-RAD-010 REV 1 dtd September, 2011, sect 1.5.2
- 130 11 002 Has the Commander designated a qualified Radiation SO (RSO) and Alternate (ARSO) (applicable to organizations having a Naval Radioactive Materials Permit or X-ray Radiography program only), or a Command Radiation Safety Manager (CRSM) in writing? If not, have individuals been designated for this position?
Reference
MCO 5104.3B 4.b. (6).(b).1 and (7).(a), NAVSEA S0420-AA-RAD-010 REV 1 dtd Sept, 2011, sect 1.5.2 1.e
- 130 11 003 Has an annual review of the Radiation Safety Program been performed and reported to the Commander for approval?
Reference
MCO 5104.3B 4.b. (6).(b).7, NAVSEA S0420-AA-RAD-010 REV 1 dtd Sept, 2011, sect 1.5.2 2f
- 130 11 004 Has the RSO/RSM established internal audit and inspection procedures?
Reference
MCO 5104.3B 4.b. (6).(b).6, NAVSEA S0420-AA-RAD-010 REV 1 dtd Sept, 2011, sect 1.5.2 2.k

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- 130 11 005 Has the command established a Radiological Affairs Support Program Deficiency Reporting system?
Reference
MCO 5104.3B 4.a.(2)(c)NAVSEA S0420-AA-RAD-010 REV 1 dtd September, 2011, sect 2.11
- 130 11 006 Does the command have a radiation safety order or standard operating procedures?
Reference
MCO 5104.3B 4.b NAVSEA S0420-AA-RAD-010 REV 1 dtd September, 2011, sect 1.5.2 1.a.
- 130 11 007 Does the Command possess or utilize a device (s) that emit or produce LASERs? If so has the Commander implemented a formal LASER safety program? If not, provide the date that implementation is expected to occur.
Reference
MCO 5104.1C 7.e.(1)
- 130 11 008 Has a Technical LASER System Safety department/officer (TLSO) or LASER Systems Safety department/officer (LSSO) been designated in writing and completed the required training as a TLSO or LSSO?
Reference
MCO 5104.1C 7.e.(4)
- 130 11 009 Have all LASER users been trained IAW MCO 5104.1C?
Reference
MCO 5104.1C 7.e.(2), encl (1), sect 2.a.(9)
- 130 11 010 Does the command's safety department/office manage the LASER, radiation, and radiofrequency radiation programs?
Reference
MCO 5104.1C, MCO 5104.2, MCO 5104.3B MCO 5100.29B
- 130 11 011 Does the command LSSO maintain an inventory of all military exempt, class 3B, and class 4 LASERs? Has this inventory been updated within the last 12 months?
Reference
MCO 5104.1C 7.e.(7)

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- 130 11 012 Does the supporting safety department/office provide technical assistance in Radiation and Radiofrequency Radiation Safety to tenant units, including HERO, HERF, HERP programs, where applicable?
Reference
DoDI 6055.11 (series), MCO 5104.2, MIL-STD 882 (series) MCO 5100.29 (series)
- 130 11 013 Have personnel who routinely work with EMF producing equipment received annual training on potential hazards of EMF, established procedures, restrictions to control EMF exposures, and worker responsibility to limit their EMF exposure?
Reference
DoDI 6055.11 (series) MCO 5104.2
- 130 11 014 Has the installation obtained a baseline RF certification? Has the installation maintained certification?
Reference
OPNAVINST 5100.23G, Section 2218 DoDI 6055.11 dtd Aug 19, 2009, encl 3, par 2 MCO 5104.2
- 130 11 015 Did SO maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, LASERS, etc.?
Reference
MCO 5100.29B, encl 1, chap 1
- 130 11 016 Has SO ensured documented training as required for the LASER, radiation, and radio frequency/radiation safety program?
Reference
MCO 5100.29B, encl 1, chap 1
- 130 12 HAZARDOUS MATERIAL (HM) COMMUNICATION
- 130 12 001 Do shop/company supervisors ensure HM is inventoried, labeled and stored properly, current safety data sheets are maintained, and employees are trained on the use of HM?
Reference
NAVMC DIR 5100.8 chap 17 17002.2
- 130 12 002 Does the command ensure HM is disposed of properly?
Reference
NAVMC DIR 5100.8 chap 17 17002.1