UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER ORDER 5100.15G

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND COMBAT CENTER (MAGTFTC, MCAGCC) SAFETY PROGRAM

Ref: (a) Public Law 91-596
(b) 29 CFR 1960
(c) DoDINST 6055.1
(d) MCO 5100.29A
(e) NAVMC DIR 5100.8
(f) MCO 3500.27B
(g) MCO P5102.1B
(h) EM 385-1-1
(i) DoDINST 6055.5
(j) MCO 3570.1B
(k) SECNAVINST 5100.10J
(l) SECNAVINST 5720.42F
(m) MCO 5104.1C
(n) MCO 5104.2
(o) MCO 5104.3B
(p) NAVSEA OP 5 Volume 1
(q) MCO P8020.10B
(r) NAVSEA OP 3565 Volume 2
(s) MCO P8020.11
(t) NOSSAINST 8020.14D
(u) DoD 6055.9-STD

Encl: (1) Online List of MAGTFTC, MCAGCC Safety Division Program Procedures

Reports Required: Warrior Preservation Status Report (Report Control Symbol MC-5100-05), para 4k(1)(i)

1. Situation. Commanders at all levels are responsible for ensuring that the Marine Corps total force is maintained at the highest level of readiness possible by incorporating operational risk management (ORM) in all operations, assuring controls are in place for any hazard that cannot be eliminated, and providing appropriate safe and healthful facilities for all their personnel.

2. Cancellation. Combat Center Orders P3565.1A, P5100.15F, 5104.1A, 5104.2A, 8020.14, and 11000.8.

3. Mission. As directed by references (a) through (u), this Order establishes policy, assigns responsibilities, and provides instructions for

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the administration of the MAGTFTC, MCAGCC safety program. Enclosure (1) identifies and establishes the Combat Center's core safety programs and guidelines.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) This Order emphasizes the requirement for all levels of leadership to establish and maintain a safety program. These programs will enhance force preservation and warfighting capabilities by preventing mishaps and reducing personnel and materiel losses.

(b) Commanding officers, directors, and officers in charge (OICs) at all levels will implement this Order or any supplementary germane instructions directly related to safety not necessarily contained or enclosed herein. These local policies may be of equal or more stringent guidance.

(c) All Marines will use ORM during all planning and execution stages of training and operations, on and off duty. ORM is an integral part of the decision making process for both Marine Corps and civilian personnel, and all operational and non-operational activities.

(d) Commanding officers, directors, and OICs at all levels will ensure all serious mishaps (Class A and B) are briefed to the first general officer in the chain of command within seven days and will provide the circumstances surrounding the mishap and the steps taken to prevent recurrence.

(2) Concept of Operations. The Assistant Chief of Staff G-7, in concert with the Commanding General, will establish and provide operating procedures in accordance with the references.

b. Subordinate Element Missions

(1) Commanding Officers, Directors, and OICs

(a) Ensure the assigned representative is responsible for the execution of this Order.

(b) All command and unit safety officers will be designated in writing and authorized to have direct access to the commander, director, or OIC for safety matters. Emphasize the incorporation of this Order through all levels of command to ensure appropriate assignment and training of safety personnel.

(c) Ensure safety officers at all commands are appropriately trained. Personnel shall complete the basic required safety training within 90 days of assignment to the Combat Center. Ensure that safety officers and personnel possess the necessary expertise to provide relevant, proactive mishap prevention, force preservation advice, and feedback to their command.

(d) Provide a representative to the command safety and drive safe councils. These councils will meet quarterly at a minimum and will be chaired by the Chief of Staff.

(e) Ensure occupational safety and health (OSH) inspections are conducted by qualified safety personnel in all work centers, training facilities, and facilities on ranges annually. Qualified OSH personnel shall determine the inspection frequency for high interest areas that have the greatest risk to life or property damage, have experienced repeated mishaps, or require additional monitoring, as determined by the installation safety manager. Inspections of high interest areas shall be conducted semi-annually.

(f) Implement ORM as a routine part of planning, decision making, and execution. Provide initial and annual refresher ORM training to all Marines and annotate the training in the basic training record.

(g) Exercise all available resources to improve unit safety programs. Utilize command safety assessment survey tools and maintain climate assessment surveys.

(h) Request assistance from the Commander, Naval Safety Center (COMNAVSAFECEN) in investigations of all Class A on-duty mishaps. The purpose of requesting these safety investigators is solely to assist the safety investigation process in determining causal factors to prevent mishap recurrence. Review and take appropriate action on mishap investigations and reporting requirements as appropriate to ensure compliance. Thorough, accurate, and timely mishap investigations and reporting by all units are critical to the overall success of the Combat Center's safety program.

(i) All MAGTFTC, MCAGCC organizations may be called upon to provide data to the safety division in support of the quarterly warrior preservation status report (WPSR), reference (d). The WPSR report is submitted via the chain of command to the Assistant Commandant of the Marine Corps through the Commanding General, Marine Corps Installations (MCI) West and the Commanding General, Training and Education Command (TECOM).

(j) Ensure operational pauses are held at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used to conduct safety training, review procedures, and assess the organization's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and integrated into training plans. Periodically, operational pauses will have to be directed with no-notice or short-notice. Unit safety officers must plan accordingly to ensure operational pause programs are prepared for such occasions.

1. Back-In-The-Saddle operational pauses should be held following the extended winter holiday period or post-deployment. At the commander's discretion, this may serve as one of the semiannual safety operational pauses.

2. Command safety events may serve as a semiannual safety operational pause provided all available hands attend.

(k) Review illness and injury reports to improve the effectiveness of force preservation to reduce instances of injury and illness.

(l) Foster force preservation awareness through appropriate promotional methods and channels of communication.

(m) Ensure adequate consideration of OSH features in the design, purchase, or procurement of items over which the organization exercises acquisition authority.

(n) Plan, develop, participate, and evaluate employee OSH training in coordination with training groups, offices, and organizations.

(o) Review and coordinate budget requirements, submissions, and program objective memoranda for OSH to ensure force preservation issues are addressed, prioritized, and funded. Ensure safety officers have sufficient authority and responsibility to plan for and ensure funds are available for safety staff, their equipment, materials, and the training required to ensure implementation of an effective OSH program.

(p) Ensure all MARADMIN directed safety events are conducted.

(q) Ensure all civilian and military personnel are trained on the procedures for reporting unsafe or unhealthful working conditions via NAVMC 11401 or the ANYMMOUSE RCS MC-5100-06.

(2) Civilian and military personnel

(a) Comply with the Combat Center's safety program standards, rules, and procedures.

(b) Bring to the attention of the command through established procedures the existence of, or potential for, any unsafe or unhealthful operation or working condition.

(3) Host-Tenant Relationships

(a) Adherence to safety standards is required to promote safety and health aboard the Combat Center. Marine Corps tenants of other Department of Defense (DoD) installations shall adhere to MAGTFTC, MCAGCC's safety standards. Where tenant commands have safety standards that meet or exceed our requirements, tenant commands shall adhere to the more stringent standards.

(b) Safety support in host-tenant relationships are normally documented in a memorandum of understanding, memorandum of agreement, or inter-service support agreement (ISSA). Safety support will not be charged to tenants unless the services required by the tenant are outside the scope of the MAGTFTC, MCAGCC safety division's service capability. There is no requirement to document intra-service support (Marine Corps host and Marine Corps tenant) on an ISSA, but the agreement is recommended to ensure no ambiguity of safety support.

(4) Naval Medical Support. All organizations will use local naval medical facilities for occupational health support. Where such support (especially industrial hygiene) is not available, commands shall ensure the occupational health services acquired (whether military or civilian) meet the requirements set forth by the Navy Bureau of Medicine and Surgery (BUMED).

(5) Freedom of Information Act (FOIA). Safety investigations are generally "For Official Use Only" documents which also provide policy and guidance on investigation, reporting, and recording ground mishaps.

COMNAVSAFECEN is the FOIA release authority for safety investigation reports. The website to submit FOIA requests is www.safetycenter.navy.mil.

c. Coordinating Instructions. The Combat Center approved procedures can be accessed at: https://intranet.mciwest.usmc.mil/palms/G7/Safety/default.aspx and will contain elements of the following information but are not limited to:

(1) Application of Occupational Safety and Health Administration (OSHA), non-DoD, DoD, Navy, and Marine Corps regulations to safety and occupational health, traffic safety, radiation safety, laser safety, and explosives safety for all non-military unique operations and work places; and to military-unique equipment, systems, operations, or work places in whole or in part, as they apply to force preservation and mission accomplishment.

(2) Inspection and evaluation of all activities and facilities to ensure they are free from recognized hazards that are likely to cause death or physical harm.

(3) Requirements for use and training of personal protective equipment that is compliant with applicable safety standards.

(4) Training programs and standard operating procedures (SOP) which include proactive safety requirements with adequate controls to minimize hazards and ensure force preservation.

(5) Safety records requirements and processes to ensure all required reporting is accomplished in accordance with the references.

(6) Ensuring a safety officer or manager is appointed and has direct access to the commanding officer, director, or OIC.

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at http://www.29palms.usmc.mil/dir/manpower/adj/ccotoc.asp.

6. Command and Signal

a. Command. This Order is applicable to all facilities, equipment, training facilities, materiel, active-duty, reserve, civilian personnel, family members, and visitors working, living, or visiting aboard the Combat Center.

b. Signal. This Order is effective the date signed.

G. C. AUCOIN
Chief of Staff

Online List of MAGTFTC, MCAGCC Safety Division Program Procedures

Furthering guidance pertaining to the implementation of Occupational Safety & Health, Traffic Safety, Radiation Safety, Laser Safety, and Explosives Safety programs aboard MAGTFTC, MCAGCC can be found on AC/S G-7 Safety Division's SharePoint site at:
https://intranet.mciwest.usmc.mil/palms/G7/Safety/default.aspx.

OCCUPATIONAL SAFETY & HEALTH: MAGTFTC, MCAGCC SOP FOR SAFETY

- ANONYMOUS SAFETY REPORTING (ANYMOUSE) PROGRAM
- ASBESTOS ABATEMENT OVERSIGHT
- BLOODBORNE PATHOGENS OVERSIGHT
- COLLATERAL DUTY SAFETY OFFICER (CDSO) TRAINING PROGRAM
- CONFINED SPACE ENTRY PROGRAM
- DRIVERS IMPROVEMENT (DIC)/ATTITUDINAL DYNAMICS OF DRIVING (ADD) TRAINING PROGRAMS
- ELECTRICAL SAFETY TRAINING PROGRAM
- ERGONOMICS OVERSIGHT
- EXPLOSIVES DRIVER TRAINING PROGRAM
- FALL PROTECTION PROGRAM
- HAZARD COMMUNICATION (HAZCOM) STANDARDS PROGRAM
- HEARING CONSERVATION OVERSIGHT
- LEAD ABATEMENT OVERSIGHT
- LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM
- MEDICAL SURVEILLANCE OVERSIGHT
- MATERIAL/WEIGHT HANDLING EQUIPMENT (MHE/WHE) OVERSIGHT
- MISHAP REPORTING & INVESTIGATION PROGRAM
- OCCUPATIONAL SAFETY & HEALTH (OSH) INSPECTION PROGRAM
- OFF-DUTY/RECREATION SAFETY OVERSIGHT
- OFFICE SAFETY PROGRAM
- OPERATIONAL RISK MANAGEMENT (ORM) TRAINING PROGRAM
- PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM
- RESPIRATORY PROTECTION PROGRAM
- RODENT BORNE DISEASE PROGRAM
- TRAFFIC/MOTORCYCLE/EMERGENCY VEHICLE OPERATOR COURSE (EVOC) TRAINING PROGRAMS
- SAFETY PRECAUTIONS FOR THE USE OF ELECTRONIC DEVICES
- SUPERVISOR'S SAFETY TRAINING PROGRAM

RADIATION/LASER SAFETY:

- MAGTFTC, MCAGCC SOP FOR RADIATION SAFETY
- MAGTFTC, MCAGCC SOP FOR LASER HAZARDS CONTROL
- MAGTFTC, MCAGCC SOP FOR RADIO FREQUENCY PERSONNEL PROTECTION

EXPLOSIVES SAFETY:

- MAGTFTC, MCAGCC SOP FOR EXPLOSIVES SAFETY SELF ASSESSMENTS (ESSA)
- MAGTFTC, MCAGCC SOP FOR INSPECTION & TESTING OF LIGHTNING PROTECTION/GROUNDING SYSTEMS FOR ORDNANCE FACILITIES, AIRCRAFT LOADING/DOWNLOADING & FUELING POINTS
- HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO) EMISSIONS CONTROL (EMCON) BILL