



UNITED STATES MARINE CORPS
Headquarters Battalion
2d Marine Division FMF
Camp Lejeune, North Carolina 28542-5502

H

IN REPLY REFER TO
BnO P5100.10
MMO/fcn
23 Dec 1985

BATTALION ORDER P5100.10

From: Commanding Officer
To: Distribution List

Subj: Standing Operating Procedures For Safety (Short Title: SOP
for Safety)

Encl: (1) LOCATOR SHEET

Reports Required:

- I. Flash Report of Fatal Accidents (Report Symbol, Bn-5100-01), par. 3002
- II. Mishap and Injury Report Div Form 5101/01 (Report Symbol, Bn-5100-02), par. 3003
- III. Hazardous Situation Report (Report Symbol, Bn-5100-03), par. 3007
- IV. Oil and Hazardous Material Spills (Report Symbol, Bn-5100-04), par. 9008

1. Purpose. To publish policy and procedures for the Battalions Safety Program.

2. Cancellation. BnO 5100.9.

3. Action. Effective upon receipt all concerned personnel will ensure strict compliance with this directive.

4. Recommendations. Recommendations to increase the effectiveness of the Battalions Safety Program are encouraged. Submit recommended changes to the Battalion Safety Officer.

5. Certification. Reviewed and approved this date.

R. K. Young
R. K. YOUNG

DISTRIBUTION: A

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BnO P5100.10
23 Dec 1985

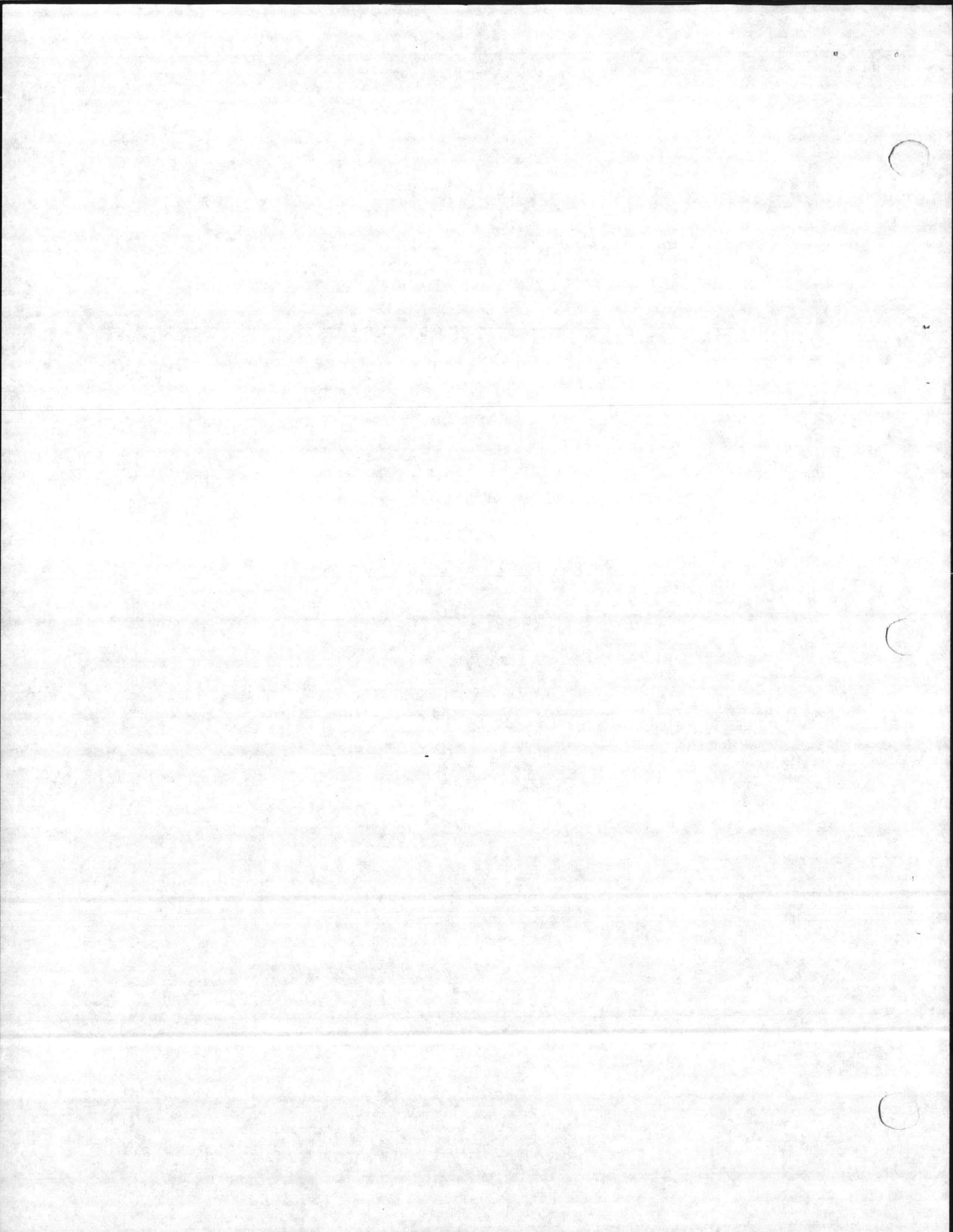
LOCATOR SHEET

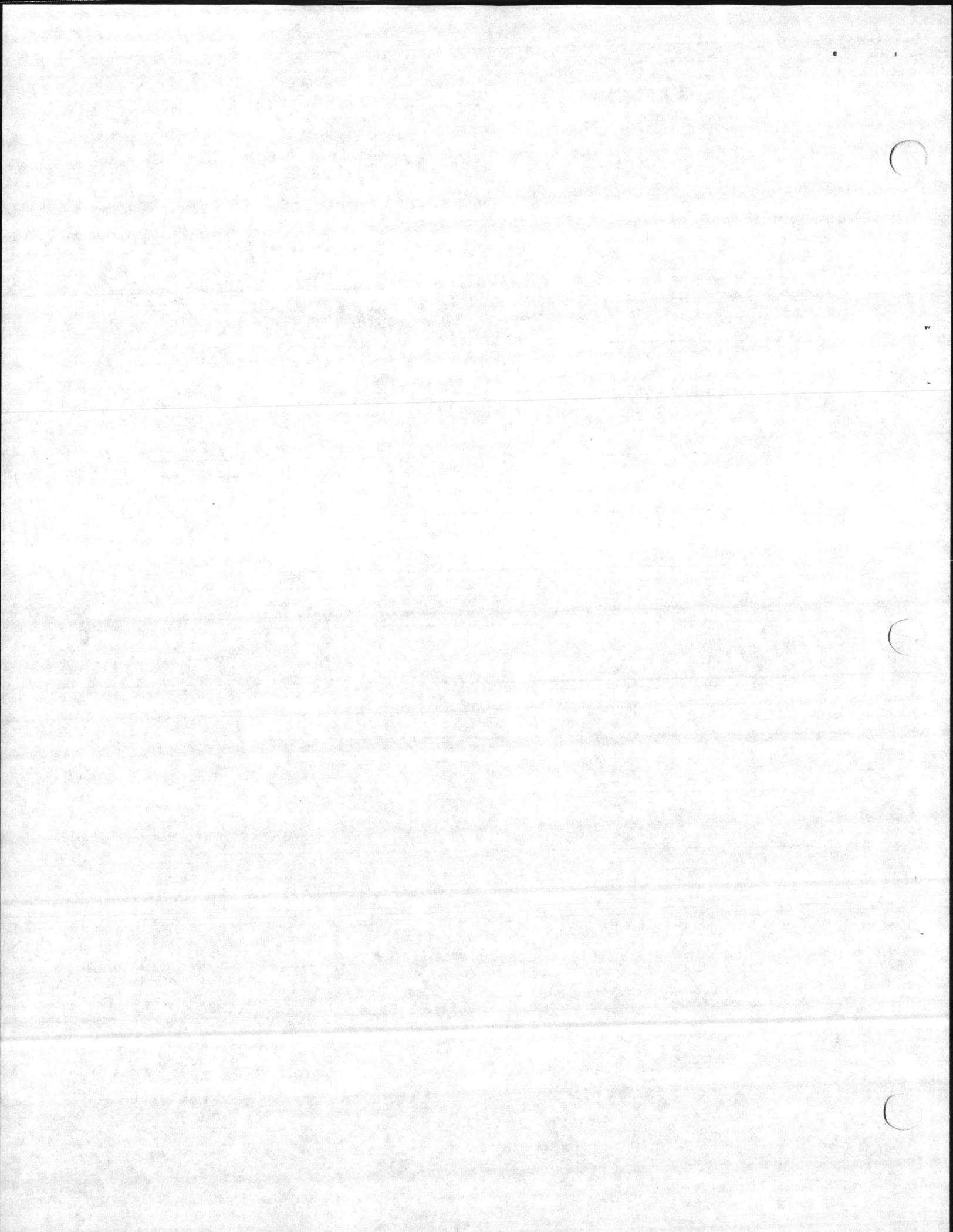
Subj: Standing Operating Procedures for Safety (Short Title: SOP
for Safety)

Location:

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

Enclosure (1)

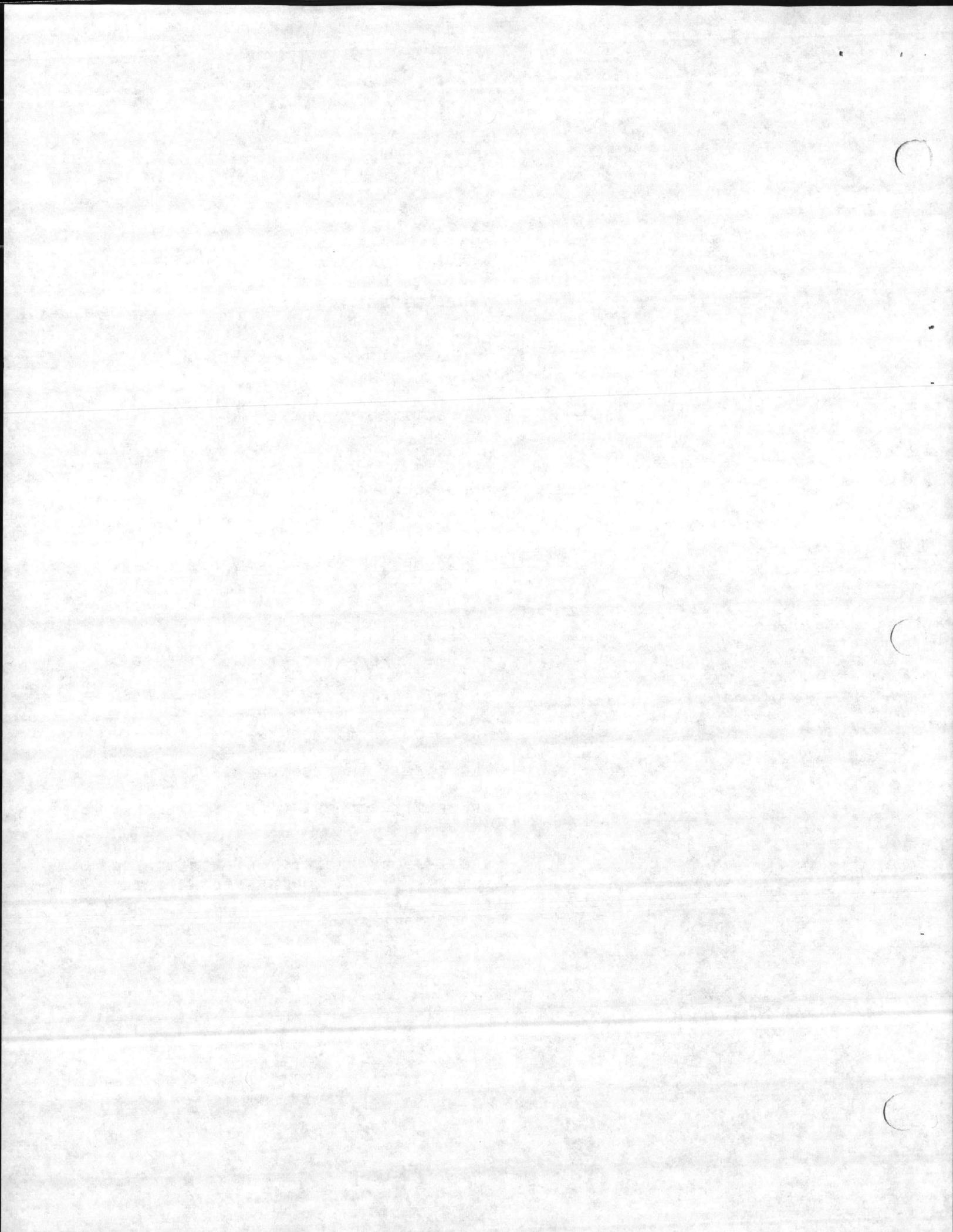




SOP FOR SAFETY

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SOP FOR SAFETY

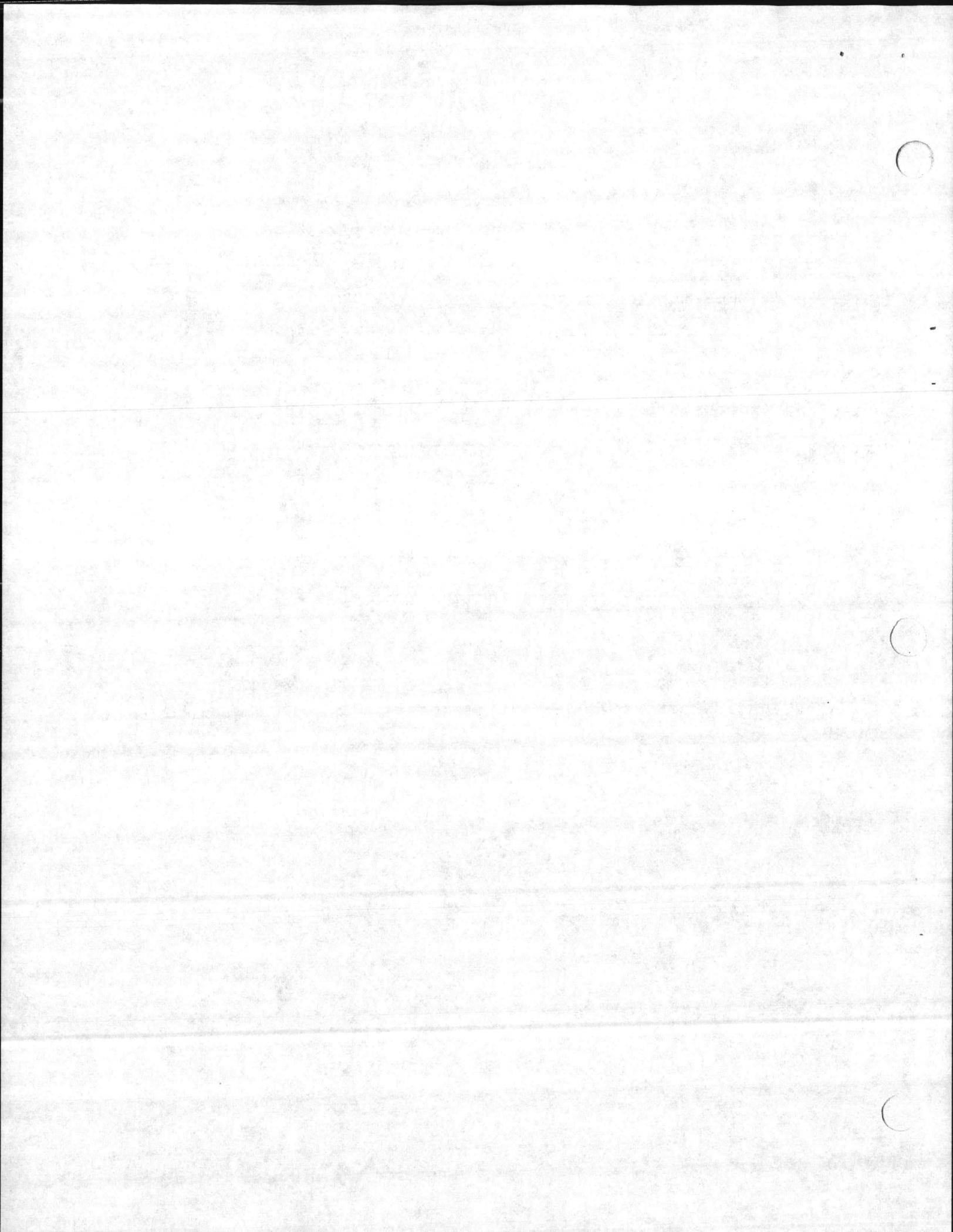
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GENERAL

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SOP FOR SAFETY

CHAPTER 1

GENERAL

1001. POLICY. It is Headquarters Battalion policy to act in the conservation of personnel and material through the application of a comprehensive and continuous Occupational Safety and Health Program. The responsibilities lie primarily with the individual to remain alert and cognizant of their own safety and the safety of their fellow Marines and secondly with the Battalion safety program.

1002. SCOPE. The Battalion Safety Program applies to all Safety Engineering, Enforcement and Education in the prevention of all mishaps and injuries that happen on or off duty and the procedures to report accidents.

1003. ORGANIZATION

1. Battalion level Safety Officer and Safety NCO are under the Staff cognizance of the Battalion S-4 and are appointed in writing. The original appointing letter will be filed in the Safety Officers turnover file.
2. Each Company Commander will appoint in writing a Company Safety Officer and a Safety NCO in his unit. The appointing letter will be placed in a Company Safety Turnover file with one copy forwarded to the Battalion Safety Officer.
3. When changes of the appointed personnel occur, the Company will forward the new appointment letter to the Battalion Safety Officer, via the S-4 Officer.

1004. DUTIES AND RESPONSIBILITIES

1. All Safety Officers and NCO's will familiarize themselves with the references listed in Appendix A, paying particular attention to DivO P5100.9_.
2. The current edition of NAVMC 2692, Marine Corps Unit Safety Program Management Pamphlet, goes into more detail as to the duties and responsibilities of the Company Safety Officers. Additionally safety officers will:
 - a. Coordinate with appropriate members within the Company to establish effective safety programs in the following areas where applicable:
 - (1) Flammable and hazardous materials control.
 - (2) Eye protection
 - (3) Hand and feet protection

(4) Hearing conservation

(5) Load testing; certification of lifting; hoisting and winching devices/apparatus; and storage platforms

(6) Motor vehicle accident prevention and damage control

(7) Recreational Safety

(8) Barracks and Home Safety

(9) Fire Prevention Safety

(10) Respiratory Protection

b. Prepare and maintain a turnover file which will include information about policies, personnel, status of pending safety projects, references, ways and means of accomplishing routine as well as infrequent tasks. In addition to these, the company safety officer will keep a copy of agenda items that were discussed in the Battalion Safety Council meeting for a period of one year.

1005. DIVISION SAFETY COUNCILS. The Battalion Safety Officer is a member of the Division Safety Council, the Safe Driving Council and the Supervisors Safety Committee and attends quarterly meetings as called by the Division Safety Officer.

1006. BATTALION SAFETY COUNCIL

1. This Battalion's safety council will consist of the Battalion Safety Officer/NCO and each Company Safety Officer/NCO. Company Commanders are encouraged to send as many representatives as possible. The Battalion Safety Council will meet at least once a quarters or when called for by the Battalion Safety Officer. The Battalion Safety NCO will keep the minutes at each meeting and forward two copies of the agenda items to companies to be filed as described in paragraph 1004. A copy of the minutes will also be forwarded to the Division Safety officer.

2. Company Safety Officers will conduct monthly meetings to discuss:

a. Problem area within the company.

b. Possible agenda items for the Battalion Safety Council meeting.

c. Change in policies within the company to minimize unsafe action.

d. Plan education and training in an effort to promote a positive attitude in regard to safety.

1007. TRAINING AND EDUCATION. Safety Training is everyones responsibility. Each company will emphasize command interest in the area of safety.

1. All assigned unit Safety Officers/NCOs will have a minimum of eight hours of initial safety instruction and six hours annually thereafter.

2. All other personnel will receive as a part of unit training a minimum of two hours of safety instruction per month.

3. Local small unit safety talks, presentations, will be given as often as required, but at least as frequently as the following:

a. Supervisory personnel in individual maintenance, supply and motor transport will conduct weekly safety meetings covering day-to-day operation. Special discussions will be conducted when new or unfamiliar work is undertaken.

b. Supervisory personnel in non-industrial areas of the Battalion will conduct safety training on a monthly basis.

1008. TRAINING PROCEDURES. The Battalion Safety Officer will document all training in accordance with the current edition of DivO P1540.2.

1. Schedule class and have them included in the Battalion training schedule.

2. Complete lesson plans prior to the class.

3. Complete a student roster when classes are held.

1009. SAFETY BOARD. All units will maintain a safety board in an obvious location within their area of responsibility. The board will content any pertinent information dealing with safety. As a minimum each board will have figure 1-1 included.

EMERGENCY PHONE NUMBERS

FIRE DEPT.	ADDRESS	PHONE
POLICE(local)	ADDRESS	PHONE
POLICE(state)	ADDRESS	PHONE

REMEMBER: If you can't reach a doctor, dial 0 for Operator. Tell the operator you have an emergency and give the correct address. The operator will assist you in obtaining medical attention.

DOCTOR	Address	Phone
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AMBULANCE	Address	Phone
		Phone

HOSPITAL	Address	Phone
		Phone
		Phone

PHARMACY	Address	Phone
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TAXICAB	Address	Phone
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RELATIVE	Address	Phone
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NEIGHBOR		
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Figure 1-1.--Safety Board Information.

SOP FOR SAFETY
**MEDICAL
EMERGENCY**

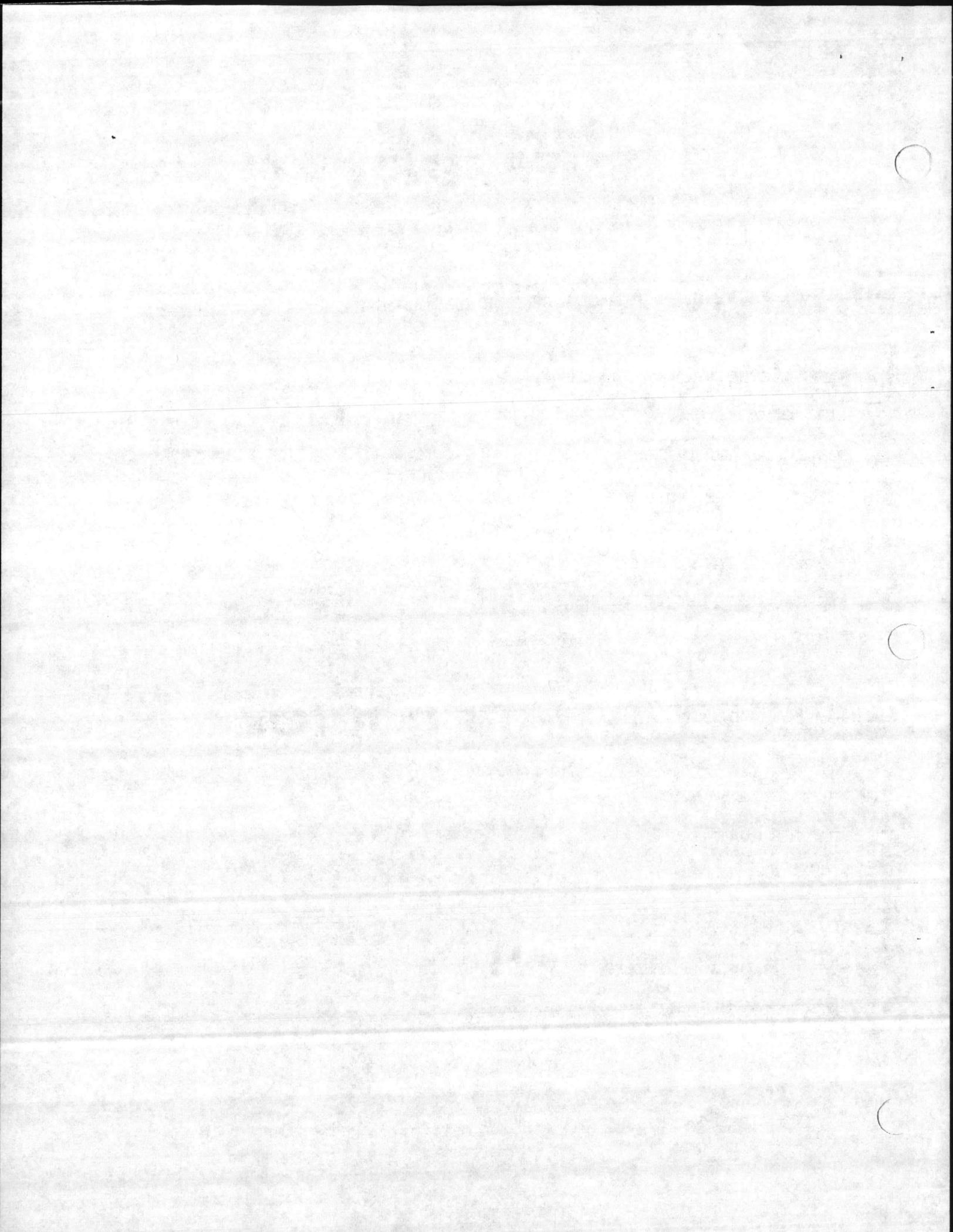
WHAT TO DO FIRST

- 1.** MAKE SURE THE VICTIM IS BREATHING.
- 2.** STOP HEAVY BLEEDING.
- 3.** PREVENT FURTHER INJURY.
- 4.** BE ALERT TO THE SIGNS OF SHOCK.
- 5.** DO NOT ATTEMPT ANY FIRST AID THAT YOU ARE NOT FAMILAR WITH.
- 6.** ASK SOMEONE TO GET MEDICAL HELP.

WHAT TO TELL THE DOCTOR

- 1.** WHERE IS THE VICTIM?
- 2.** WHAT HAS HAPPENED?
- 3.** WHO IS CALLING?
- 4.** YOUR PHONE NUMBER? _____
- 5.** WILL EXTRA HELP BE NEEDED?
- 6.** ANY QUESTIONS?

Figure 1-1.--Safety Board Information--continued.

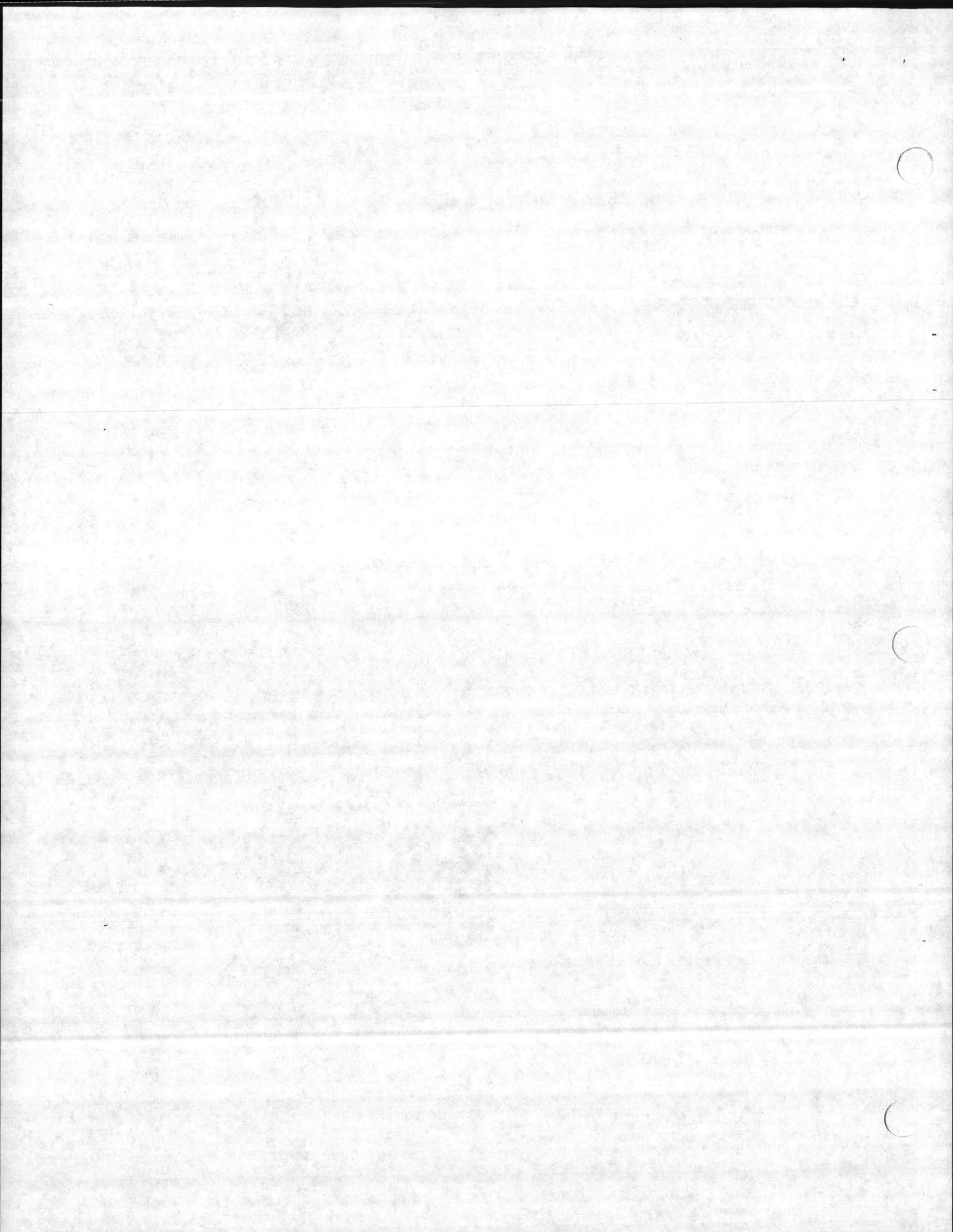


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CHAPTER 2

INSPECTIONS

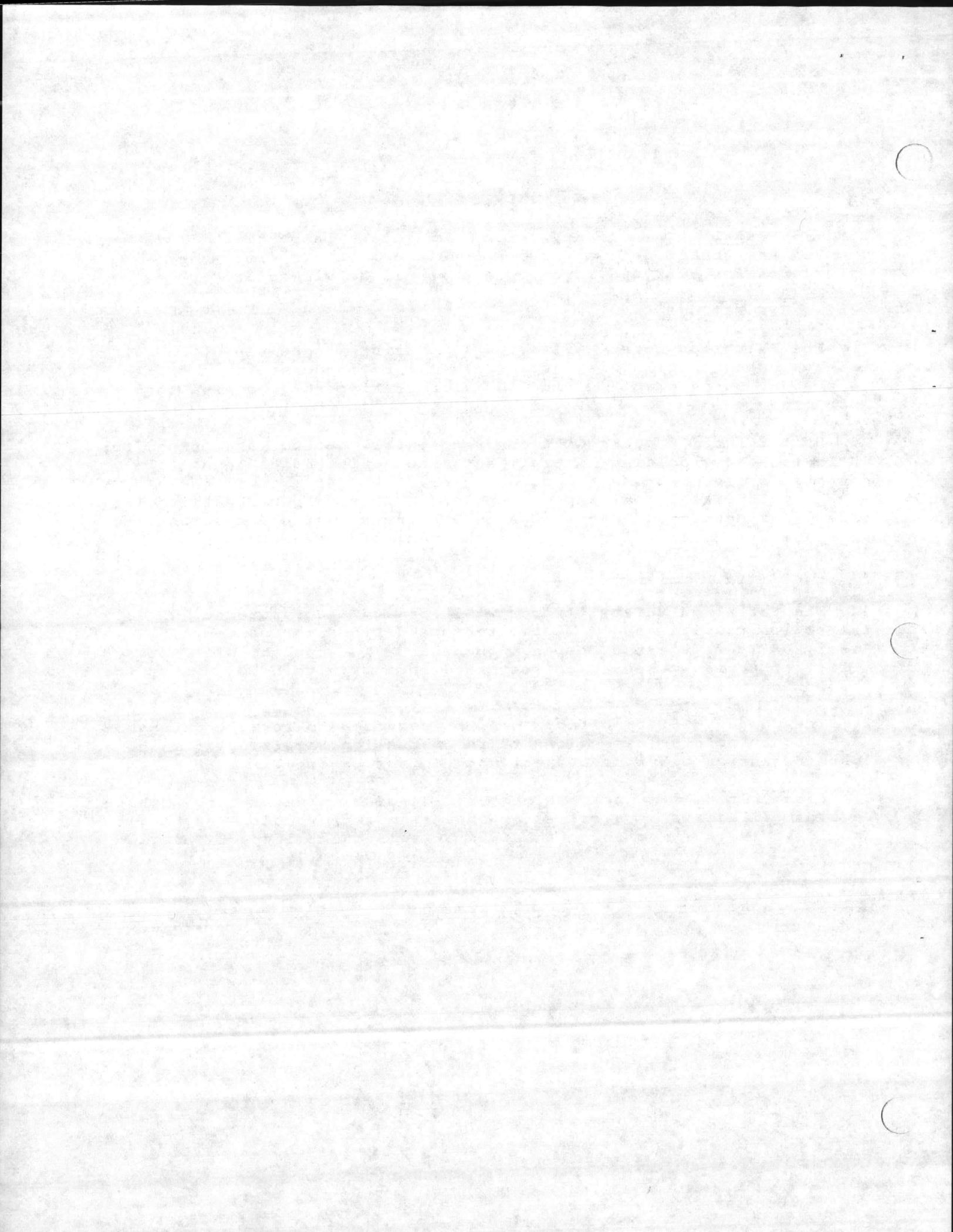
2001. GENERAL. The primary purpose of safety inspections is to uncover any unsafe acts or unsafe condition. It is also a learning experience for everyone involved and should be viewed as such.

2002. INSPECTIONS

1. The Battalion Safety Officer will publish a schedule of annual safety inspections. This inspection will be conducted in a manner to prevent unreasonable disruption of operations of the area being inspected.
2. Unit Safety Officers will conduct monthly safety inspections for the purpose of locating hazards, existing deficiencies, and conditions associated with unusual operations and activities which have a potential for mishaps. Appendix B is a sample checklist for safety inspections. Checklist should be used during inspections to give the inspector guidance for each area inspected.

2003. REPORT OF FINDINGS

1. The Battalion Safety Officer will forward a copy of the inspection results and realistic recommendations to the Company Safety Officers via the Company Commander. The company will forward a list of action taken to correct the findings within 30 days of the inspection.
2. The Company Safety Officer will be required to forward a copy of the monthly safety inspections to the Battalion Safety Officer and describe action taken to correct noted discrepancies.
3. Each unit will maintain a master file of all inspections. These records will serve as a basis for observing improvement. Each unit should strive to have fewer findings on subsequent inspections.

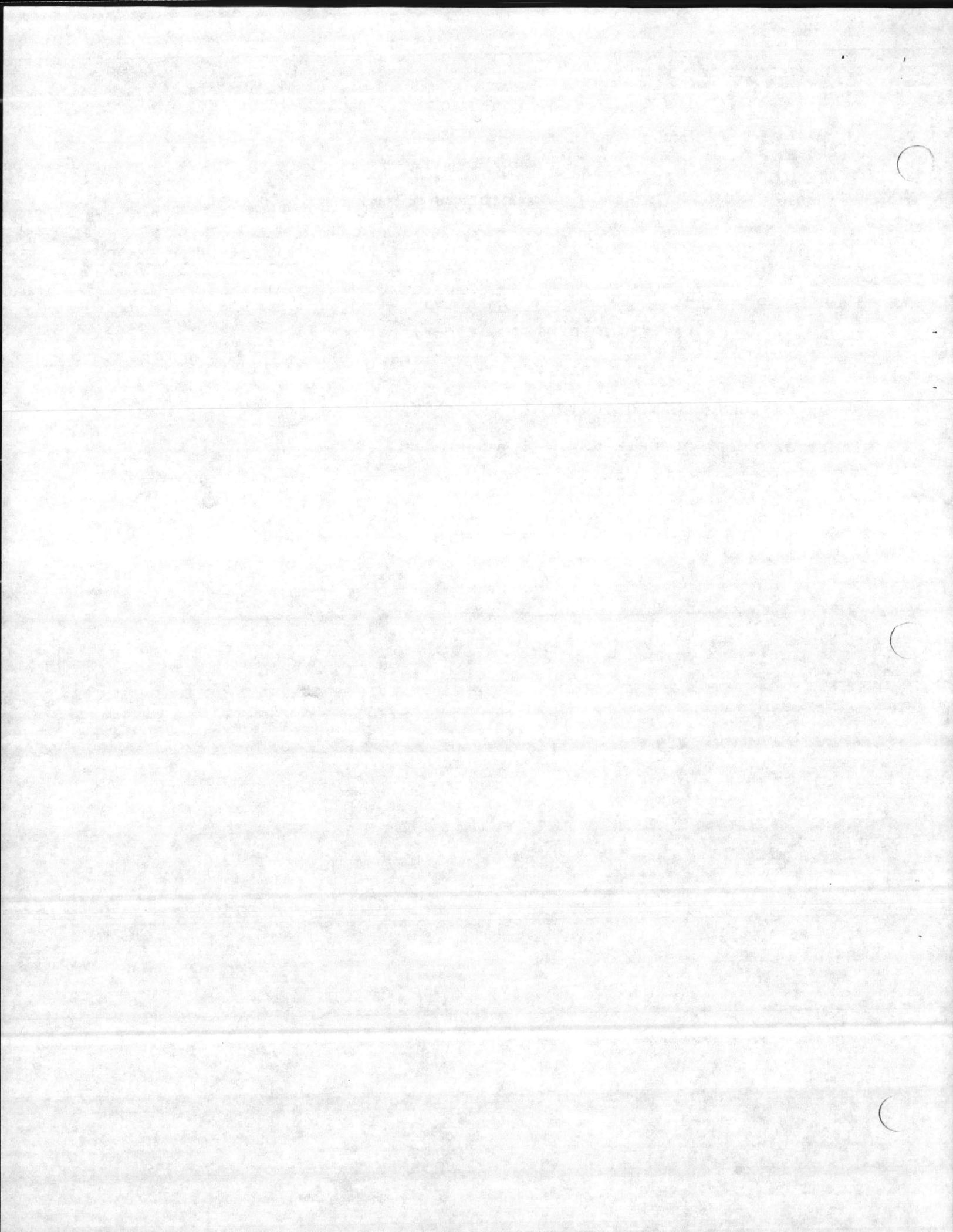


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CHAPTER 3

ACCIDENTS

3001. ACCIDENT REPORTING. An accident is an event that unfortunately can not always be prevented. The Battalion will adhere to established reporting system which are set forth in DivO 5101.8_ and ForO 5100.6_.

3002. FLASH REPORT OF FATAL ACCIDENTS. A telephone report shall be made by the Company Safety Officer or NCO immediately to the Battalion Safety Office, or the Officer of the Day after working hours. A follow-up report with two copies will be forwarded within 48 hours from the Company Safety Officer/NCO to the Battalion Safety Officer.

1. This report shall be filled out in accordance with the instructions contained in ForO P5100.6_.

2. The Battalion Safety Officer will forward the original and one copy to the Division Safety Officer.

3003. MISHAP AND INJURY REPORT DIV FORM 5101/01

1. This report will be prepared by the unit Safety Officer/SNCO and signed by the Battalion Safety Officer. It shall be submitted within seven working days of all accidents. Extension to this deadline will be requested via letter to Division Safety Office providing reason for request.

2. Limited Use of Report. Division mishap reports will not be used in case of:

a. Laser devices or an associated equipment, armored vehicles.

b. When the determination of causal factor is vital to national defense.

3. The mishap and injury Div Form 5101/01 will be used to report all mishaps not included in limited use category. The primary purpose of this report is mishap prevention. It will not be used as evidence or to obtain evidence in determining misconduct on line of duty status, or in connection with any punitive or administrative action with the Marine Corps.

3004. INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT. The Base Provost Marshal will conduct an appropriate investigation of any accident or collision involving motor vehicles on base or within a 50-mile radius of Camp Lejeune.

1. The Provost Marshal will submit the report (DA form 3946 Military Police Traffic Accident Report) to the Division Safety Office for all accidents involving Division Marines.
2. The Division Safety Office will annotate report DA form 3946 and forward them to Battalion Safety Officers.
3. The DA form 3946 shall not relieve any Safety Officers of the duty as a fact finding body in appropriate cases as required in current MCO 5101.8 and their directives. Unit Safety Officers will comply with instructions given within this Chapter.

3005. MISHAP SEVERITY CLASSIFICATIONS

1. Class A. The cost of property damage and personnel injuries is \$500,000 or greater; or an injury/occupational illness resulting in a fatality or permanent total disability.
2. Class B. Total cost of property damage/injuries is \$100,000 or more, but less than Class A, or permanent partial disability or five or more are injured in same mishap.
3. Class C. Total cost of property damage/injuries is \$10,000 or more but less than Class B, or an injury/illness resulting in a lost work day case
4. Class D. Total cost of property damage/injuries is less than Class C resulting in No duty or limited or light duty totaling 72 hours restricted duty or more shall be reported.

a. All mishaps involving property damage for which the government is liable for \$1,000 or more are reportable.

b. A standard rate of \$14.00 per hour labor cost.

3006. INSTRUCTIONS FOR COMPLETING MISHAP REPORT DIV 5101/1. The following instructions provide guidelines for the preparation of this report:

1. Unit Reporting-self-explanatory.
2. Brief Description of mishap.
 - a. Company _____ Platoon _____
 - b. Class of mishap: paragraph 3004.
 - c. Type of Mishap. GOV, POV, training, barracks, home or recreational and miscellaneous.
 - d. Date/time/day of week.

e. Location of mishap. City, state or an installation/

f. Specific Location. Building number or shop, street name, home address, training area, on base, etc.

g. Activity at Time of Mishap. Maintenance, training, liberty, organized athletics or recreation, etc.

h. Weather Conditions. Wet roadway, snow, unpaved, street lights, clear.

3. Next of Kin Notified. Unit Safety Officers shall not forward fatal or serious injury reports to the Division Safety Office until notification. Indicate yes or no.

a. Fatality or Fatalities.

(1) Name, grade (PFC not E-2), MOS, age, sex.

(2) Duty Status. Off or on duty or in transit, etc.

(3) Number of months experience prior to accident-government vehicle mishaps only.

(4) Activity at time of mishap. POV or GOV operator or passenger, pedestrian, training, etc.

b. Injury or Injuries.

(1) Name, grade, MOS, age, sex.

(2) Duty Status. Off or on duty or in transit, etc.

(3) Number of months experience prior to accident-government vehicle mishaps only.

(4) Activity at time of mishap. POV or GOV operator or passenger, pedestrian,, training, etc.

(5) Medical Diagnosis of Illness or Injury. Poisoning, radiation, or hypothermia, broken arm(s), leg(s), right or left, etc.

(6) Disability. Circle one.

(7) Days of hospitalization for treatment. Injury or illness.

(8) Lost Work Day. Actual or estimated, no duty or convalescent leave or lost work days. Medical estimation only.

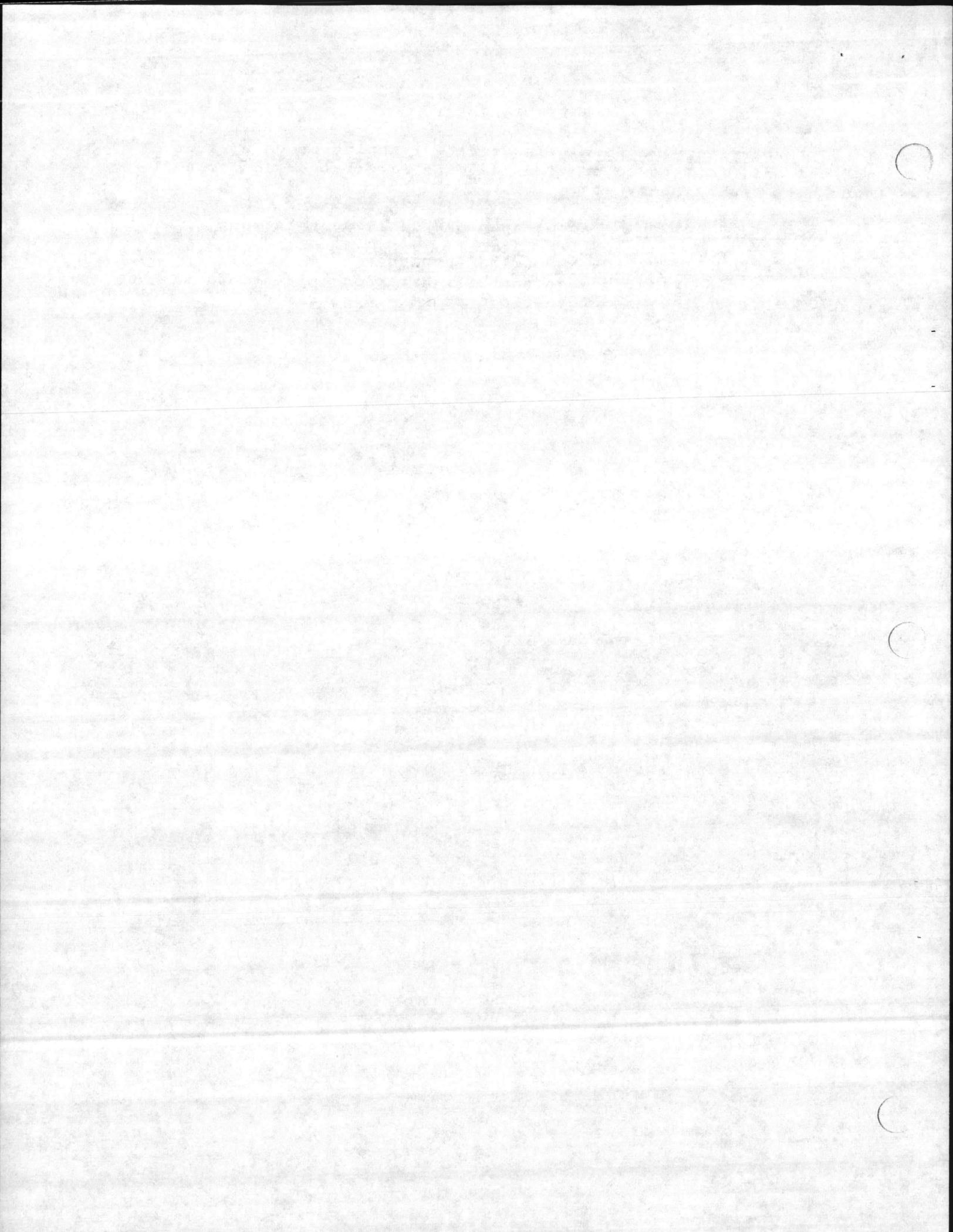
c. Witnesses. Name, address, and telephone number.

4. Government Property Damage.
 - a. Estimated or actual replacement or repair cost.
 - b. Man-hour repair cost \$14.00.
5. Non-government Property Damage.
 - a. Cost same as above 4.a.
 - b. Man-hour cost same as above 4.b.
6. Point of contact. Name, grade, telephone number if more information is required.
7. Narrative. Complete description of mishap, to include the who, what, where, when, and how the chain of events leading up to the mishap.
8. Additional Information. (As applicable)
 - a. Qualification or job certification. WSQ, laser safety training, formal schooling, OJT, marksmanship, etc.
 - b. Personal Protective Equipment. Clothing, eyewear, helmet, or seatbelts and other safety devices as required and use effectiveness.
 - c. For Motor Vehicle Mishap Provide.
 - (1) Type of vehicle (if available).
 - (2) Operator permit, state, motorcycle (SF46) government permit number and limitation, date expires.
 - (3) Operator training courses completed to date, AAA or multimedia Driver Improvement Class, Motorcycle Safety or Emergency Vehicle training.
 - (4) Driver Condition: Not impaired, fatigue, legally intoxicated, alcohol/drug impaired or related.
 - d. For all mishaps indicate alcohol or drug related.
9. Cause Factor(s) of mishap. Specify in detail all known or probable cause factors, personnel factors apply to all persons involved whether injured or not:
 - a. Personnel Factors. Unsafe act, unsafe work practices, distractions, carelessness, physiological factors, failure to understand or follow procedures, lack of skill, etc.

b. Supervisory Factors. Inadequate training procedures or instructions, failure to provide adequate material or equipment, inadequate supervision, etc.

10. Corrective Action. Recommendations or lessons learned.

3007. HAZARDOUS SITUATION REPORTING PROCEDURES. To obtain effective accident and damage control, hazardous situations may be reported through the use of the form shown in Appendix C.

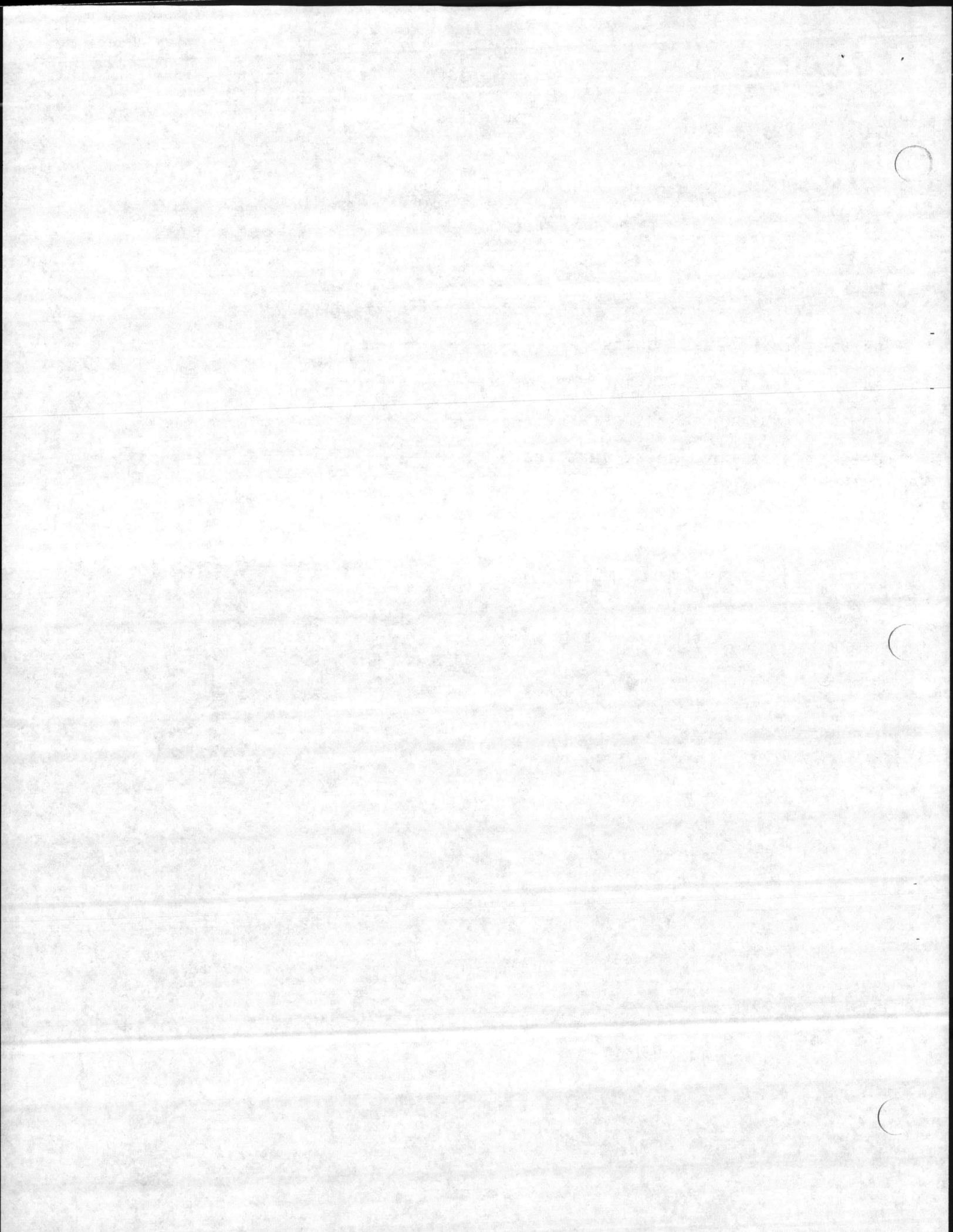


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SOP FOR SAFETY

CHAPTER 4

DRIVING HABITS

4001. OBJECTIVE. The objective of motor vehicle safety is to instill safe driving habits, awareness of driving regulations, and a positive attitude toward safe operations of motor vehicles, both government and privately owned.

4002. DRIVER IMPROVEMENT COURSE

1. Company Commanders will ensure that all military personnel under the age of 26 complete the 10-hour Driver Improvement Course if they are authorized to operate privately-owned vehicles on this base and if they cannot show evidence of having previously completed an accredited military or non-military driver training course within the past two years.

2. Company Commanders will ensure that all personnel authorized to operate motorcycles aboard this base attend the 10-hour Motorcycle Operator's Safety Course. The guidelines in paragraph 4002.1 apply.

3. The appropriate SRB/OQR entries will be made upon completion of these courses.

4. All other persons, civilian and military, who are authorized to operate privately owned vehicles/motorcycles aboard this base are invited and encouraged to attend this course.

4003. REMEDIAL DRIVER IMPROVEMENT PROGRAM. This program is mandatory for all personnel who have demonstrated unsafe driving habits. Marines may be ordered to attend by either the Base Traffic Board or the Unit Commander of Division units. Scheduling for the Remedial Driving Course is made by the Base Provost Marshal section. Failure to complete or pass this course will result in suspension of operating privileges until the course is satisfactorily completed.

4004. HOLIDAY/WEEKEND SAFETY. Company Commanders will ensure that through the presentation of lectures and safety talks Marines in their company are informed of area/national road hazards or conditions, particularly before extended leave and liberty.

1. Prior to all extended weekend/liberty periods the Battalion Safety Officer will arrange with the Battalion Motor Transport Office to schedule courtesy inspections of privately owned vehicles.

2. Company Commander will allow Marines to have their POV's inspected if the Marine desires. Each Marine inspected will give the company a copy of the inspection checklist which will include Time, Date, and ID of vehicle inspected. Companies will not be required to maintain the completed courtesy inspection forms; they are provided merely as a guide for conducting these inspections. (See Appendix D)

3. Companies that have the capability to perform their own courtesy inspections area encouraged to use these capabilities.

NOTE: Company Safety Officers/NCOs may conduct these inspections at their own level due to the simplicity of the courtesy inspection format.

4005. OPERATION OF GOVERNMENT VEHICLES. All Marines with MOS 3500, will receive formal school training in Motor Vehicle Operationers Course of Field Skill Training (FST). Lessons of the FST program emphasizes safe driving subsequent to a Marine becoming a qualified vehicle operator, MOS 3531. Motor Transport Officers will establish "refresher programs" for all drivers emphasizing, but not limited to the following:

Base/Civilian Speed limits

Convey Safety procedures

Proper Backing procedures

Various Traffic Signs

Vehicle Operations and
Maintenance procedures

Cargo Loading procedures

Carrying of Passengers

Defensive Driving

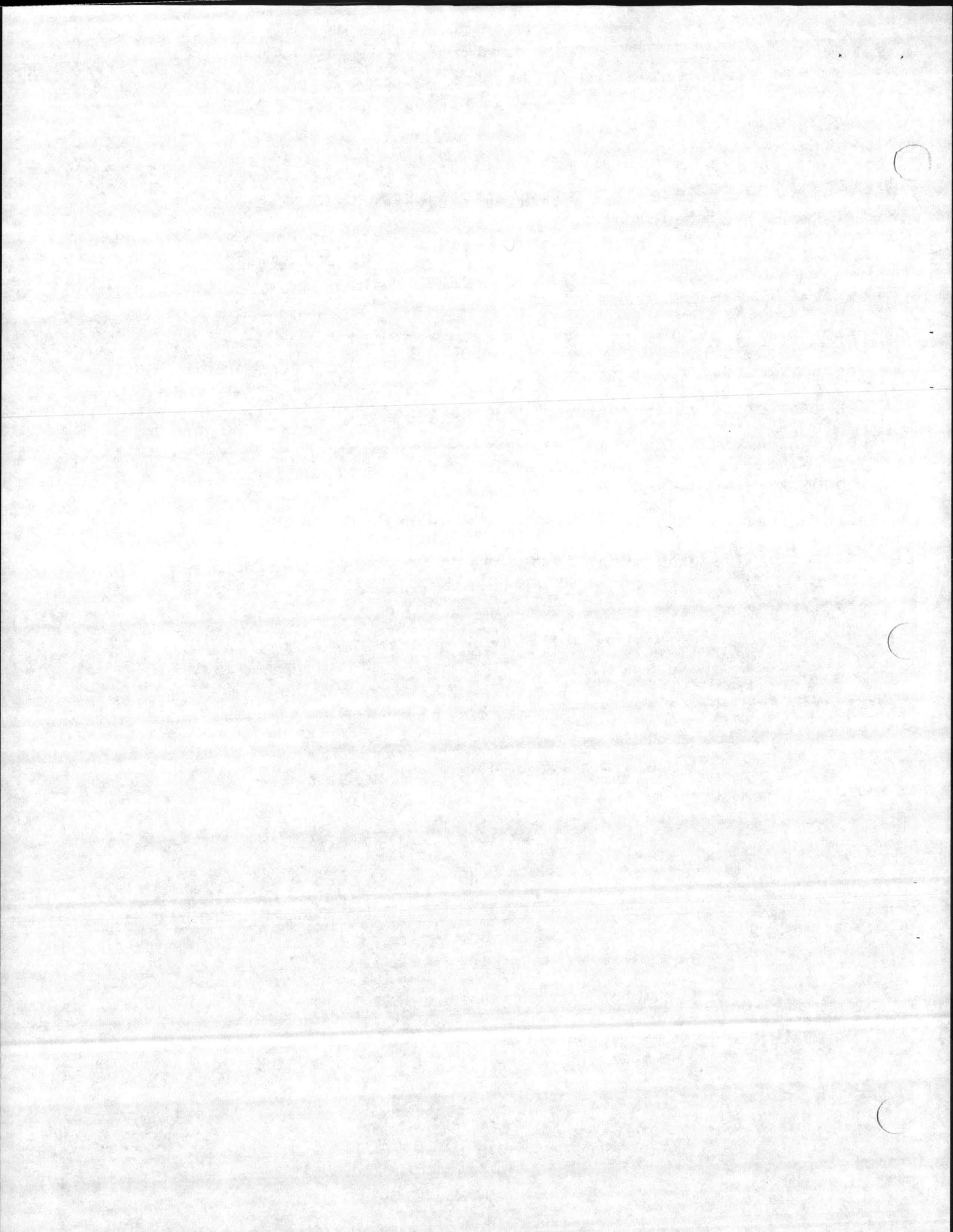
Drinking and Driving

SOP FOR SAFETY

CHAPTER 5

PROTECTIVE EQUIPMENT

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SOP FOR SAFETY

CHAPTER 5

PROTECTIVE EQUIPMENT

5001. GENERAL. The purpose of this Chapter is to instill awareness, use of proper personnel protective equipment and detect hazardous conditions. No specific standard can be established for all cases in designating areas of occupational or operational hazards; each situation must be determined on its own degree of hazard.

5002. PROTECTIVE EQUIPMENT

1. Personnel protective equipment has different uses. Care must be exercised to specify the equipment which will adequately protect the person using it while not restricting movement to any degree higher than necessary.
2. It is the responsibility of the Commanding Officer to ensure that Marines wear the proper safety equipment or clothing when engaged in a hazardous operation.
3. Appendix E offers some guidance as to what type of protective equipment applies to the different working conditions.
4. If injury occurs due to failure to wear protective clothing/equipment; the reason for not complying with regulations, and any corrective actions taken, will be included in the accident report.
5. The responsibility for designating a hazardous area rests jointly with the supervisor of the area and the Base Safety Manager.

5003. PROTECTIVE FOOTWEAR. Protective footwear was designed for use where a possibility of injury to the feet exists. Commanding Officers will ensure that personnel in their organizations, who are in areas requiring the wearing of foot protection, are in fact complying with this order.

1. Toe guards are no longer acceptable substitutes for the issuance of permanent safety shoes, where protective shoes are required.
2. In cases where foot protection is necessary on a temporary basis, toe guards may be issued.
3. Whenever safety shoes are issued it must be entered into the Marines SRB. Safety shoes for Supervisors and Officers must be procured at their own expenses, unless they are physically working in a designated foot hazardous area. More information may be found in BO P5100.3 and DivO P5100.9__.

5004. EYE PROTECTION. This program was established in order to eliminate eye injuries, eliminate accidents resulting from faulty vision, increase productivity, and improve safety standards.

1. Eye protection will be accomplished through the determination of potential eye hazards in all working areas. Some of the more common eye hazardous conditions are:

- a. Improper illumination of working spaces (a list of commonly under illuminated areas and recommended lighting levels may be found in BO P5100.3).
- b. Improper shielding of welding equipment.
- c. Chip hazards from grinders, saws, pedestal drills, etc.
- d. Battery shops, acid spillage.
- e. Driving vehicles without windshields or goggles.

2. Each unit will ensure that those Marines required to wear prescription glasses wear them in accordance with their prescription.

5005. HEARING CONSERVATION. Exposure to potentially harmful noise is probably the most significant occupational hazard faced in the military. Repeated exposure of unprotected personnel to hazardous noise such as that of weapons, vehicles, industrial and recreational activities may cause permanent damage to hearing. The following control measures will be implemented:

1. Annually each section will contact BAS to have sound pressure levels measured and analyzed to identify potentially noise hazardous area and equipment. Only acoustically calibrated sound measuring and analyzing equipment will be used. Tools that have noise Hazardous labels will also be checked annually.

2. Noise hazardous labels will be displayed on hand tools or equipment which produces sound pressure levels of 85 dBA or greater. Noise hazardous labels (1" X 1 1/2") are purchased using NSN 0105-00-212-6020.

3. Hazardous noise warning decals (8" X 10 1/2") NSN 0105-00-212-6010 will be posted conspicuously in areas where sound pressure levels of 85 dBA or greater exist.

4. Commanding Officer and supervisors should consider an area potentially hazardous if one has to shout at 3 feet to be understood. In this instance the Section will contact BAS and have the area analyzed to determine the sound pressure levels.

Personnel working in an area that has potential noise hazards will wear protective hearing devices until the noise level is determined to be safe.

5006. AUDIOGRAMS AND RECORD KEEPING

1. All personnel assigned to a potentially noise hazardous environment will have an audiogram after the first three months of exposure and then annually, thereafter.
2. All personnel that become exposed to noise hazards for a period of 8 hours will have an audiogram performed. If there is a noted difference from the individuals first audiogram, that individual will be removed from noise hazards for 30 days and then have another audiogram performed.
3. Disposition of personnel who show a hearing loss shall be decided on an individual basis by a qualified medical officer.

5007. RESPIRATORY PROTECTION. It is the responsibility of Commanding Officers and Supervisors to ensure that personnel who are in areas of contaminated air wear the appropriate respirator to prevent harmful atmospheric contaminants from being ingested. Appendix F offers some guidelines for areas where contaminants may exist. It is important for all personnel to realize that respirators are only designed to protect against a specific substance.

5008. RESPIRATORY PROCEDURES

1. Commanding Officers will ensure that Marines wear the proper respiratory protective equipment when engaged in hazardous operations.
2. Respirators must be selected on the basis of hazards to which the worker is exposed.
3. The user must be instructed and trained in the proper use of respirators and their limitations.
4. Whenever possible the respirators should be assigned to a specific individual for their exclusive use. Each respirator permanently assigned to an individual should be durably marked to indicate to whom it is assigned.
5. Respirators will be regularly cleaned and disinfected when not in use. Those issued for use will be cleaned after each day's use, or more often if necessary.
6. Respirators will be stored in a convenient, clean, and sanitary location.

7. Respirators will be inspected during cleaning to ensure that worn and deteriorated parts are continually replaced.

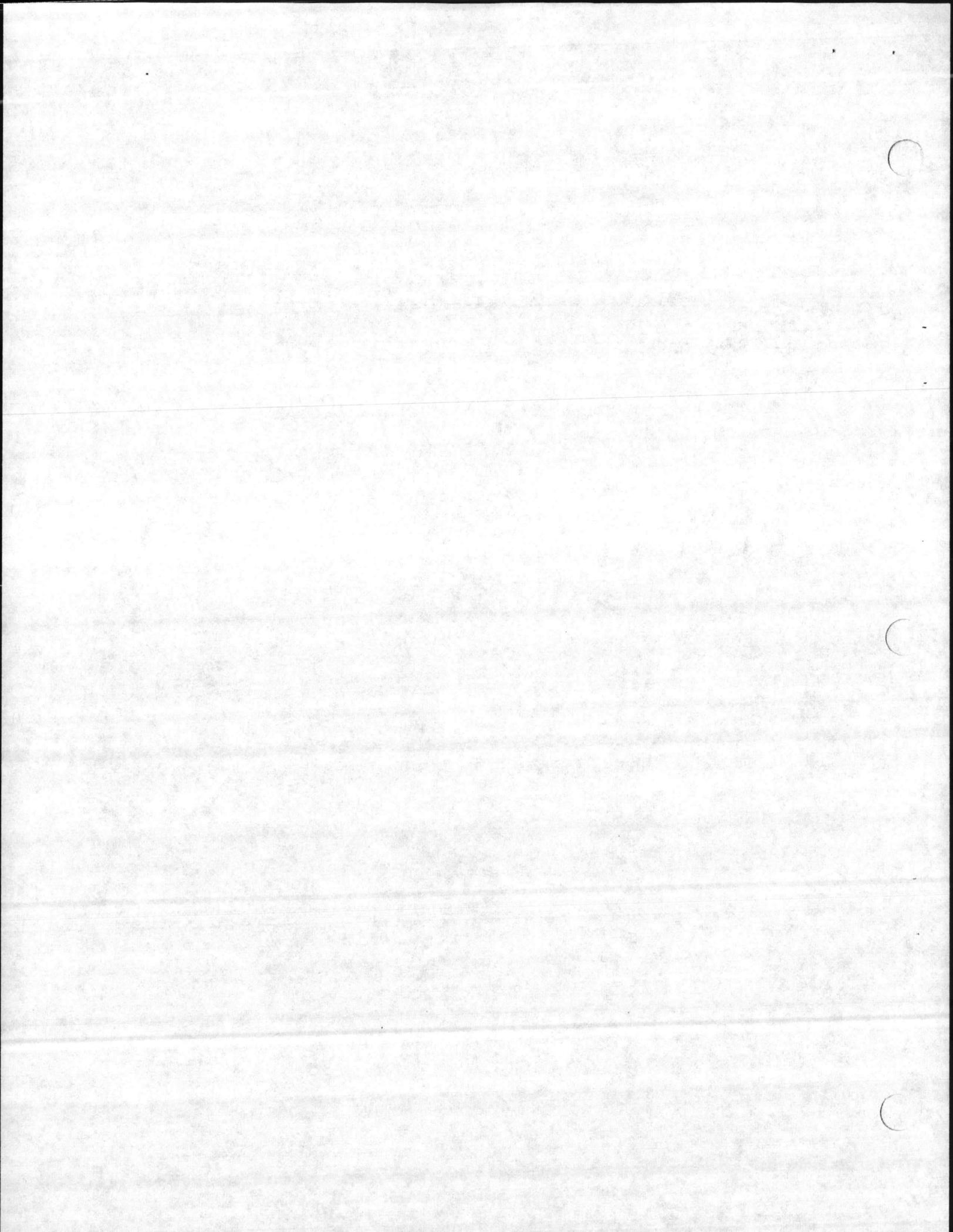
8. The proper selection of respirators shall be made according to the American National Standard Practices for Respiratory Protection Z 88.2.

SOP FOR SAFETY

CHAPTER 6

BARRACKS SAFETY

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SOP FOR SAFETY

CHAPTER 6

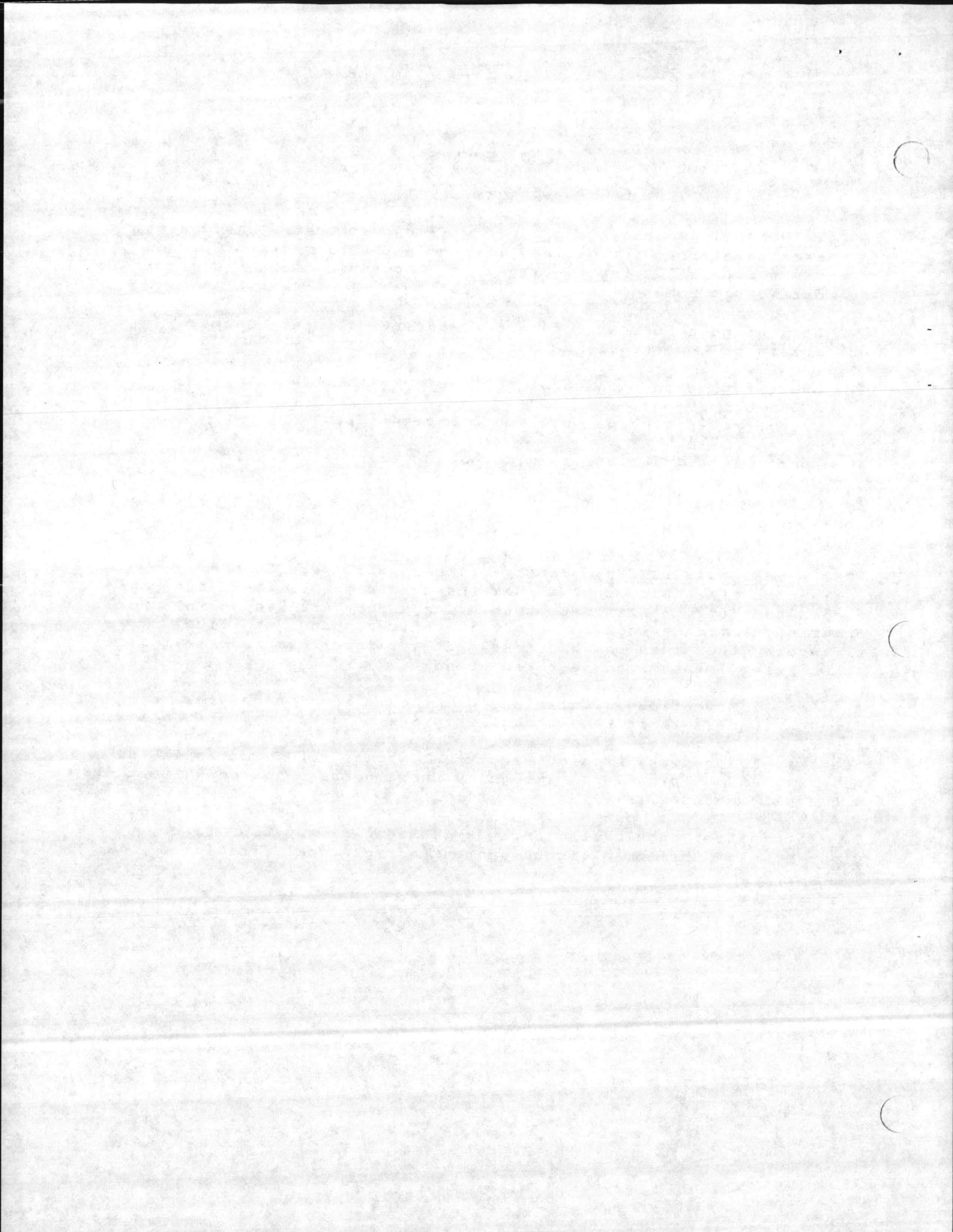
BARRACKS SAFETY

6001. POLICY. Company Commanders will ensure that a good safety program is enforced for Marines living in the barracks. Common accidents from falls, cuts, fires, and "horseplay" often occur in the barracks. Some of the causes are:

1. Lack of good house keeping; gear adrift; slippery decks; collection of combustable material.
2. Over indulgence on alcohol.
3. Unauthorized storage of flammable material.
4. Loose electricial cords which cause personnel to trip.
5. Candles and incense burning.
6. Faulty wiring in electrical appliances.

6002. RESPONSIBILITIES. Safety Officers will keep Company Commanders aware of potential hazards around the barracks and make recommendations to eliminate them. Commanders are responsible for ensuring that each individual within their company, who live somewhere other than the barracks, receive important information about safety measure to be taken at home.

1. Such information is unlimited but should cover such areas as fire extinguishers in the kitchen, storage of gasoline for the lawn mowers in the garage, proper use of lawn mowers, overloading electrical circuits, exposed electrical wires, safety mates in the showers, and keeping local emergency phone numbers posted where they are easily accessible.
2. Information should also include seasonal safety tips (i.e., discussion on Christmas lights and outdoor charcoal fires).



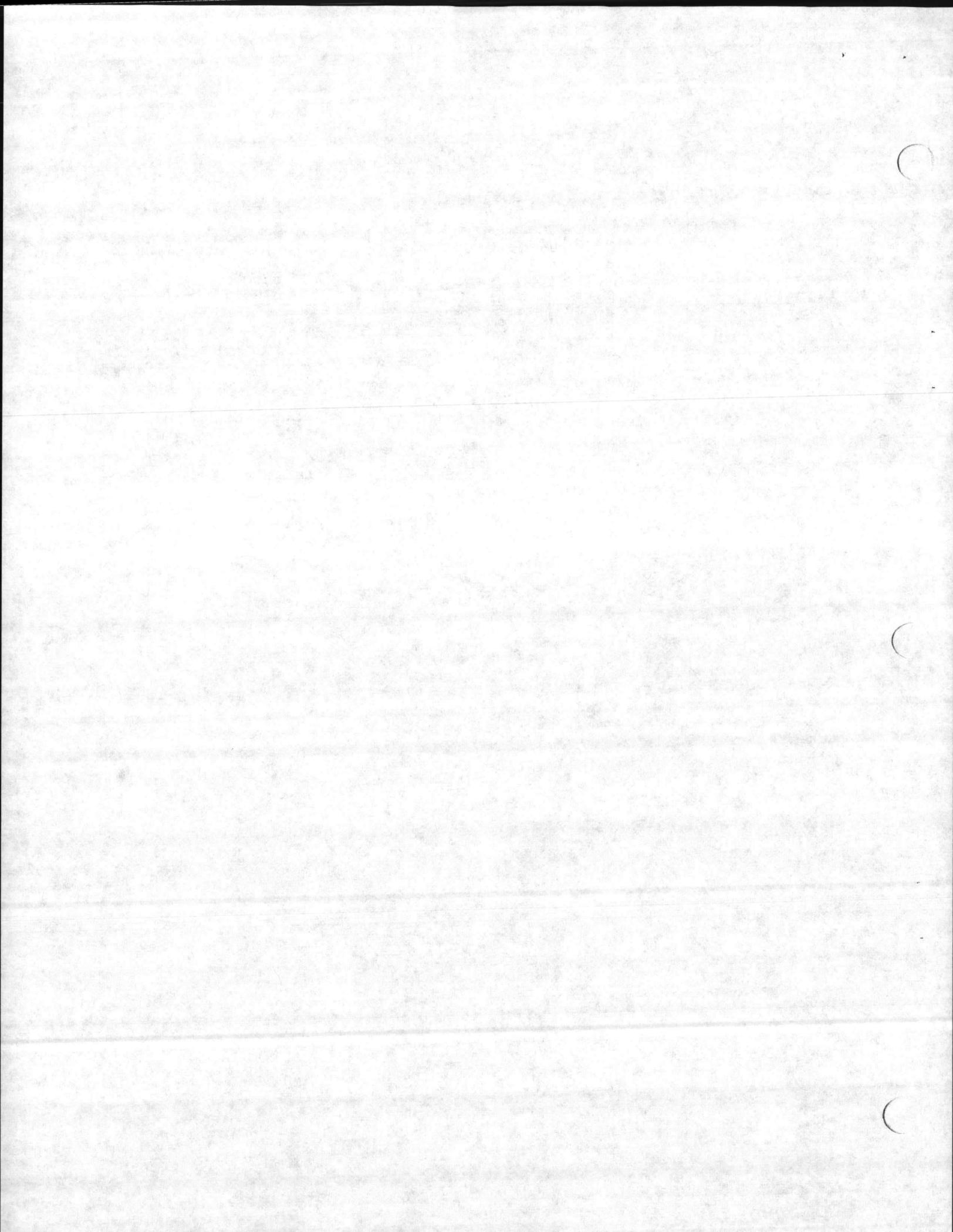
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SOP FOR SAFTEY

CHAPTER 7

COLOR CODING

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SOP FOR SAFETY

CHAPTER 7

COLOR CODING

7001. COLOR CODING. All equipment, signs, danger and caution areas, will be color coded in accordance with NAVMAT P5100. Appendix G gives some examples of appropriate color coding.

1. Fire Red Applications

a. Fire protection devices shall be conspicuously marked, as fire protection lines and piping, alarm boxes, fire post indicators, sprinkler controls, and stop buttons, or electrical switches which must be easily located in emergencies.

b. Fire extinguishers shall have surrounding areas of red to aid in visual location from a distance. A one foot wide strip behind the extinguisher to extend one foot past the top and bottom of the extinguisher.

c. Containers for flammable/combustible material shall be red with a yellow band or lettering indicating the contents (see Appendix G).

2. Brilliant Yellow, Applications. A black and yellow diagonal stripes shall be used to mark the following:

strike-against hazards
stumbling and falling hazards
exposed or projecting equipment parts
low beams
obstructions
curbing/columns/pillars
door frames in traffic areas
floor or aisle stripes near hazards

a. A three inch wide band will be painted on the top and bottom steps of all stairways.

b. Eye hazard areas shall have black and yellow checker board design on equipment and floor aisle near the area.

c. A three inch wide band will be painted on the base of roll up type doors.

d. See Appendix G.

3. Vivid Orange, Applications

a. Used to mark emergency electrical controls, and acute hazards (i.e., unprotected edge of machinery).

- b. Guard around exposed hot pipes.
 - c. Inside of circuit breaker doors and surrounding edge of panel (inside).
 - d. Electrical switches, controls, receptacles above 115 VOLTS.
4. Blue Applications. Used to mark all main circuit breaker boxes on the bulkhead (i.e., blue on the outside, orange on the inside). Large electrical enclosures, particularly those in office and personnel facilities, may be matched to the wall color for the sake of good appearance.
5. Bright Green Applications
- a. Used to mark first aid devices and safety equipment (i.e., medicine cabinet (first aid box), gas masks, eye wash station).
 - b. Safety Signs (i.e., WEAR GOGGLES).
 - c. Green outline on the Company safety information board.
 - d. See Appendix G.

SOP FOR SAFETY

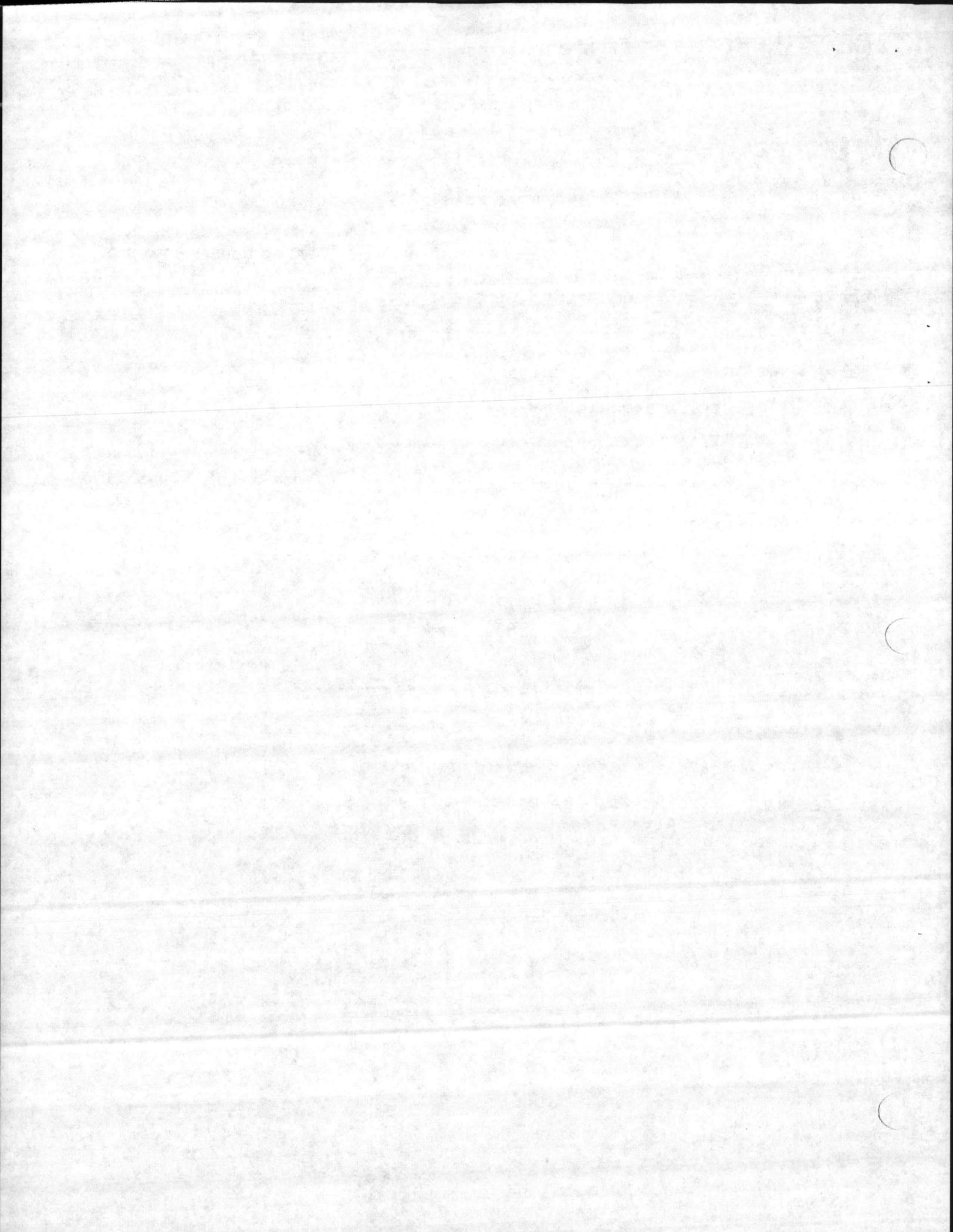
CHAPTER 8

PREVENTIVE MEASURES

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SOP FOR SAFETY

CHAPTER 8

PREVENTIVE MEASURES

8001. GENERAL. Fire prevention requires continual effort and emphasized in order to prevent a major catastrophe. Safety Officers will ensure that the following safety measures are continually emphasized in their units:

1. Post a fire bill at each fire extinguisher station, with a sheet of paper designating the Marines assigned to that particular station.
2. Each building will have a fire evacuation plan conspicuously posted in the main passageway and one in each area where personnel sleep.
3. Post Fire exit signs above each fire exit.
4. Conduct quarterly fire drills.

8002. FIRE EXTINGUISHERS

1. Portable extinguishers will be maintained in a fully charged and operating condition within their designated area.
2. All extinguishers will be located along the normal exit paths where they will be conspicuous and readily accessible.
3. Extinguishers having a gross weight not exceeding 40lbs will be installed so that the top of the extinguishers is not more than five (5) feet off the floor. See figure 8-1.
4. Extinguishers having a gross weight greater than 40 lbs will be installed so that the top is not more than 3 1/2 feet off the ground. See figure 8-1.
5. Extinguishers will be installed on either the brackets supplied or by some sufficient means to keep them from being dislodged.
6. Extinguishers will not be used for any purpose other than to fight fires. In the event an extinguisher is expended, lost or damaged, and no fire occurred, the Base Fire Department will be notified.
7. Figure 8-2 is a chart of the types of fire extinguishers and their applications.
8. Fire fighting equipment will not be blocked by storage.

8003. FIRE PREVENTION

1. The disposal of gasoline, kerosene, oil, paint, thinner, solvent or other flammable liquids through any drainage system is prohibited.
2. Manually operated fire doors will be kept closed when a building is not occupied and at all times when not required for entrance/exit.
3. Sprinkler heads shall not be painted. A clearance of 18 inches will be maintained beneath sprinkler heads and material storage.
4. Personnel in charge of maintenance shops, storerooms, and recreation rooms will ensure fire prevention inspections are conducted at the close of business everyday. A checklist of fire-hazardous conditions will be established to ensure a complete inspection; i.e., coffee makers off, radiators, and space heaters.
5. Two feet will be left, as a minimum, between combustible material and heat sources of any kind.
6. Storage crates used in warehouses must have a minimum clearance of two feet from walls and two inches from neighboring crates.

8004. STORAGE OF FLAMMABLE MATERIAL

1. Flammable liquids such as paints, oils, kerosene, and gasoline will be stored only in storage places approved by the Base Fire Department or as follows:

a. Small amounts of paint and other flammable liquids may be stored in outside lockers providing the locker is 25 feet from any building. See figures 8-3 and 8-3a for the appropriate markings.

b. Paint, not to exceed 20 gallons, may be stored in regular storage buildings or shelters, provided it is in a sealed can stored separately, and not next to other combustible materials.

2. Self-closing metal waste cans will be provided where greasy rags and waste are kept. All used oil, paint, rags, and waste will be kept until disposed of properly.

8005. SMOKING RESTRICTIONS

1. Smoking is not allowed in the following areas:
 - a. While lying on bunks or beds.
 - b. In any warehouse or building used for general storage.

c. In secured structures, battery charging rooms, photographic processing shops, and paint shops.

d. In the vicinity of any storage or distribution area of gasoline, oil, ammunition and other flammable materials.

e. Any place where flammable liquids are handled or explosive vapors may be present.

f. "NO SMOKING" signs will be posted in all of the above listed places.

2. Cigars, cigarettes, and matches must be put out before being discarded. They will not be discarded in trash receptacles, on floors, in bushes, or thrown out of cars.

8006. ELECTRIC APPLIANCES

1. When hot plates or coffee messes are used, they will be installed in accordance with figure 8-4. They must be inspected and approved by The Base Fire Department and the notice of approval will be posted at or near the hot plate or coffee mess.

2. Electrical appliances such as coffee pots, hot plates, or grills are not authorized for use in unaccompanied personnel housing.

8007. TOOL STORAGE. Good tool housekeeping is important both in the tool room/crib and on the job. Orderly arrangement in the tool room/crib, suitable and adequate racks, pens and holders, and an orderly routine or checking in and out, inspecting, repairing, and handling of tools are essential. Employees should be taught to lay out their tools on each job in an orderly fashion. The employee who does this, having a definite place for each tool and keeping each tool in its place when not in their hands, will do more and better work and will be less subject to mishaps.

8008. HOUSEKEEPING MISHAP PREVENTION. The following principles of good housekeeping shall be complied with.

1. All places of employment, passageways, work areas, storerooms, washrooms, ect., shall be kept clean, orderly, and in a sanitary condition.

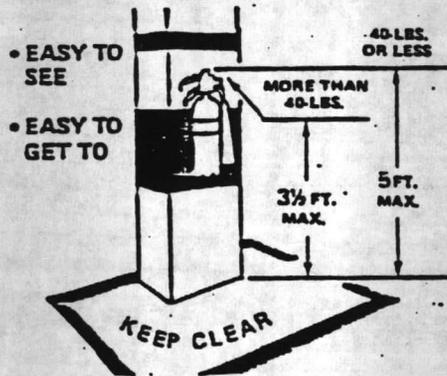
2. The floor of every workroom shall be maintained in a clean and, as far as possible, a dry condition.

3. To facilitate cleaning, every floor, working place, and passageway shall be kept free from nails, splinters, holes, and loose boards.

4. Areas of the floor that require washing or waxing shall be roped off and the necessary warning signs posted and left in position until the floor is sufficiently dry enough to accomodate foot traffic without any danger of slipping on the wet floor.

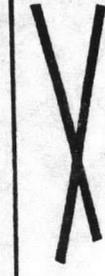
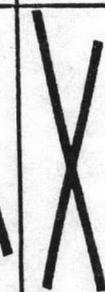
5. Oil, grease, and water on floors or walking surfaces shall be cleaned up immediately with suitable equipment or compound.

FIRE EXTINGUISHERS



Fire extinguishers must meet the following requirements:
Figure 8-1.-- Fire Extinguisher Installation.

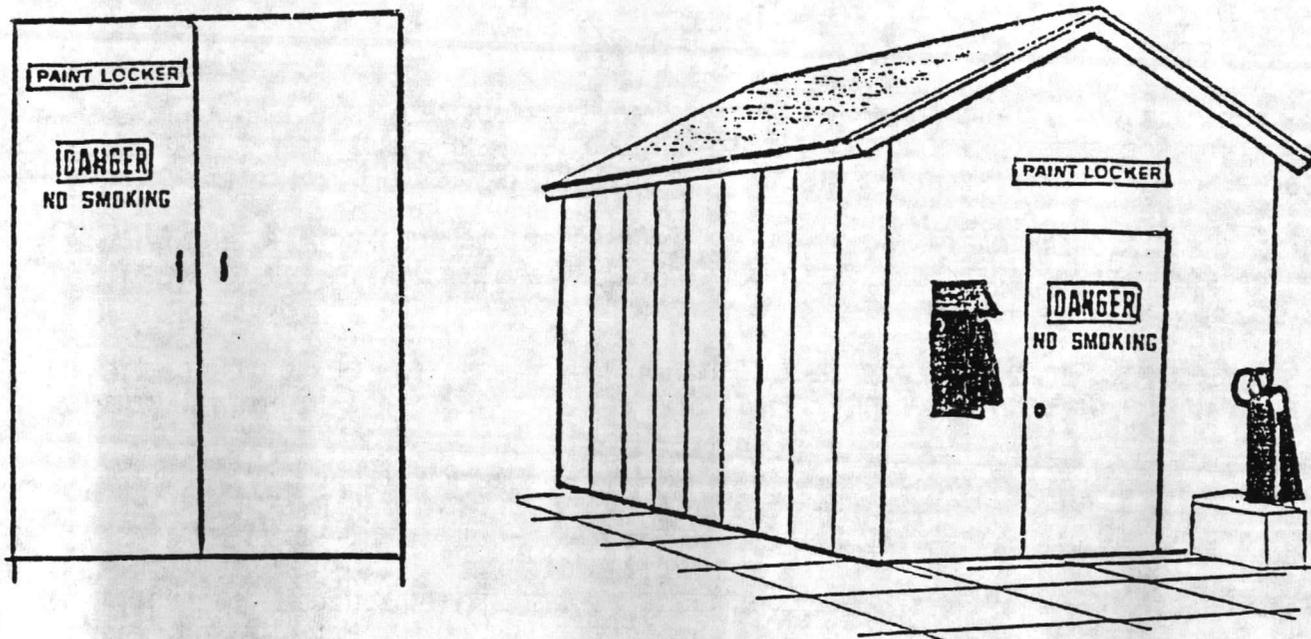
Figure 8-2--Fire Extinguisher Application Chart.

KIND OF FIRE		APPROVED TYPE OF EXTINGUISHER							HOW TO OPERATE
DECIDE THE CLASS OF FIRE YOU ARE FIGHTING... ↓	... THEN CHECK THE COLUMNS TO THE RIGHT OF THAT CLASS →	MATCH UP PROPER EXTINGUISHER WITH CLASS OF FIRE SHOWN AT LEFT							<p>FOAM: Don't Play Stream into the Burning Liquid. Allow Foam to Fall Lightly on Fire.</p> 
		FOAM Solution of Aluminum Sulphate and Bicarbonate of Soda	CARBON DIOXIDE Carbon Dioxide Gas Under Pressure	SODA ACID Bicarbonate of Soda Solution and Sulphuric Acid	PUMP TANK Plain Water	GAS CART-RIDGE Water Expelled by Carbon Dioxide Gas	MULTI-PURPOSE DRY CHEMICAL	ORDINARY DRY CHEMICAL	
<p>A</p> <p>CLASS A FIRES</p> <p>USE THESE EXTINGUISHERS →</p> <p>ORDINARY COMBUSTIBLES</p> <ul style="list-style-type: none"> • WOOD • PAPER • CLOTH ETC. 									<p>CARBON DIOXIDE: Direct Discharge as Close to Fire as Possible. First at Edge of Flames and Gradually Forward and Upward</p> 
<p>B</p> <p>CLASS B FIRES</p> <p>USE THESE EXTINGUISHERS →</p> <p>FLAMMABLE LIQUIDS, GREASE</p> <ul style="list-style-type: none"> • GASOLINE • PAINTS • OILS, ETC. 									<p>SODA-ACID, GAS CARTRIDGE: Direct Stream at Base of Flame</p> 
<p>C</p> <p>CLASS C FIRES</p> <p>USE THESE EXTINGUISHERS →</p> <p>ELECTRICAL EQUIPMENT</p> <ul style="list-style-type: none"> • MOTORS • SWITCHES ETC. 									<p>DRY CHEMICAL: Direct at the Base of the Flames. In the Case of Class A Fires, Follow Up by Directing the Dry Chemicals at Remaining Material That is Burning</p> 

SOP FOR SAFETY

IMPORTANT! USING THE WRONG TYPE EXTINGUISHER FOR THE CLASS OF FIRE MAYBE DANGEROUS!

SOP FOR SAFETY



REFERENCE: NAVFAC P-309, CHAPTER 5, SECTION 5. (5.5.4).

FLAMMABLE AND EXPLOSIVE VAPORS DEVELOP FROM MANY PAINT PRODUCTS. THERE IS DANGER NOT ONLY OF FIRE AND EXPLOSION, BUT SOME COATING MATERIALS ARE INJURIOUS TO EYES AND SKIN AND, IF SWALLOWED MAY HAVE SEVERE TOXIC EFFECTS. ADEQUATE PROTECTION INCLUDES PROPER COLOR MARKING OF AREAS WHERE PAINT IS STORED AND USED.

SAFE PRACTICE REQUIRES THE USE OF SEPARATE SHEDS OR LOCKERS FOR PAINT STORAGE AND PAINT MIXING. SUCH STRUCTURES SHOULD BE BRILLIANT YELLOW. THEY SHOULD BE MARKED AS TO CONTENTS, AND SHOULD EXHIBIT SIGNS WARNING OF DANGER USING FIRE RED AND WHITE.

Figure 8-3.--Paint Storage

SOP FOR SAFETY
STORAGE OF FLAMMABLE AND COMBUSTIBLE

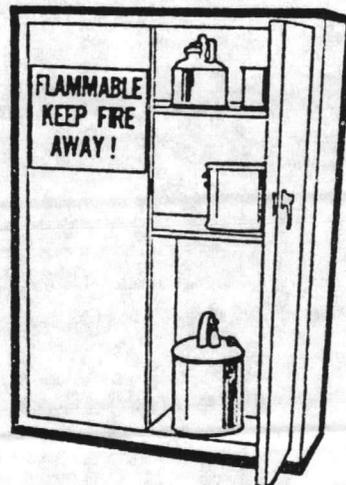
LIQUIDS

SAFETY CANS CONTAINING FLAMMABLE LIQUIDS SHOULD BE STORED IN SAFETY CABINETS RATHER THAN ON OR UNDER BENCHES OR IN OTHER LOCATIONS WHERE CARELESSNESS COULD CONTRIBUTE TO FIRE HAZARDS AND POSSIBLE INSPECTION CITATIONS.

SAFETY CAN STORAGE CABINETS ARE AVAILABLE IN SIZES TO ACCOMMODATE UP TO 60 GALLONS OF FLAMMABLE LIQUIDS IN 1-PINT TO 5 GALLON CONTAINERS WITH EITHER MANUAL DOUBLE DOORS, SLIDING, SELF-CLOSING DOOR OR DOUBLE SELF-CLOSING DOORS.

OSHA SPECIFIES THAT NOT MORE THAN 60 GALLONS OF CLASS I OR CLASS II LIQUIDS, NOR MORE THAN 120 GALLONS OF CLASS III LIQUIDS MAY BE STORED IN A STORAGE CABINET.

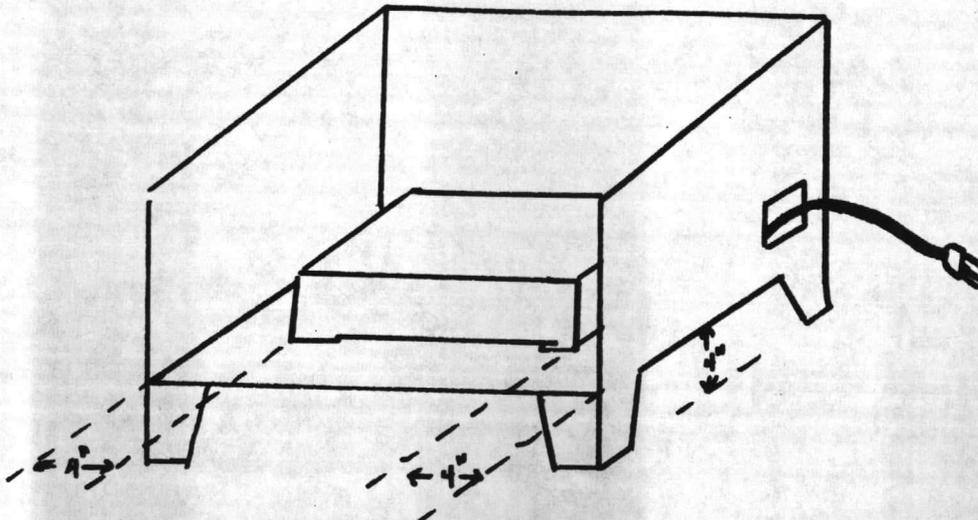
OSHA REQUIRES THAT STORAGE CABINETS BE DESIGNED AND CONSTRUCTED TO LIMIT THE INTERNAL TEMPERATURE TO NOT MORE THAN 325°F. WHEN SUBJECTED TO A 10-MINUTE FIRE TEST USING THE STANDARD TIME-TEMPERATURE CURVE AS SET FORTH IN STANDARD METHODS OF FIRE TESTS OF BUILDING CONSTRUCTION AND MATERIALS, NFPA 251-1969. ALL JOINTS AND SEAMS SHALL REMAIN TIGHT AND THE DOOR SHALL REMAIN SECURELY CLOSED DURING THE FIRE TEST. CABINETS SHALL BE LABELED IN CONSPICUOUS LETTERING "FLAMMABLE—KEEP FIRE AWAY." METAL CABINETS CONSTRUCTED IN THE FOLLOWING MANNER SHALL BE DEEMED TO BE IN COMPLIANCE. THE BOTTOM, TOP, DOOR, AND SIDES OF CABINET SHALL BE AT LEAST NO. 18 GAGE SHEET IRON AND DOUBLE WALLED WITH 1½-INCH AIR SPACE. JOINTS SHALL BE RIVETED, WELDED OR MADE TIGHT BY SOME EQUALLY EFFECTIVE MEANS. THE DOOR SHALL BE PROVIDED WITH A THREE-POINT LOCK, AND THE DOOR SILL SHALL BE RAISED AT LEAST 2 INCHES ABOVE THE BOTTOM OF THE CABINET.



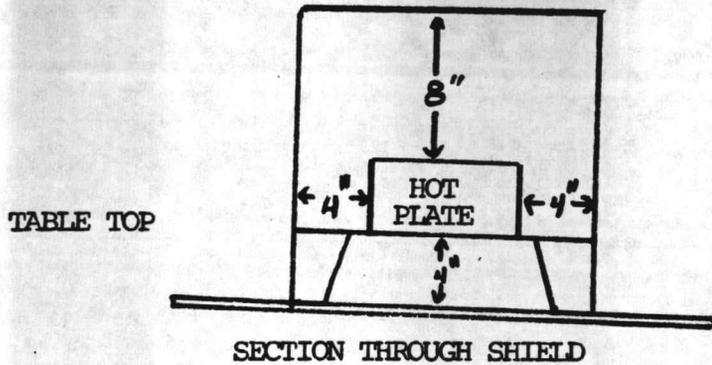
STORAGE CABINET

Figure 8-3a.--Storage of Flammable and Combustible Liquids.

SOP FOR SAFETY

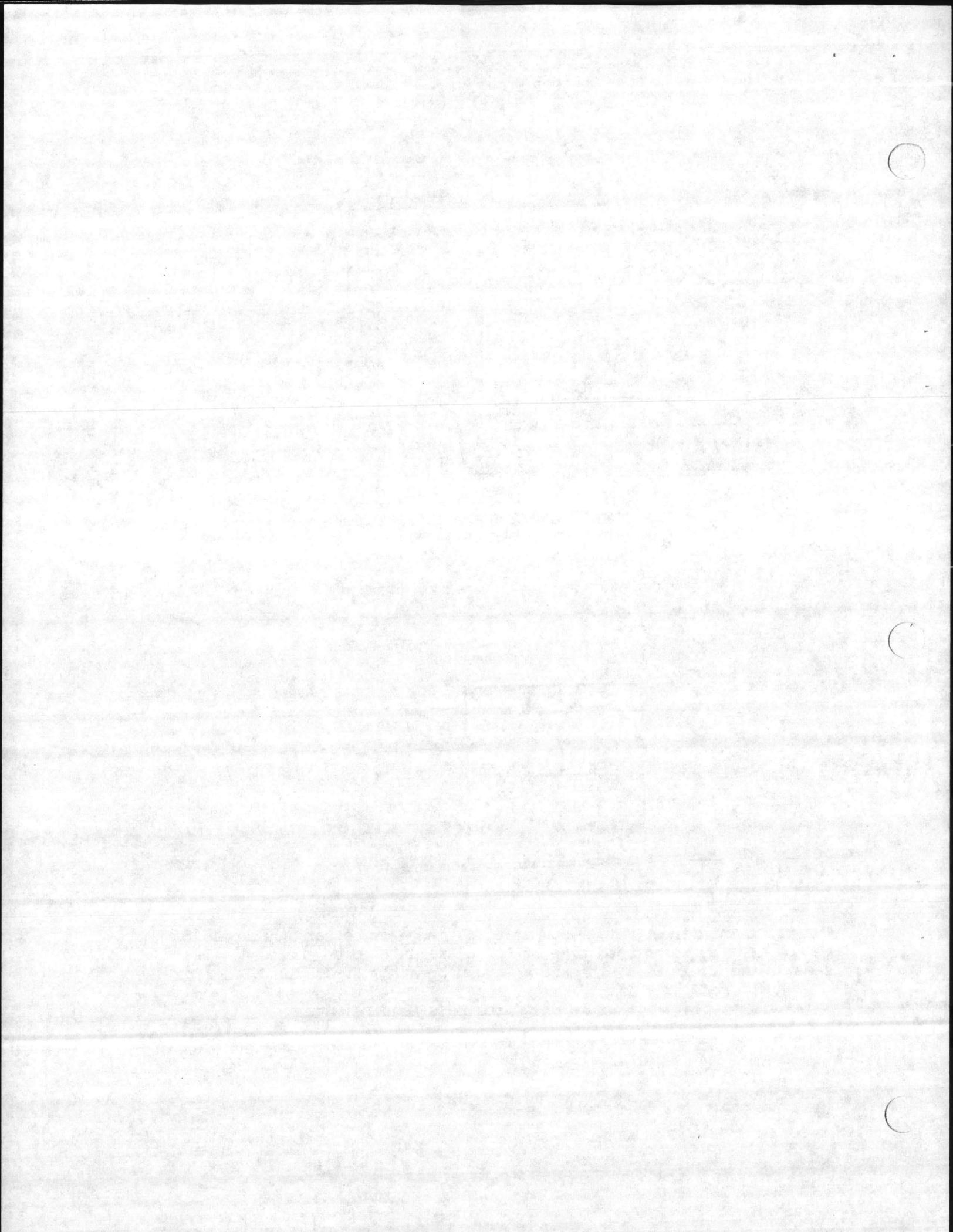


(ISOMETRIC VIEW OF SHEET METAL SHIELD)
(FOR COFFE POT AND HOT PLATES)



Construct with sheet metal, No. 14 U. S. gauge or better, thickness to be governed by weight and size of hot plate unit to be enclosed. If sheet aluminum is used, thickness should be at least No. 10 U.S. gauge.

Figure 8-4.-- Example of Coffee Mess Requirements.

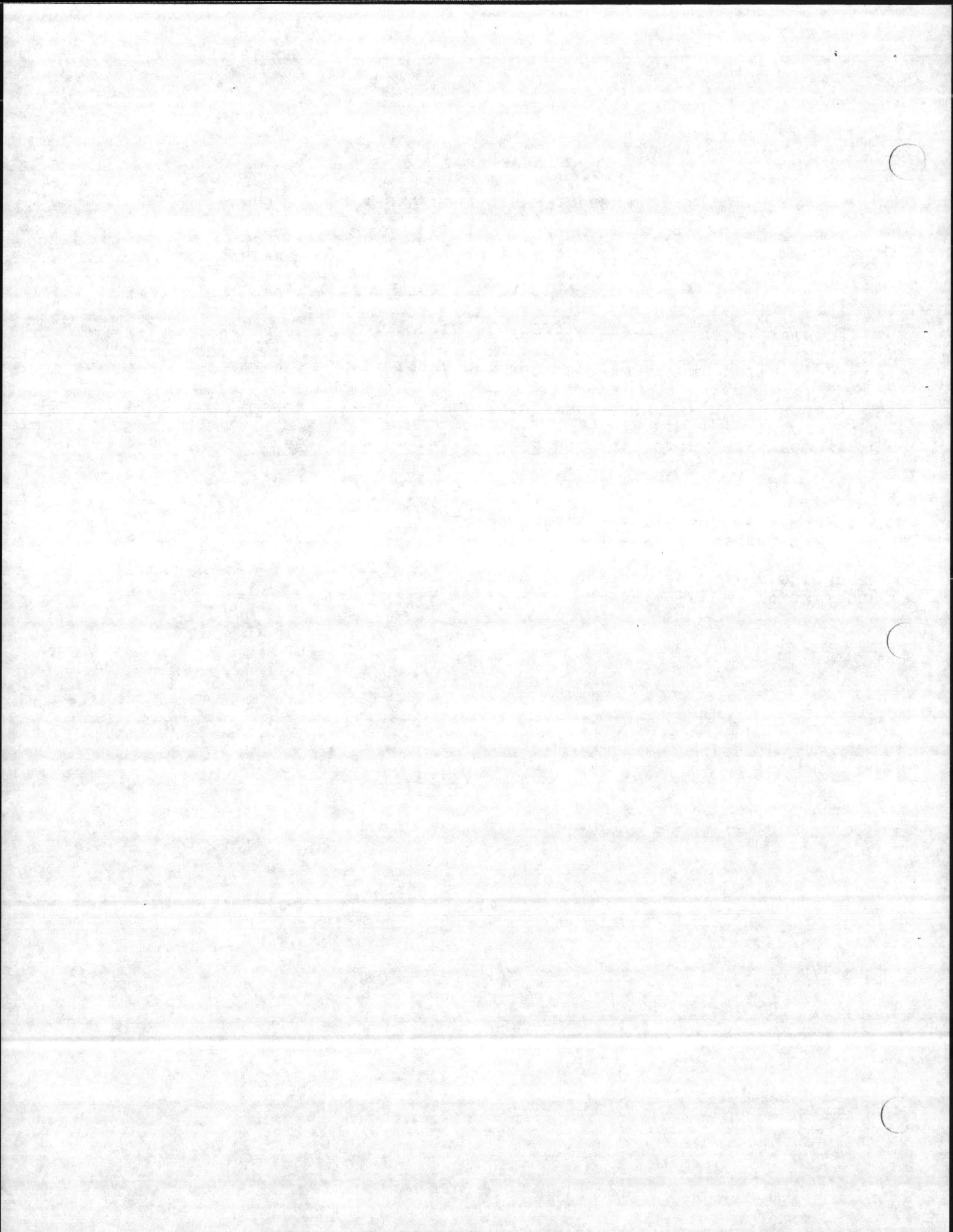


SOP FOR SAFETY

CHAPTER 9

HAZARDOUS WASTE AND MATERIAL

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SOP FOR SAFETY

CHAPTER 9

HAZARDOUS WASTE AND MATERIAL

9001. GENERAL. The purpose of this Chapter is to instill awareness and promulgate procedures for Hazardous wastes and Hazardous material within the Battalion. Good Housekeeping and constant checks are the key to handling oils, solvents, thinners, acids, and many other pollutants of the environment.

9002. RESPONSIBILITIES

1. Commanding Officers will ensure that a copy of the current editions of BO 6240.5_ and BO 11090.1_ are at all sites that have hazards waste/material.
2. Report all hazardous material/waste spills to the Battalion Hazardous waste coordinator, extension 3296.
3. Conduct weekly inspections of all areas used to store hazardous waste. Maintain a log of these inspections showing the following:
 - a. Date and time of the inspection
 - b. Name(s) of the inspectors
 - c. Notations of discrepancies observed
 - d. Date and Nature of corrective action

9003. WASTE HANDLING SAFETY PRECAUTIONS. There are a number of safety precautions that should be followed when handling any material. Given the special characteristics of hazardous waste, it makes good sense to follow these safety rules:

1. Protective clothing and accessories including gloves, face shields, goggles, and safety shoes will be worn when required.
2. Material will be examined for leaks, container damage, corrosion, weakened places, or other factors which may cause injury to workers. Defects should be corrected before proceeding, emphasizing maximum concern for personnel safety.
3. All stacked items will be arranged in an orderly manner for convenient and safe handling.

9004. HAZARDOUS WASTE HANDLING CONSIDERATIONS. The following is a list of questions to ask yourself when handling hazardous waste:

1. Am I familiar with the proper procedures used to handle waste?

2. Am I handling the Hazardous waste in accordance with the proper procedures?
3. Am I using adequate personnel protective equipment?
4. Do I understand what can go wrong when handling hazardous waste?

9005. HAZARDOUS WASTE/MATERIAL STORAGE. Because many material will reach dangerously when mixed with each other (i.e., producing fires, explosions, and toxic fumes) it is necessary to develop and follow a plan to prevent these wastes from coming in contact with each other. Where one may store various categories of hazardous waste at an activity depends upon local operating procedures and on storage capabilities. For this reason, all units that are required to use, store, or discard hazardous materials will contact the Battalions hazardous waste office for implementations of a compatible storage plan. The following list provides rules that indicate the significance of storage requirements that must be met.

1. All waste containers will be placed and secured in a safe manner.
2. Heavy pallet loads should be stored in pallet racks or at the top of stacks. A full load should not be stacked on top of a light load.
3. Cylinders of compressed gas should be strapped and collared.
4. Broken or damaged pallets will be replaced with pallets of good condition.
5. Empty drums will be tied to prevent the drum from being blown over.
6. Crushable containers should have vertical supports placed in such a manner that the weight of the material stored above will not be supported by that container.
7. All drums (including empty drums) will be capped to prevent negative effects of the weather, and contamination of that waste.
8. All spray paints/aerosol cans will be stored outside in paint lockers which are marked in accordance with Chapter 7.
9. All acid should be stored inside protected from the direct rays of the sun. Acids should be covered and isolated from other materials (such as paper, wood scrap, cellulose, cloth, textiles, or flammable liquids) to prevent fire.

10. Flammable materials storage requirements are as follows:

- a. Ensure ventilation is maintained for wastes which give off vapors.
- b. Avoid storing in locations where spilled liquids may come in contact with sparks or flames.
- c. POST "NO SMOKING" signs and enforce them.
- d. Remove and repair leaky containers.
- e. Investigate any unusual odor at once using extreme precaution.

9006. DISPOSAL OF HAZARDOUS MATERIAL. Disposal of Hazardous waste will be carried out in strict compliance of all applicable orders, failure to do so may result in a major disaster.

9007. OIL AND HAZARDOUS MATERIAL CONTAINMENT AND DISPOSAL ABATEMENT. Abatement is the act of reducing the intensity of a particular situation. In the area of POLs (e.g., diesel fuel, kerosene, lube oil, etc) abatement is the prime objective of this command to ensure the pollutants don't violate environmental standards.

1. Commanding Officers/Officers in Charge are responsible for preventing spillage and other unauthorized discharge of oil and other hazardous materials within their area of responsibilities. Furthermore, they will develop and implement plans and procedures for preventing, reporting, containing, and cleaning up spillage or unauthorized discharge.
2. Establish immediate action plans for containing pollution which may result from oil and hazardous substance spills, to include stocking materials required to accomplish this mission.
3. Contained fuels, except gasoline, will be collected in a tank of at least 250 gallon capacity. When emptying is required cognizant personnel will notify Base maintenance (ext. 1420). In the event of an emergency, 55 gallon drums may be used as a temporary storage container for waste oil; and drained in the same manner.
4. To dispose of contaminated gasoline contact the Base Fire Department (ext. 3004).
5. Oil-saturated soil in the vicinity of oil and petroleum storage should be removed to the sanitary landfill and replaced by fresh earth.

9008. REPORTING SPILLS OF OIL AND OTHER HAZARDOUS SUBSTANCES

1. The following are examples of some oil compounds or hazardous substances which must be reported if spilled on the ground or water in any amount:

Lube Oil/Grease
Gasoline
Kerosene
JP-4 & JP-5 Fuels
Hydraulic Fluid
Acids
Paint Thinner
Cleaning Solvent

2. All spills of oil or hazardous material shall be reported immediately to the Base Fire Department (ext 3333). The report will include location of spill, substance spilled and the approximate amount.

3. Signs shall be posted in every building, tank location and field service location where oil or hazardous material is used. The sign shall have a yellow background with black lettering indicating the following:

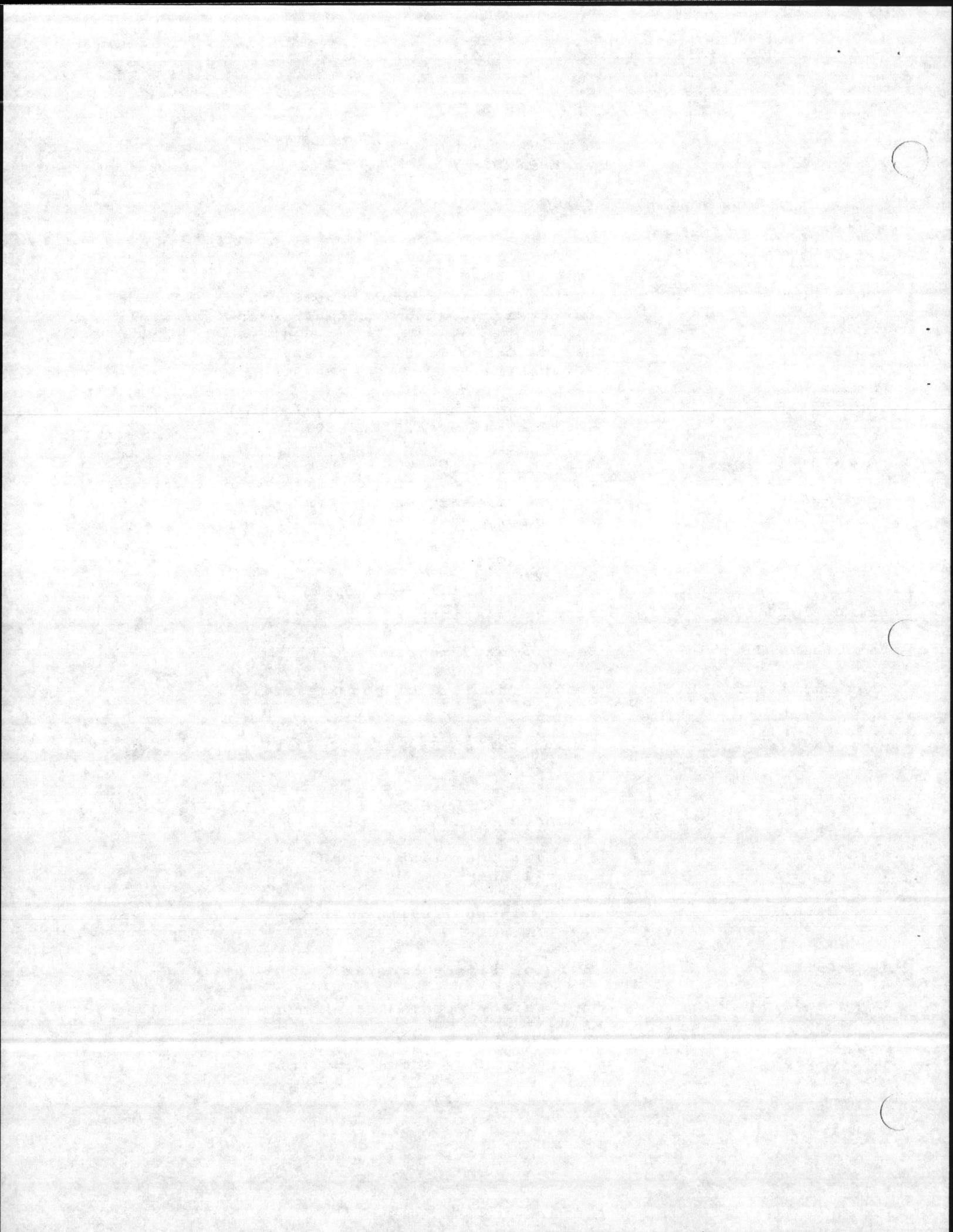
IN CASE OF AN OIL OR HAZARDOUS MATERIAL SPILL
CALL BASE FIRE DEPARTMENT
ON BASE 3333/OFF BASE 451-3333
NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY

SOP FOR SAFETY

APPENDIX A

SAFETY REFERENCES

<u>SHORT TITLE</u>	<u>TITLE</u>
MCO 5100.8_	Marine Corps Ground Occupational Safety and Health (OSHA) Program
MCO 5100.19_	Marine Corps Traffic Safety Program (DriveSafe)
ForO P5100.6_	SOP for Ground Occupational Safety and Health (Ground Safety)
MCO 5101.8_	Marine Corps Ground Mishap Reporting
MCO 5500.6_	Arming of Sentries and Firing of Weapons by Sentries
MCO 6260.1_	Marine Corps Hearing Conservation Program
BaseO 11320.1_	Fire Regulations
BaseO 5100.3_	Base Safety Program
BaseO 5101.1_	Motor Vehicle Accident Prevention Program
DivO P2000.1_	Communication Standing Operating Procedures
DivO P8000.1_	Standing Operating Procedures for Ordnance
DivO P11240.9_	Standing Operating Procedures for Motor Transport
DivO 5100.10_	Safety Inspection Load Testing Certification
DivO P5100.9_	Division Safety Program
NAVMC 2692	Unit Safety Program Management Manual
NAVFAC P309	Color for Navy Shore Facilities



SOP FOR SAFETY

APPENDIX B

SAFETY CHECKLIST

<u>QUESTION</u>	<u>Yes</u>	<u>No</u>
1. Is a special safe driving message given to personnel going on leave or on extended liberty?	—	—
2. Have all persons under the age of 26 received Driver's Improvement Training (DIC)?	—	—
3. Is a periodic check made by the Commanding Officer/Officer-in-Charge regarding the condition of private vehicles owned by personnel in the unit?	—	—
4. Does the Commanding Officer/Officer-in-Charge discuss private vehicle mishap prevention at safety meetings?	—	—
5. Does your command/organization have Base Order 5101.18, Marine Corps Special Emphasis Seatbelt Program, on file?	—	—
6. Is a check made to ensure that personnel have an operator's license prior to operating a vehicle?	—	—
7. Are drivers tested and trained in vehicles they will be licensed to operate?	—	—
8. Are the drivers' records complete and current?	—	—
9. Is the method utilized in the selection of prospective drivers adequate?	—	—
10. Are provisions made for special training in the operation of forklifts and other special purpose equipment?	—	—
11. Does your command/organization monitor seatbelt usage in GOVs?	—	—
12. How man GOVs are assigned to your command?	—	—

SOP FOR SAFETY

Flammable Storage

	<u>Yes</u>	<u>No</u>	<u>N</u>
1. Is the location of the fuel storage system posted as a restricted area?	—	—	—
2. Is adequate fire fighting equipment available in the storage area?	—	—	—
3. Are No Smoking signs posted around the storage area? (Danger, Fuel Storage Area, No Smoking Within 50 Feet).	—	—	—
4. Is there a fire plan posted?	—	—	—
5. Are the minimum safety distances maintained between fuel storage areas and buildings, equipment and ammunition and explosive areas?	—	—	—
6. Are drip pans or suitable containers used to prevent spills?	—	—	—
7. Is area washed down and sanded on a regular basis to prevent accumulation of spilled fluid?	—	—	—
8. Building numbers: _____			

SOP FOR SAFETY

Buildings and Grounds

Bldg. No. _____

Yes No NA

- | | | | |
|---|-----|-----|-----|
| 1. Are entrances and exits well lighted and marked? | ___ | ___ | ___ |
| 2. Are doors and windows blocked? | ___ | ___ | ___ |
| 3. Are stairs and steps kept clean and free of obstacles? | ___ | ___ | ___ |
| 4. Are risers painted yellow for visibility in the dark? | ___ | ___ | ___ |
| 5. Are landings, steps or stairs painted? | ___ | ___ | ___ |
| 6. Are they posted "slippery when wet"? | ___ | ___ | ___ |
| 7. Are suitable warning signs posted where there is less than 7 feet of headroom? | ___ | ___ | ___ |
| 8. Are roads, parking lots and walkways kept clear, in good repair and well defined? | ___ | ___ | ___ |
| 9. Are grounds particularly around flammable storage areas kept well policed? | ___ | ___ | ___ |
| 10. Are power mowers and edgers inspected and certified safe? | ___ | ___ | ___ |
| 11. Are personnel engaged in use of power lawn equipment trained? | ___ | ___ | ___ |
| 12. Are personnel provided with safety shoes or steel toe guards? | ___ | ___ | ___ |
| 13. Is gasoline for powers kept in safety cans plainly lettered "GASOLINE"? | ___ | ___ | ___ |
| 14. Is the amount kept to a minimum of 5 gallons? | ___ | ___ | ___ |
| 15. Are drainage ditches kept clean? | ___ | ___ | ___ |
| 16. Is electrical equipment (i.e., buffers, scrubbers) used on floors equipped with 3 wire ground cord? | ___ | ___ | ___ |
| 17. Are heavy duty extension cords used in connection with floor cleaning equipment? | ___ | ___ | ___ |
| 18. Are ceilings kept in good repair, free of loose plaster, paint, etc.? | ___ | ___ | ___ |
| 19. Are burned out or missing bulbs replaced? | ___ | ___ | ___ |
| 20. Are aisleways arranged to provide a minimum of 5 foot candle illumination at floor level? | ___ | ___ | ___ |
| 21. Are windows painted over to block natural light? | ___ | ___ | ___ |

	<u>Yes</u>	<u>No</u>	<u>NA</u>
22. Are all floor fans provided with wire mesh guarding?	—	—	—
23. Are materials stored under, or piled against buildings, or stairways?	—	—	—
24. Is in-house construction of partitions authorized by the Command and inspected by fire department?	—	—	—
25. Is jury rigging of wiring done? Where?	—	—	—

SOP FOR SAFETY

Supply and Warehousing

Bldg. No. _____

Yes No NA

- | | | | | |
|-----|---|---|---|---|
| 1. | Are warehouse principles followed as to firelane aisleways, cleaning space and boundary lines? | — | — | — |
| 2. | Is material stacked in a secure manner? | — | — | — |
| 3. | Are overhead storage lofts provided with stable double guard rail and posted as to maximum load limits? | — | — | — |
| 4. | Are safety shoes and gloves supplied and are they worn when handling materials? | — | — | — |
| 5. | Are personnel engaged in handling materials instructed by supervisors in the proper method of lifting heavy objects? | — | — | — |
| 6. | Are hand trucks and similar devices loaded for easy handling? (Not overloaded). Are loads pulled up inclines and guided down keeping load below the worker? | — | — | — |
| 7. | Are M/O boxes stacked in front of windows preventing natural light from entering? | — | — | — |
| 8. | Are desks, work benches and work areas organized beneath overhead lights to afford maximum use of available lighting? | — | — | — |
| 9. | Is supplementary lighting used where natural or overhead lights are not available? | — | — | — |
| 10. | Are windows painted unnecessarily preventing natural light from entering? | — | — | — |
| 11. | Is unauthorized asbestos material being stored? (SECNAV MSG R252240Z). | — | — | — |

SOP FOR SAFETY

Welding and Compressed Gases

Bldg. No. _____

YesNoNA

- | | <u>Yes</u> | <u>No</u> | <u>NA</u> |
|--|------------|-----------|-----------|
| 1. Is suitable fire extinguishing equipment of approved types being maintained near all welding and cutting operations? (NAVMAT P5100 refers) | — | — | — |
| 2. Is adequate ventilation provided while welding? (NAVMAT P5100 refers) | — | — | — |
| 3. Is appropriate protective clothing and equipment provided? Flameproof gloves, aprons, leggings, jackets, etc., as required. Eye protection (goggles) of correct type and head gear. | — | — | — |
| 4. Is there a designated, posted area for cylinders? | — | — | — |
| 5. Are cylinders stored standing upright? | — | — | — |
| 6. Are cylinders fastened to prevent their upset? | — | — | — |
| 7. Are cylinders kept separate by type? | — | — | — |
| 8. Are cylinders free from possible external damage? | — | — | — |
| 9. Are cylinders away from combustible materials? (Oil, grease, acetelyne) | — | — | — |
| 10. Are cylinders far enough away from actual operation so sparks, hot slag or flame can't reach them? | — | — | — |
| 11. Are cylinders away from other sources of fire, in summer away from direct sunlight (maximum temperature 130 degrees F.) | — | — | — |
| 12. Is extreme cleanliness maintained where oxygen acetylene welding equipment is utilized? | — | — | — |
| 13. Are safety regulations and preparatory operating procedures posted? | — | — | — |
| 14. Are safety observers used during welding operations? | — | — | — |
| 15. Are protective caps on compressed gas cylinders, when provided in the design, in place when in storage, in transit and whenever regulators are not in place? (NAVMAT P5100 refers) | — | — | — |
| 16. Are suitable trucks or carts used, with provisions for holding cylinders upright when moving them? (NAVMAT P5100 refers) | — | — | — |
| 17. Are empty cylinders tagged as "Empty" and segregated from full cylinders and valves securely fastened to assure the return of empty cylinders in good condition to suppliers? | — | — | — |

SOP FOR SAFETY

<u>Motor Transport and Battery Shop</u>	<u>Bldg. No.</u> _____	<u>Yes</u>	<u>No</u>	<u>NA</u>
1.	Are adequate precautions taken to prevent the use of vehicles by: (1) unauthorized personnel and (2) personnel not in possession of a valid motor vehicle operators permit? (NAVMAT P5100 refers).	___	___	___
2.	Are repair shops well ventilated for protection of service personnel against accumulation of carbon monoxide? (NAVMAT P5100 refers).	___	___	___
3.	Are floors and other exposed areas thoroughly inspected daily and kept free from oil, grease, or loose tools, which might result in fire, slipping, tripping or falling? (NAVMAT P5100 refers).	___	___	___
4.	Is the weight capacity printed on all equipment used to support raised vehicles? (NAVMAT P5100 refers).	___	___	___
5.	Are safety tire cages used during inflation of lock?	___	___	___
6.	Are repair pit lifts, and/or vehicle racks clean and orderly?	___	___	___
7.	Are all repair pit lifts and/or vehicle racks provided with drains equipped with oil and grease traps?	___	___	___
8.	Are vehicles blocked after being jacked into position for maintenance and are jack stands utilized?	___	___	___
9.	Are cables and cords positioned to eliminate tripping hazards?	___	___	___
10.	Are garage vehicle entrances and exits properly controlled?	___	___	___
11.	Is a low speed limit established and enforced around the garage?	___	___	___
12.	Are drip pans or suitable containers used to prevent oil, grease and gas from being spilled while vehicle is in garage maintenance area?	___	___	___
13.	Are warning labels applied and maintained on all vehicles having radio equipment installed?	___	___	___
14.	Are personnel adequately instructed pertaining to the hazards in battery shop work?	___	___	___
15.	Is adequate protective clothing (rubber boots, gloves, aprons and face shields) available? Is the equipment used?	___	___	___

SOP FOR SAFETY

Motor Transport and Battery Shop (Cont)

Yes No NA

5

- | | | | | |
|-----|---|---|---|---|
| 16. | Is a siphon pump available? | — | — | — |
| 17. | Is a deluge shower available? | — | — | — |
| 18. | Does ventilation equipment include general exhaust as well as local exhaust system as appropriate? | — | — | — |
| 19. | Are terminal straps available for handling batteries? | — | — | — |
| 20. | Are safety regulations and operating procedures posted in shop including signs restricting area to entrance by authorized personnel only? | — | — | — |
| 21. | Is suitable fire extinguishing equipment of approved types being maintained near all work areas? | — | — | — |
| 22. | Is acid always poured into water? | — | — | — |
| 23. | Are vent caps replaced before attaching or detaching charger cables? | — | — | — |

Communication and Electronics

SOP FOR SAFETY

Bldg. No. _____

Yes

No

NA

- | | | | | |
|-----|---|-----|-----|-----|
| 1. | Are personnel who are engaged in electrical work fully informed of the hazards involved? | ___ | ___ | ___ |
| 2. | Are rubber gloves provided and are they used when engaged in electrical work? | ___ | ___ | ___ |
| 3. | Are metal handles of hand tools insulated? | ___ | ___ | ___ |
| 4. | Are appropriate warning signs displayed in electrical, electronics shops? | ___ | ___ | ___ |
| 5. | Are periodic inspections of equipment held?
Is equipment properly marked? | ___ | ___ | ___ |
| 6. | Are non conductive rubber mats provided for performance of maintenance on electrical equipment? | ___ | ___ | ___ |
| 7. | Are all electrical workers trained in current methods of artificial resuscitation? | ___ | ___ | ___ |
| 8. | Are these procedures posted for personnel to see? | ___ | ___ | ___ |
| 9. | Is training given annually and documented? | ___ | ___ | ___ |
| 10. | Are signs available for posting when high voltage equipment is in use (i.e., DANGER, HIGH VOLTAGE) or repair? (i.e., DO NOT TURN ON). | ___ | ___ | ___ |
| 11. | When repairs to equipment are authorized is a safety observer being used? | ___ | ___ | ___ |

SOP FOR SAFETY

Unit Inspected _____ Bldg. No. _____ Yes No NA

Fire Prevention

- | | | | |
|--|---|---|---|
| 1. Are fire extinguishers properly mounted, full, inspected regularly? | — | — | — |
| 2. Are Fire Bills posted and fire stations assigned/posted? | — | — | — |
| 3. Fire procedures with reporting instructions, locations or available telephones and Fire Alarm boxes posted? | — | — | — |
| 4. Are extinguishers marked by class of fire? | — | — | — |
| 5. Are fire doors in working order and exits properly marked and clear? | — | — | — |
| 6. Are fire lanes maintained clear with directional arrows or signs for egress? | — | — | — |
| 7. Are door and windors obstructed? | — | — | — |
| 8. Are clearances maintained fire wall, side walls and overhead clearance maintained? | — | — | — |
| 9. Are no smoking signs posted and enforced in hazardous areas? Are butt receptacles provided in smoking area? | — | — | — |
| 10. Are rubbish cans provided, emptied regularly? | — | — | — |
| 11. Are oily rags stored in approved cans and emptied regularly? | — | — | — |
| 12. Are combustibile materials stored properly and segrated when necessary? | — | — | — |
| 13. Is electrical work done by authorized personnel? | — | — | — |
| 14. Are extension cords of excessive length? | — | — | — |
| 15. Is there loose wiring? | — | — | — |
| 16. Are stoves and heaters separate from combustibles? | — | — | — |
| 17. Are stoves approved by the Fire Department for use? | — | — | — |

SOP FOR SAFETY

TRAFFIC SAFETY EVALUATION

<u>QUESTION</u>	<u>Yes</u>	<u>No</u>
1. Is a special safe driving message given to personnel going on leave or on extended liberty?	—	—
2. Have all persons under the age of 26 received Driver's Improvement Training (DIC)?	—	—
3. Is a periodic check made by the Commanding Officer/ Officer-in-Charge regarding the condition of private vehicles owned by personnel in the unit?	—	—
4. Does the Commanding Officer/Officer-in-Charge discuss private vehicle mishap prevention at safety meetings?	—	—
5. Does your command/organization have Base Order 5101.18, Marine Corps Special Emphasis Seatbelt Program, on file?	—	—
6. Is a check made to ensure that personnel have an operator's license prior to operating a vehicle?	—	—
7. Are drivers tested and trained in vehicles they will be licensed to operate?	—	—
8. Are the drivers' records complete and current?	—	—
9. Is the method utilized in the selection of prospective drivers adequate?	—	—
10. Are provisions made for special training in the operation of forklifts and other special purpose equipment?	—	—
11. Does your command/organization monitor seatbelt usage in GOVs?	—	—
12. How man GOVs are assigned to your command?	—	—

SOP FOR SAFETY

<u>Mess Hall</u>	Bldg. No. _____	<u>Yes</u>	<u>No</u>	<u>NA</u>
1.	Is stock properly stacked in storerooms?	___	___	___
2.	Is storeroom properly ventilated?	___	___	___
3.	Is protective clothing (metal apron and gloves) and devices utilized when operating saws, grinders, and other machines?	___	___	___
4.	Are pads, potholders and other insulated hand guards provided?	___	___	___
5.	Are hot water and steam lines insulated to protect personnel from accidental burns?	___	___	___
6.	Are operating instructions posted by each machine?	___	___	___
7.	Are guards in place, feeds utilized or push sticks?	___	___	___
8.	Do reefer doors contain emergency opening devices?	___	___	___
9.	Is rodent and insect control being employed?	___	___	___
10.	Are insecticides or other substances that may contaminate food segregated?	___	___	___
11.	Are good housekeeping and sanitation habits being enforced?	___	___	___
12.	Are overhead exhaust systems cleaned regularly?	___	___	___

SOP FOR SAFETY

APPENDIX C

HAZARDOUS SITUATION REPORT

a. UNIT: _____

b. LOCATION: (Bldg. No./Area, be specific as possible.)

c. DATE/TIME REPORTED: _____

d. SUSPECTED NATURE OF PROBLEM: _____

e. SEVERITY: IMMINENT; SERIOUS; NON-SERIOUS

f. IMMEDIATE ACTION TAKEN: _____

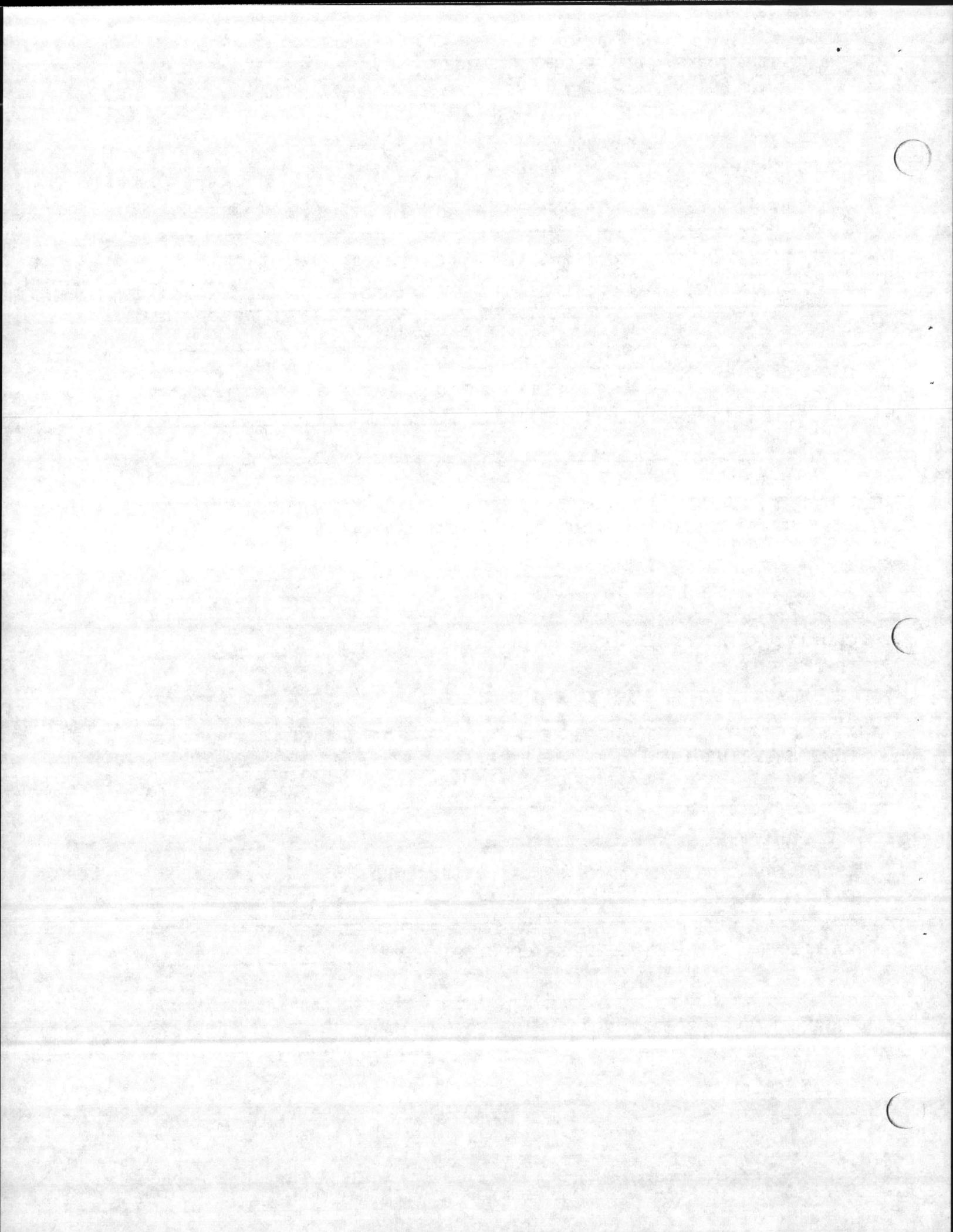
g. CAUSATIVE FACTORS: (Reason problem exists) _____

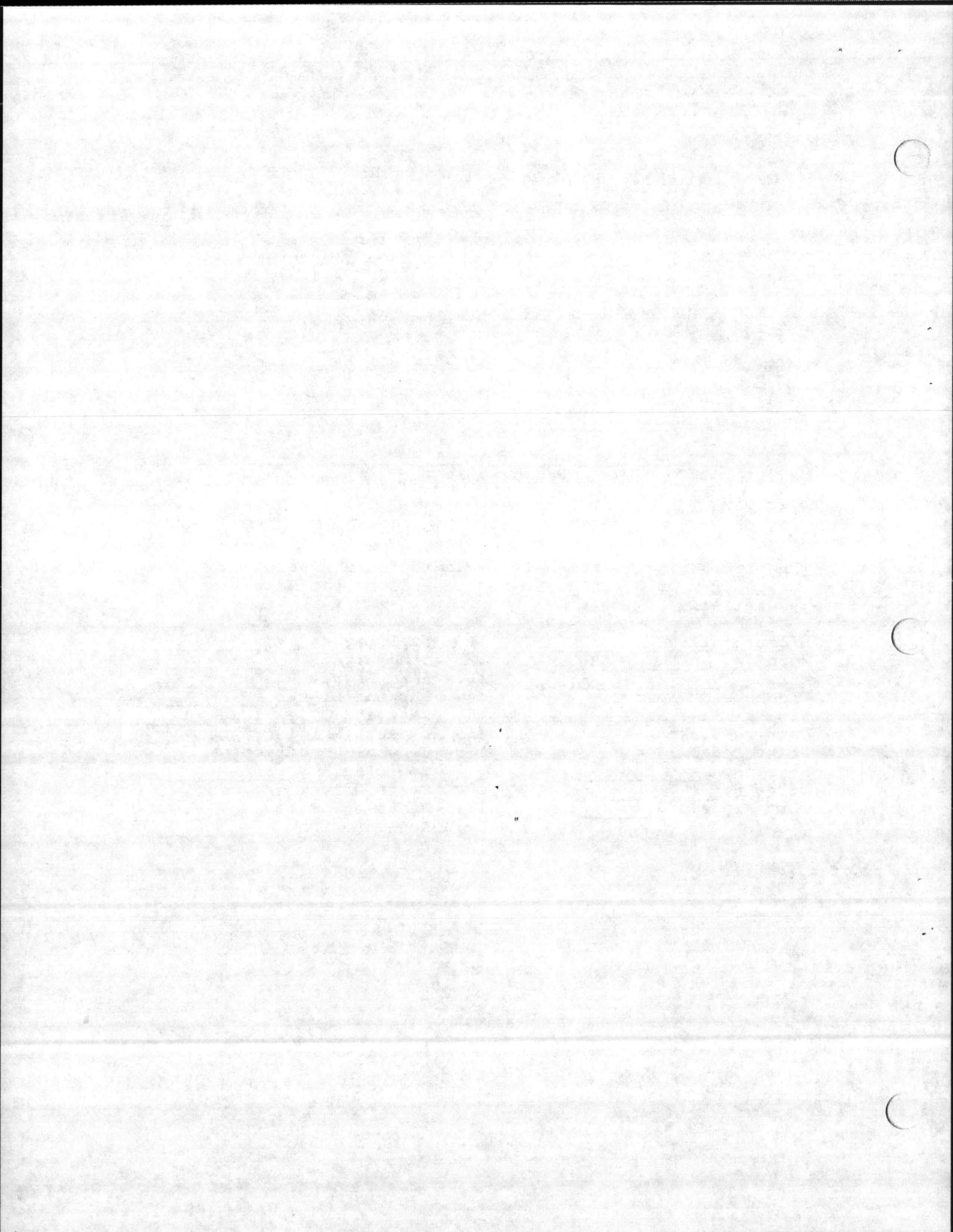
h. COUNTERMEASURE(S): _____

i. ESTIMATED LENGTH OF TIME SITUATION EXISTED: _____

j. ADDITIONAL COMMENTS/REMARKS/CONCLUSIONS: _____

SIGNATURE OF SAFETY OFFICER/COMMANDING OFFICER: _____
DATE: _____





SOP FOR SAFETY

APPENDIX E

PROTECTIVE CLOTHING AND EQUIPMENT TABLE

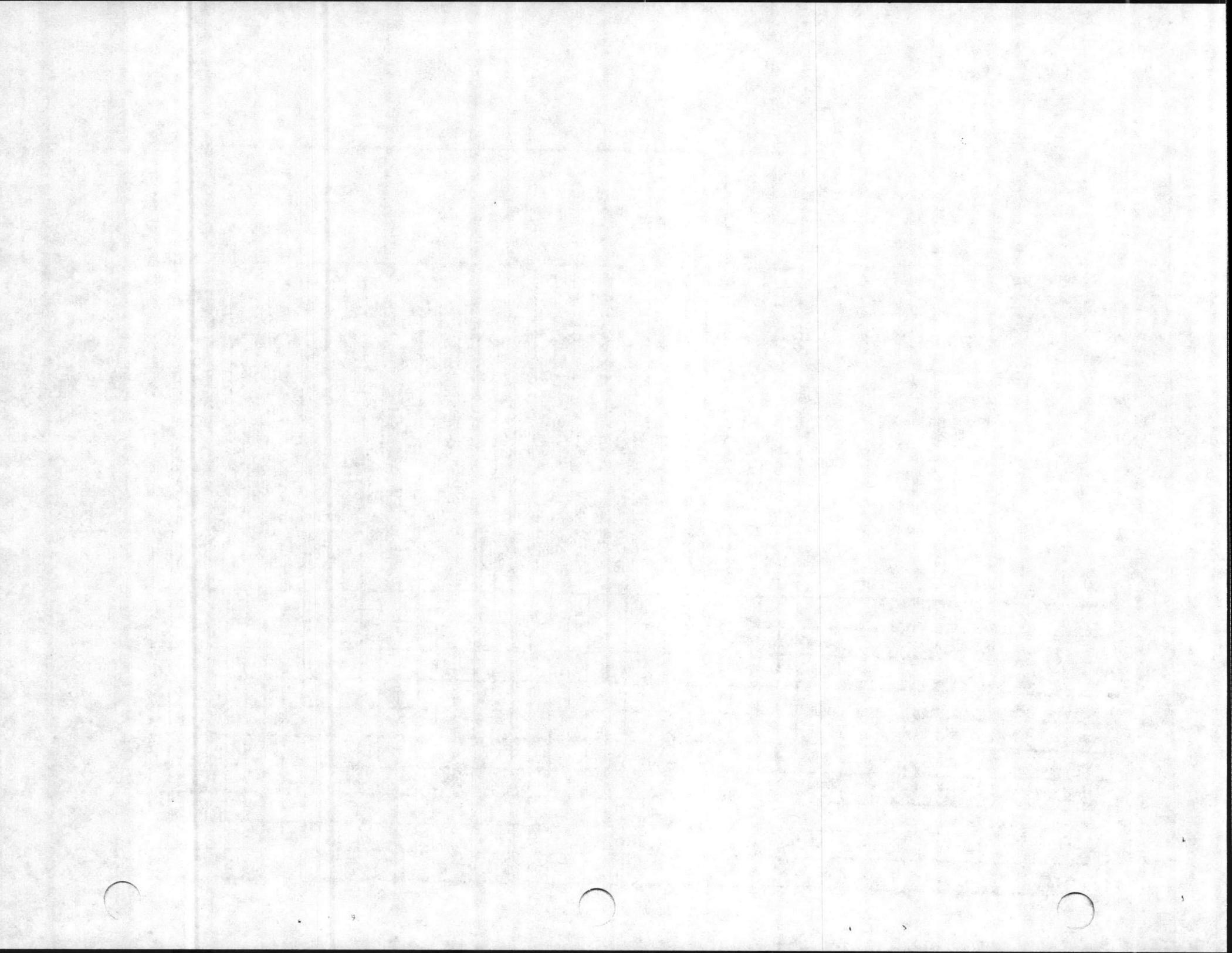
	HEAD & FACE	EYES	RESPIRATORY	BODY	HANDS	FEET	MISC
	HARD HAT						
	FACE SHIELD						
	WELDER'S HELMET						
	SANDBLAST HOOD						
	GOGGLES CHEMICAL						
	GOGGLES SHADED						
	FACE SHIELD						
	GOGGLES (CLEAR)						
	RESPIRATOR (DUST)						
	RESPIRATOR (FUMES)						
	RESPIRATOR ORGANIC VAPOR						
	RESPIRATOR (AIR LINE)						
	RESPIRATOR (NOSE MASK)						
	BREATHING APPARATUS OXY						
	GAS MASK (ALL SERVICE)						
	PLASTIC APRON						
	RUBBER APRON						
	HVY, CANVAS OR LEATHER APRON						
	FLAME PROOF COVERALL						
	WELDING JACKET						
	IMPERVIOUS CLOTHING						
	SANDBLAST UNIFORM						
	RUBBER GLOVES						
	PLASTIC GLOVES						
	LEATHER GLOVES						
	ASBESTOS GLOVES						
	LEATHER PALM GLOVES						
	SAFETY SHOES, HIGHTOP & LOW						
	SAFETY SHOES, CONDUCTIVE						
	STEEL TOE RUBBER BOOTS						
	TOE GUARD						
	SAFETY BELT						
	EAR DEFENDERS						
	CREAM						
Acid Handling, Closed Containers				M M			
Acid Handling, Open Containers, or Cleaning with	M	M	M	M M		M	
Automotive Trades							
Automotive Trades	O O	O	O	O O		M M	
Batteries (Handling)	O	M		M	M M	M	O
Carpentry, Packing and Grating			M			M	
Cement Finishing			O			M	
Construction Operations	O		O		O	M	O O O
Cleaning with Solvents	M		M	O O			M
Construction Equipment	O		O			M	O O

SOP FOR SAFETY

	HEAD & FACE	EYES	RESPIRATORY	BODY	HANDS	FEET	MISC
	HARD HAT						
	FACE SHIELD						
	WELDER'S HELMET						
	SANDBLAST HOOD						
	GOGGLES CHEMICAL						
	GOGGLES SHADED						
	FACE SHIELD						
	GOGGLES (CLEAR)						
	RESPIRATOR (DUST)						
	RESPIRATOR (FUMES)						
	RESPIRATOR ORGANIC VAPOR						
	RESPIRATOR (AIR LINE)						
	RESPIRATOR (NOSE MASK)						
	BREATHING APPARATUS OXY						
	GAS MASK (ALL SERVICE)						
	PLASTIC APRON						
	RUBBER APRON						
	HVY, CANVAS OR LEATHER APRON						
	FLAME PROOF COVERALL						
	WELDING JACKET						
	IMPERVIOUS CLOTHING						
	SANDBLAST UNIFORM						
	RUBBER GLOVES						
	PLASTIC GLOVES						
	LEATHER GLOVES						
	ASBESTOS GLOVES						
	LEATHER PALM GLOVES						
	SAFETY SHOES, HIGHTOP & LOW						
	SAFETY SHOES, CONDUCTIVE						
	STEEL TOE RUBBER BOOTS						
	TOE GUARD						
	SAFETY BELT						
	EAR DEFENDERS						
	CREAM						
Climbing or working at elevations in excess of 20'							
Degreaser, cleaning of tank		M					
Degreaser							
Drilling metal							
Electronics and electrical (Trades Guided missile pers)							
Excavation	M						
Ear Hazards Noise in excess of 84 decibels		O O O	O O O	O O O	O O O	O	O
Eye hazardous Operations or Areas		O O	M M M M				
Firefighters	M						
Groundskeeping							

SOP FOR SAFETY

	HEAD & FACE	EYES	RESPIRATORY	BODY	HANDS	FEET	MISC
	HARD HAT						
	FACE SHIELD						
	WELDER'S HELMET						
	SANDBLAST HOOD						
	GOGGLES CHEMICAL	O					
	GOGGLES SHADED						
	FACE SHIELD						
	GOGGLES (CLEAR)						
	RESPIRATOR (DUST)						
	RESPIRATOR (FUMES)						
	RESPIRATOR ORGANIC VAPOR		O O				
	RESPIRATOR (AIR LINE)				M		
	RESPIRATOR (NOSE MASK)						
	BREATHING APPARATUS OXY						
	GAS MASK (ALL SERVICE)						
	PLASTIC APRON			M			
	RUBBER APRON			M			
	HVY, CANVAS OR LEATHER APRON						
	FLAME PROOF COVERALL						
	WELDING JACKET						
	IMPERVIOUS CLOTHING						
	SANDBLAST UNIFORM						
	RUBBER GLOVES				M		
	PLASTIC GLOVES						
	LEATHER GLOVES						
	ASBESTOS GLOVES						
	LEATHER PALM GLOVES						
	SAFETY SHOES, HIGHTOP & LOW					M	
	SAFETY SHOES, CONDUCTIVE						
	STEEL TOE RUBBER BOOTS						
	TOE GUARD						
	SAFETY BELT						
	EAR DEFENDERS						
	CREAM						O
Gases, exposed to toxic							O
Greases, oil, gases			O	O		M	M
Handling explosives			O		M		O
Heavey duty equipment personnel	O		O O			O	M
Machinery, woodworking, op of			M M		O		O
Mechanic, all trades			O M		O		O O
Material handling, rough boxes, pipes, lumber, etc.			O		O		M
Material handling, Equipment	O		O				M M
Ordnance Trades	O		O		O	O M	M O

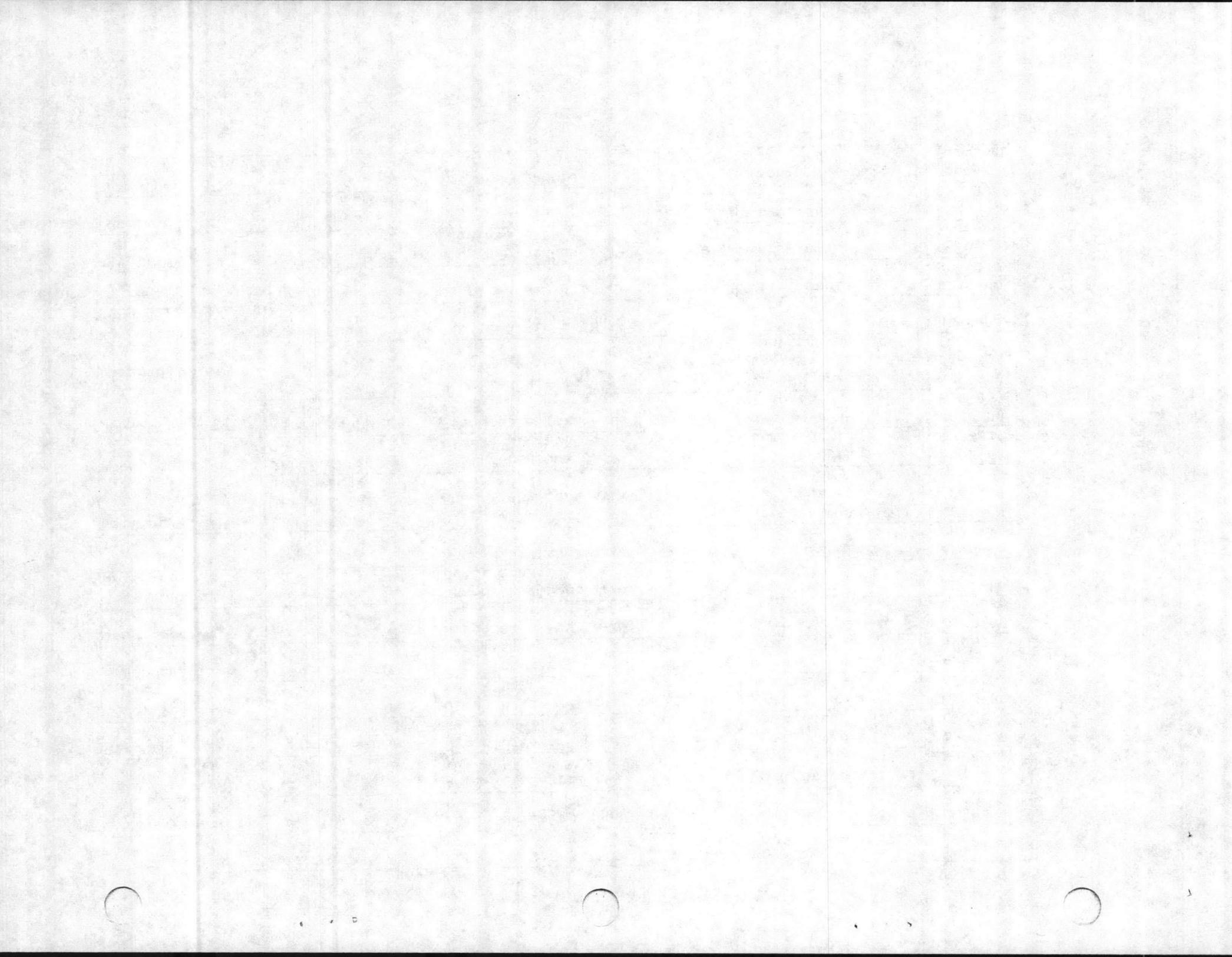


JOB	MATERIAL	APPROVED RESPIRATOR	CARTRIDGE COLOR CODE	NOMENCALTURE	NSN
Battery Charging	Acid Mists	Acid-Gas Cartridge Respirator	White	Acid gas Cartridge Type	Open Purchase
Acid Dip Tanks	Acid Mist	Acid-Gas Cartridge Respirator	White	Acid gas Cartridge Type	Open Purchase
Dip Tank Cleaning	Organic Solvents	Organic Vapor Respirator	Black	Organic Vapor Cartridge	4210-00 022-2524
Spray Painting	Organic Vapors & Paint Mist	Organic Vapor/Mist Profilter	Black	Organic Vapor Cartridge	4210-00 022-2524
Brush Painting	Organic Vapors	Organic Vapor Respirator	Black	Organic Vapor Cartridge	4210-00 022-2524
Wood Sanding	Nuisance	Disposable Dust Mask Respirator		Toxic Dust Mask 3M 8710	4240-00 629-8199
Metal Chipping Grinding	Metal Dust	Disposable Dust Mask Respirator		Toxic Dust Mask 3M 8710	4210-00 629-8199
Metal Chipping Grinding	Metal Dust	Dust Mist Respirator	Gray	Dust Mist Cartridge	4210-00 084-9394
Welding/Blazing	Lead, Zinc, Toxic Metal (Cadmium)	Disposable Toxic Dust/ Fume/Mist Respirator		Disposable Toxic Dust/Fume/Mist Respirator 3M 9920	4210-01 109-4171
Asbestos Ripout	Asbestos	Full Facepiece Air Respirator		Full Facepiece Supplied Air	4210-00 275-3178
Asbestos-Minor Work	Asbestos	Disposable Toxic Dust Mask		Dust 3M 8710 Disposable	4210-00 629-8199
Silica Sand- blasting	Silica Sand	Supplied Air to Blast Hood		Full Facepiece/ Supplied Air Sand- Blasting Hood	4210-00 016-5294
Non-Silica Sandblasting	Glass Beads, etc.	Supplied Air to Blast Hood			4210-01 016-5294
Mercury	Mercury	Supplied Air		Full Facepiece Supplied Air	4210-00 275-3178
Beryllium	Beryllium Dust	High Efficiency Par- ticulate HEPA	Purple	Dusts/Fumes/Mists & Radoinclides	Open Purchase
Pesticides	Pesticides, Organic Vapors	Pesticide Cartridge Respirator	Black	Pesticide Cartridge	4210-01 035-9250
Photo Develop- ing Print Shop	Ammonia Gas	Ammonia Cartridge	Green	Ammonia Cartridge	Open Purchase

RESPIRATORY PROTECTION--MATCHING THE RESPIRATOR TO THE JOB/MATERIAL

APPENDIX F

SOP FOR SAFETY



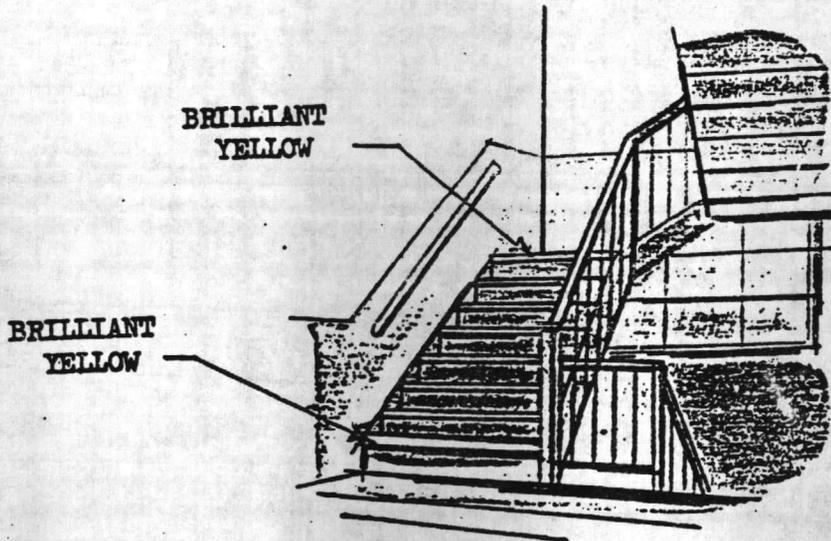
SOP FOR SAFETY

APPENDIX G

COLOR CODING

COLOR CODING

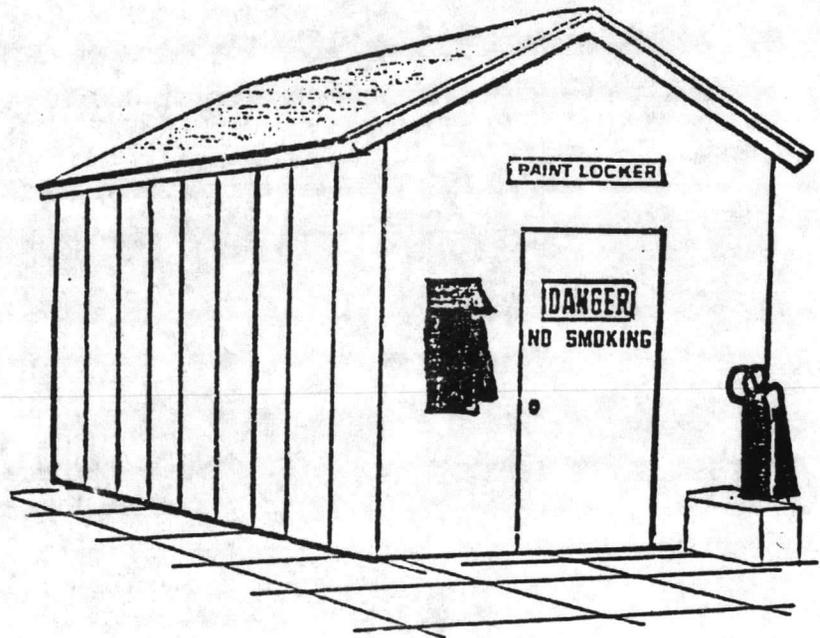
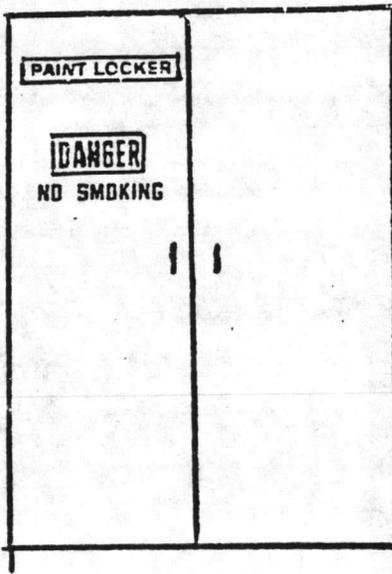
POOR VISIBILITY ON STAIRWAYS



REFERENCE: NAVFAC P-309, CHAPTER 5, SECTION 1, (5.1.2)

WHEN POOR VISIBILITY CONSTITUTES A HAZARD ON STAIRWAYS, A THREE-INCH BAND OF BRILLIANT YELLOW SHALL BE PAINTED ON THE TOP AND THE BOTTOM RISERS. THE TOP AND BOTTOM TREAD NOSINGS SHALL ALSO BE BRILLIANT YELLOW TO ASSURE VISIBILITY FROM ABOVE.

SOP FOR SAFETY



REFERENCE: NAVFAC P-309, CHAPTER 5, SECTION 5. (5.5.4).

FLAMMABLE AND EXPLOSIVE VAPORS DEVELOP FROM MANY PAINT PRODUCTS. THERE IS DANGER NOT ONLY OF FIRE AND EXPLOSION, BUT SOME COATING MATERIALS ARE INJURIOUS TO EYES AND SKIN AND, IF SWALLOWED MAY HAVE SEVERE TOXIC EFFECTS. ADEQUATE PROTECTION INCLUDES PROPER COLOR MARKING OF AREAS WHERE PAINT IS STORED AND USED.

SAFE PRACTICE REQUIRES THE USE OF SEPARATE SHEDS OR LOCKERS FOR PAINT STORAGE AND PAINT MIXING. SUCH STRUCTURES SHOULD BE BRILLIANT YELLOW. THEY SHOULD BE MARKED AS TO CONTENTS, AND SHOULD EXHIBIT SIGNS WARNING OF DANGER USING FIRE RED AND WHITE.

SOP FOR SAFETY

WASTE AND SCRAP RECEPTACLES



REFERENCE: NAVFAC P-309, CHAPTER 3, SECTION 7, (3.7.5).

IN WAREHOUSES AS WELL AS OTHER INDUSTRIAL BUILDINGS, COLOR CODES MAY BE INTRODUCED TO DISTINGUISH RECEPTACLES FOR DIFFERENT PURPOSES AND MATERIALS. ANY APPROPRIATE CONTAINER MAY BE USED. STANDARD METAL DRUMS MAY BE COVERED WITH TUBULAR FIBER DRUMS WHICH FIT LOSELY OVER THE METAL RECEPTACLES. ONE ADVANTAGE OF THIS SYSTEM IS THAT WHEN THE METAL CAN IS EMPTIED, ITS LOCATION CAN BE MARKED BY LEAVING THE FIBER DRUM IN PLACE. THE FOLLOWING IS A SUGGESTED COLOR CODE FOR CONTAINERS OR FIBER DRUMS:

FLAMMABLE WASTE -- SOLID BRILLIANT YELLOW WITH BLACK LETTERING.

STEEL SCRAP -- TRIM GRAY BODY WITH BRIGHT GREEN CENTER BAND AND BLACK LETTERING.

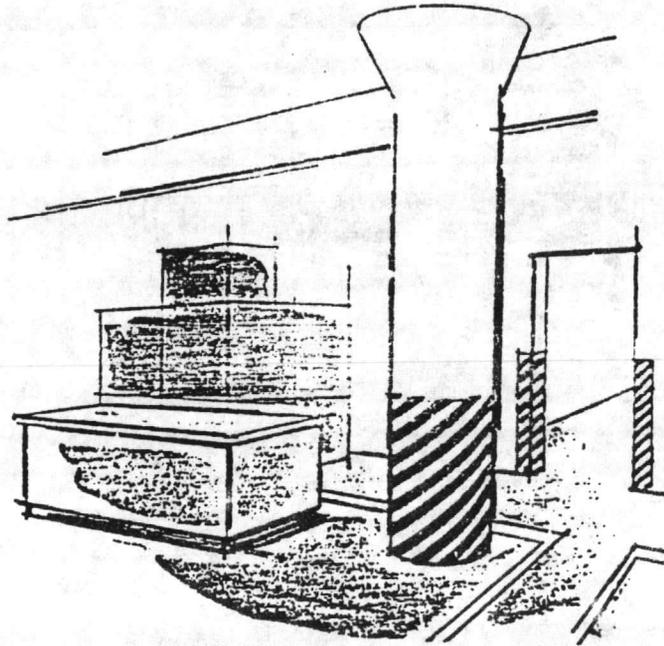
BRASS SCRAP -- TRIM GRAY BODY WITH FIRE RED CENTER BAND AND BLACK OR GRAY LETTERING.

ALUMINUM SCRAP -- TRIM GRAY BODY WITH CLEAR BLUE CENTER BAND AND GRAY OR BLACK LETTERING.

TRASH -- TRIM GRAY BODY WITH BLACK LETTERING.

CLEAN RAGS OR CLOTHING -- SNOW WHITE BODY WITH GRAY LETTERING.

SOP FOR SAFETY



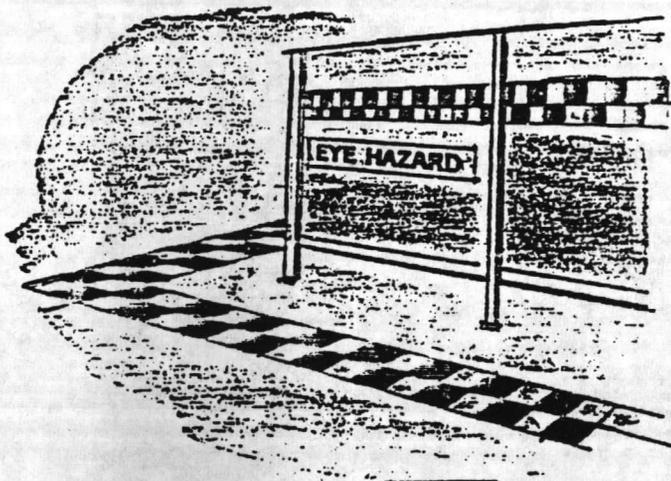
REFERENCE: NAVFAC P-309, CHAPTER 3, SECTION 7, (3.7.2) & (3.7.4).

SNOW WHITE IS THE BEST COLOR FOR WALLS AND OVERHEAD IN STORAGE AREAS, WHERE PAINTING IS NEEDED FOR SURFACE PRESERVATION OR FOR REFLECTANCE. AN ADVANTAGE OF WHITE IS ITS BRIGHTNESS, WHICH IS OF VALUE WHERE NATURAL OR ARTIFICIAL LIGHT LEVELS MAY BE ON THE DIM SIDE. STEELWORK, STEEL COLUMNS, BEAMS, AND TRUSSES WHICH REQUIRE PAINTING SHOULD BE TRIM GRAY.

AISLE MARKING AND STRIPING TO CONTROL TRAFFIC AND MARK THE BOUNDARIES OF STORAGE AREAS SHOULD BE BLACK OR WHITE, DEPENDING ON THE BRIGHTNESS OF THE FLOOR, TO ASSURE MAXIMUM VISIBILITY.

BRILLIANT YELLOW, OR BLACK AND YELLOW STRIPING, MUST BE USED TO MARK THE EXPOSED OR PROJECTING PARTS OF CONVEYING EQUIPMENT, THE EDGES OF CHUTES, PLATFORMS, AND PITS. THE SAME PRACTICE MUST BE EXTENDED TO DEAD ENDS, LOW BEAMS, OBSTRUCTIONS, CURBING, AND TO COLUMNS, PILLARS, AND DOOR FRAMES IN LINE OF TRAFFIC TO MINIMIZE BUMPING AND DAMAGE.

COMMENT: THE MARINE CORPS HAS EXTENSIVE WAREHOUSE FACILITIES. FOR THE MOST PART THEY HAVE LOW PERSONNEL OCCUPANCY, AND MAY HAVE RELATIVELY DIM ILLUMINATION. THEREFORE, COLOR OF ITSELF HAS LITTLE MEANING. THE FUNCTIONAL USE OF COLOR FOR IMPROVED REFLECTANCE, FOR TRAFFIC CONTROL, AND FOR SAFETY IS MORE IMPORTANT THAN ITS USE FOR APPEARANCE.



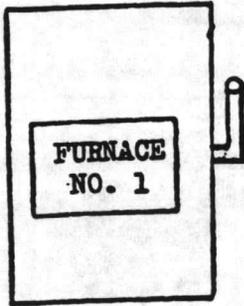
REFERENCE: NAVFAC P-309, CHAPTER 5, SECTION 1. (5.1.4).

MANY OPERATIONS IN INDUSTRIAL FACILITIES INVOLVE EYE HAZARDS. CERTAIN AREAS, MACHINES, AND OPERATIONS ARE THEREFORE REQUIRED TO BE DESIGNATED AS "EYE-HAZARDOUS." THESE INCLUDE, BUT ARE NOT LIMITED TO, SUCH OPERATIONS AS ARC WELDING, THE HANDLING OF ACIDS, AND GRINDING, CHIPPING, AND OTHER MACHINING PROCESSES WHICH ARE ACCOMPANIED BY THE GENERATION OF FLYING PARTICLES.

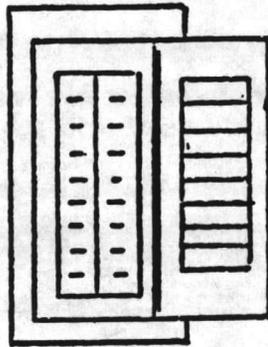
IN ORDER TO AFFORD A MEASURE OF PROTECTION, AREAS AND MACHINES WHICH HAVE BEEN DESIGNATED AS EYE-HAZARDOUS AND ARE PERMANENTLY SCREENED SHALL BE MARKED WITH A BLACK AND YELLOW CHECKERBOARD SYMBOL AND A SIGN OR PLACARD WHICH READS, EYE HAZARD, IN BLACK ON A BRILLIANT YELLOW BACKGROUND. OTHER AREAS WHERE PERSONNEL ARE INVOLVED IN EYE-HAZARDOUS OCCUPATIONS, AND WHICH ARE PROTECTED BY PORTABLE SCREENS, SHALL HAVE SIGNS WITH THE SAME MARKINGS.

SOP FOR SAFETY

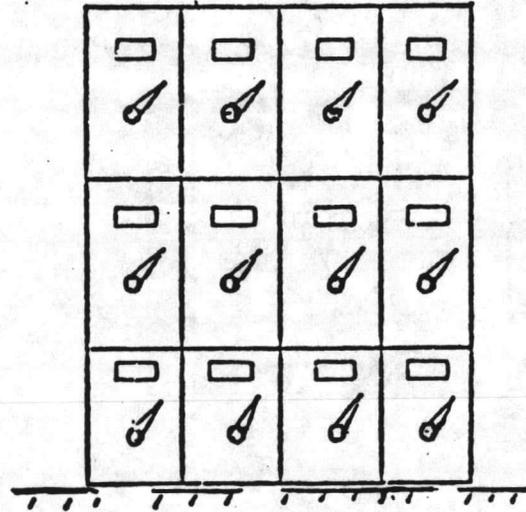
ELECTRICAL EQUIPMENT



DISCONNECT
SWITCH



PANELBOARD



SWITCHBOARD

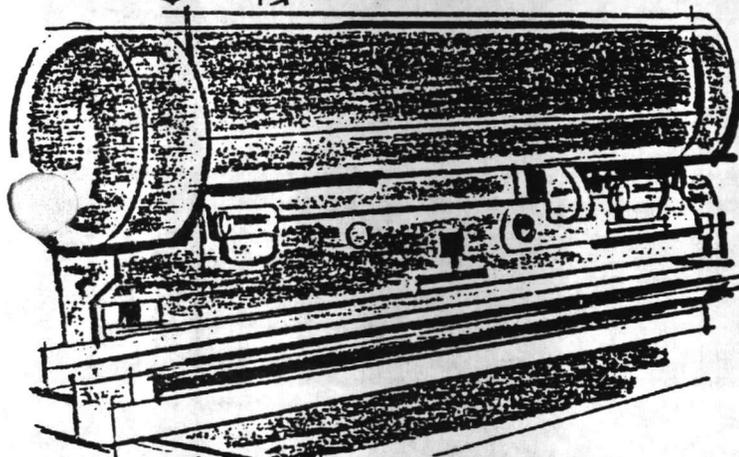
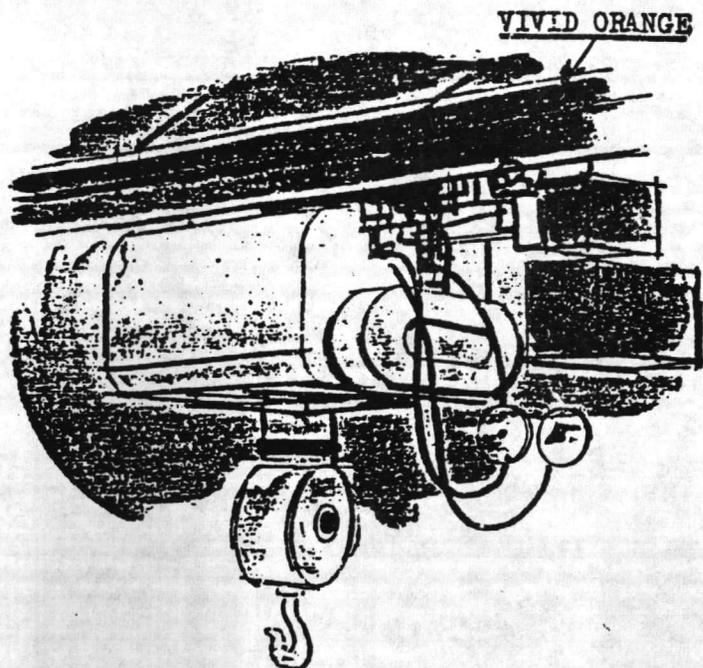
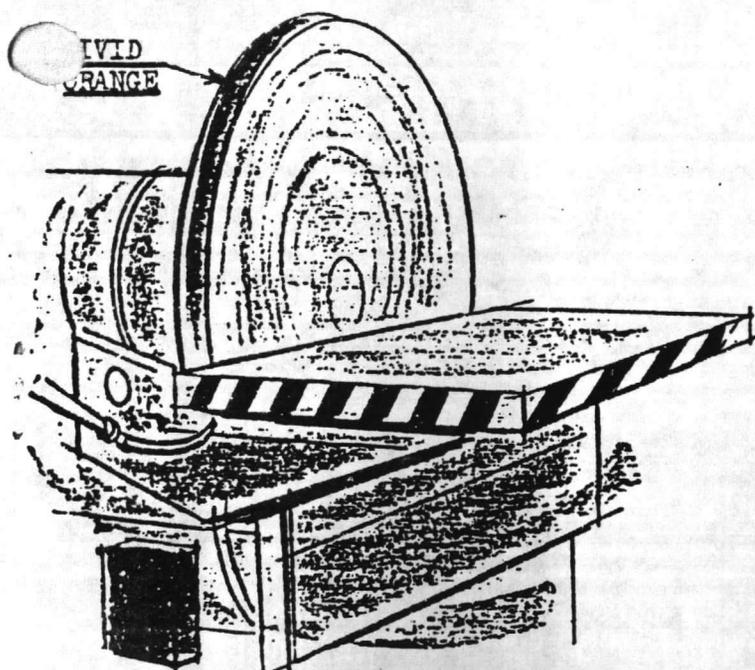
REFERENCE: NAVFAC R-309, CHAPTER 5, SECTION 3, (5.3.2)

CLEAR BLUE IS THE STANDARD FOR ELECTRICAL BOXES, CABINETS, PANELS, AND BOARDS. BLUE, AN UNOBTRUSIVE COLOR, YET DISTINCTIVE TO THE EYE, IS IDEAL FOR THIS PURPOSE. WITHOUT INTRODUCING DISTRACTIONS, IT MARKS ALL ELECTRICAL CONTROL DEVICES, AND MAKES THEM EASY TO LOCATE.

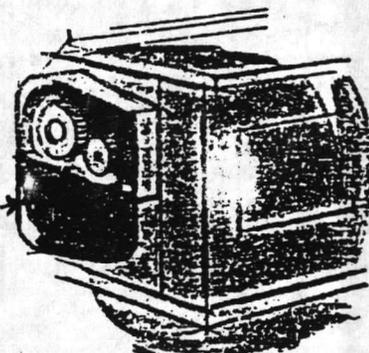
LARGE ELECTRICAL ENCLOSURES, PARTICULARLY THOSE IN OFFICE AND PERSONNEL FACILITIES, MAY BE MATCHED TO THE WALL COLOR FOR THE SAKE OF GOOD APPEARANCE.

CLEAR BLUE MAY ALSO BE USED FOR OTHER ELECTRICAL EQUIPMENT SUCH AS MOTORS AND WELDING GEAR, TO SET THEM APART FROM NONELECTRICAL DEVICES.

SOP FOR SAFETY
COLOR CODING - VIVID ORANGE FOR ACUTE HAZARDS



VIVID
ORANGE



REFERENCE: NAVFAC P-309, CHAPTER 5, SECTION 2, (5.2.3).

WHERE MACHINE GUARDS COMPLETELY ENCLOSE A HAZARD, SUCH AS COVERS OVER GEARS OR COUPLINGS OR SCREENS AROUND BELTS AND PULLEYS, SUCH COVERS AND SCREENS SHOULD BE PAINTED TO MATCH THE BODY OF THE MACHINE ITSELF. TO ADD COLOR IN THESE INSTANCES WOULD BE MEANINGLESS AND MIGHT SET UP OBJECTIONABLE DISTRACTIONS IN THE WORKER'S FIELD OF VIEW. HOWEVER, THE INSIDE AREAS OF THE GUARDS AND THE HAZARD (SUCH AS GEARS OR COUPLINGS), WHICH MIGHT BE EXPOSED WHEN THE GUARD IS REMOVED, SHOULD BE PAINTED VIVID ORANGE. IN THIS INSTANCE, COLOR WILL BE SEEN ONLY WHEN GOOD SAFETY PRACTICE HAS BEEN VIOLATED. HENCE THE APPLICATION IS STRICTLY FUNCTIONAL.

ON SOME MACHINES, SUCH AS CIRCULAR SAWS AND BAND SAWS, SANDERS, AND GRINDING WHEELS, THE GUARDS USED MAY NOT COMPLETELY COVER THE HAZARD. EXTREME PRECAUTION IS NECESSARY. THEREFORE, THE GUARDS SHOULD BE PAINTED VIVID ORANGE. AREAS OF ORANGE WOULD THUS APPLY ALSO TO THE EXPOSED HAZARDOUS PARTS OF SHEARS, BRAKES, PLANERS, ROLLING AND CRUSHING DEVICES, AND FORMING PRESSES WHICH CANNOT BE COMPLETELY GUARDED.

GUARDS AROUND HOT PIPES AND SURFACES SHOULD BE VIVID ORANGE. GUARDS OVER OR AROUND HIGH-VOLTAGE LINES SHOULD ALSO BE PAINTED VIVID ORANGE. EXPOSED OVERHEAD ELECTRIC WIRES OR RAILS FOR CONVEYING OR HOISTING EQUIPMENT PRESENT A HAZARD IN MANY INSTANCES. WHILE COMPLETE GUARDING IS NOT ALWAYS PRACTICABLE, HAZARDOUS AREAS SHOULD BE CONSPICUOUSLY MARKED BY PLACING VIVID ORANGE ON ADJACENT BEAMS, COVERS, OR SUPPORTING RAILS.

