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UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
(HELICOPTER)
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545

AS(H)O 5100.13A
 222:MEW:jmh
 26 July 1982

AIR STATION (HELICOPTER) ORDER 5100.13A

w/c **AIRCRAFT FIREFIGHTING AND RESCUE DIVISION**
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From: Commanding Officer
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Subj: Marine Corps Air Station (~~Helicopter~~) (MCAS(H)), New River Ground Safety Programs

- Ref:
- (a) PL 91-596, Occupational Health and Safety Act of 1970 (NOTAL)
 - (b) Title 29 Code of Federal Regulations Part 1960, Safety and Health Provisions for Federal Employees (NOTAL)
 - (c) Executive Order 11807, "Occupational Safety and Health Program for Federal Employees" (NOTAL)
 - (d) MCO 5100.8E
 - (e) MCO 5100.19C
 - (f) MCO 5101.8D
 - (g) OPNAVINST 6260.2 (NOTAL)
 - (h) NAVMAT P-5100, Safety Precautions for Shore Activities (NOTAL)
 - (i) ABO 5420.5
 - (j) ABO P5100.8
 - (k) AS(H)O 6260.2B
 - (l) AS(H)O 6280.1

1. Purpose. To publish procedures and policies for the execution of the MCAS(H), New River safety program in compliance with references (a) through (j).

2. Cancellation. AS(H)O 5100.13.

3. Policy. This Command and the personnel thereof are committed by references (a) through (j) to a policy of conservation of manpower and resources to the maximum degree practicable by the application of a comprehensive and effective accident prevention program. In discharging this responsibility, it is the policy of this Command to prevent mishaps before they occur by the continuous use of sound safety techniques and practices. This Command is fully aware of its responsibility for the safety of the individual and will employ every possible means to effect a safe and healthful working environment. It is, however, incumbent on the individual employee, military or civilian, to remain constantly alert to and aware of his/her own safety posture and the safety of his/her associates.

4. Scope

a. The provisions of this Order apply to the prevention of occupational or industrial type mishaps, training mishaps, recreation mishaps, and off-duty mishaps. The provisions further include the prevention of all other mishaps caused by equipment or personnel failure resulting in any of the following:

(1) Injuries to military personnel while on or off duty, including Reserves on active duty, except when in actual combat with the enemy or as a result of direct enemy fire.

(2) Injuries to civilian personnel of the Marine Corps (including civilians paid from appropriated and nonappropriated funds) when arising out of or in the course of employment. With respect to civilian employees, this Order shall not be read as being inconsistent with the provisions of Executive Order 11491, as amended, or other provisions of law providing for collective bargaining agreements and procedures, or any agreements entered into pursuant to such provisions. Matters of official leave for employee representatives involved in activities pursuant to this Order shall be determined pursuant to the procedures under Executive Order 11491, as amended, or applicable collective bargaining agreements.

(3) Injuries to non-Marine Corps personnel when occurring incident to an activity or on the premises under the control of the Marine Corps.

(4) Damage to property when occurring to an activity of or on premises under control of the Marine Corps.

(5) Aviation mishap prevention programs are excluded from the provisions of this Order. Aviation safety programs shall be governed by the provisions of the OPNAVINST 3750 series.

5. Responsibility

a. In accordance with reference (d), there shall be one installation-wide safety program which shall constitute the organized effort to keep to a minimum mishaps in all operations and activities located at MCAS(H), New River, Marine Corps Helicopter Outlying Field (MCHOLF), Oak Grove, and MCHOLF, Camp Davis.

b. Each command located in the physical area of MCAS(H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis and not under the command of the Commanding Officer, MCAS(H), New River shall establish and maintain a Command Safety Program to fulfill its peculiar needs. Such Command Safety Programs will be coordinated with the MCAS(H), New River safety program.

c. Commanding officers, directorates, and department heads are responsible for incorporating and enforcing safe practices and establishing and maintaining safe physical standards in all operations, maintenance and environs under their cognizance. Commanding Officers are also responsible for ensuring personnel under their command receive thorough and continuing safety orientation and training designed to increase personnel safety awareness, reduce mishaps, prevent injury or occupational illness, and minimize loss or damage to government equipment and property.

d. Officers, enlisted and civilian supervisors at all levels are responsible for the safety of personnel in their charge. Supervisors shall instruct their personnel in safe practices applicable to the operations performed and shall enforce the observance of and adherence to all safety regulations. Supervisors of clubs, cafeterias, special services activities, exchange activities, etc.,

shall ~~establish~~ conduct effective safety programs within their activities.

e. All construction contracts shall contain a clause requiring the contractor to comply with Marine Corps and Navy safety rules.

f. All personnel, military and civilian, shall comply with the standards and regulations which have been promulgated for the prevention of mishaps, injuries, or damage to property or equipment.

6. MCAS(H), New River Safety Manager. The MCAS(H), New River Safety Manager shall plan, administer, and evaluate the overall occupational health and safety and traffic safety programs of MCAS(H), New River. He/she shall assume responsibilities as a special staff assistant to the Commanding Officer, MCAS(H), New River. The safety office, under the control of the MCAS(H), New River Safety Manager, shall render assistance to all commands, organizations, and personnel of New River, Oak Grove, and Camp Davis in establishing and conducting a safety program adequate for this need. This assistance shall include technical assistance and advice, inspection services, training/indoctrination for employees (military and civilian), administrative services, reports preparation, providing protective eyewear as required, providing liaison and assistance in areas of industrial hygiene and environmental conditions, and providing advice and assistance in disposing of hazardous chemical waste in conjunction with the following:

a. Execution of the administrative details/duties of the mishap prevention program. These duties are applicable to:

(1) All operations and activities under the cognizance of the Commanding Officer, MCAS(H), New River.

(2) All personnel assigned to, stationed at, employed by, or otherwise engaged in normal activities at MCAS(H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis.

(3) Persons working on MCAS(H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis employed by the exchanges, clubs, etc.

(4) All residents of, tenants or visitors to MCAS(H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis.

b. Prepare safety directives for local conditions and keep up to date activity safety regulations.

c. Maintain complete reports of all mishaps and analyze them with a view toward providing preventive measures.

d. Collaborate with all staff officers and supervisors on safety matters.

e. Keep the Commanding Officer informed at all times of any safety problems encountered in the conduct of the mishap prevention program, and provide to the Commanding Officer a narrative report of safety conditions, actions, and recommended corrective action at least quarterly.

7. Supervisors

a. All levels of supervision, military and civilian, shall take immediate corrective action to eliminate all reported or observed mishap-producing hazards existing within the activity over which they have jurisdiction.

b. Supervisors shall immediately notify the Station Safety Manager who in turn will notify the Commanding Officer and Executive Officer, of any death or disabling injury or damage to equipment or property. After working hours, notify the Station Duty Officer who in turn will notify the Commanding Officer, Executive Officer, or Station Safety Manager.

c. Supervisors shall prepare the necessary mishap reports as required by reference (f).

8. MCAS(H), New River Safety Council

a. The purpose of the Safety Council shall be:

- (1) To consider pertinent matters involving occupational safety and health.
- (2) To review periodically any mishap experience of the activity.
- (3) To recommend to the Commanding Officer any physical or structural alterations required to eliminate or control hazards, those changes in policies or procedures to minimize unsafe acts, and to plan so as to strengthen the activity safety program.

b. The Safety Council shall meet quarterly or more frequently as circumstances warrant. The minutes of this meeting shall be recorded and submitted to the Commanding Officer for approval.

c. The MCAS(H), New River Safety Manager shall ensure all arrangements are made for the safety council meetings and shall record the procedures for each session.

d. The Safety Council shall consist of the following members:

- (1) Station S-4 Officer, as the senior member
- (2) Safety Manager (recorder)
- (3) Medical Officer
- (4) Base Maintenance Foreman at MCAS(H), New River
- (5) Base Motor Transport Foreman at MCAS(H), New River
- (6) Tenant unit ground safety officers
- (7) Union representative

9. Safety Council

a. Purpose

(1) To aid the Commanding Officer of MCAS(H), New River and commanding officers of tenant commands who are located within the MCAS(H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis complex in establishing and maintaining the motor vehicle mishap program in accordance with reference (e).

(2) To represent the Commanding Officer in executing the provisions of this program.

(3) To recommend to the Commanding Officer policies concerning the motor vehicle mishap program.

(4) To aid the safety officer/unit motor vehicle mishap prevention officer in carrying out their duties.

b. Composition. The Safe Driving Council shall consist of the following members:-

(1) Station S-4 Officer, as the senior member

(2) Safety Manager (recorder)

(3) Provost Marshal

(4) Base Motor Transport Foreman at MCAS(H), New River

(5) Tenant unit ground safety officers

(6) Union representative

c. Meetings. The Safe Driving Council shall meet at least once a quarter or more frequently as circumstances warrant. The minutes of this meeting shall be recorded and submitted to the Commanding Officer for approval.

d. Consolidation. The Safe Driving Council may be consolidated with the Safety Council on a case-by-case basis at the discretion of the Commanding Officer, provided the duties herein prescribed for the Safe Driving Council are accomplished.

10. Mishap Reports. The MCAS(H), New River Safety Manager shall be notified immediately when a severe mishap occurs within MCAS(H), New River, MCHOLF, Oak Grove, or MCHOLF Camp Davis. This report does not substitute for or replace any report(s) required by higher authority.

11. Industrial Supervisors and Shop Safety Committees

a. Appropriate Industrial and Shop Safety committees shall be established within industrial activities in accordance with enclosure (1) of reference (d).

b. Responsibilities. These committees shall strive to reduce mishaps by eliminating hazards in their respective areas. These committees shall develop safety awareness in all their personnel through a continuing safety education program.

12. Hazardous Material Control Committee

a. Purpose. To function in accordance with references (k) and (l) for the control of hazardous materials at MCAS (H), New River, MCHOLF, Oak Grove, and MCHOLF, Camp Davis.

* b. Composition. The Hazardous Material Control Committee shall consist of:

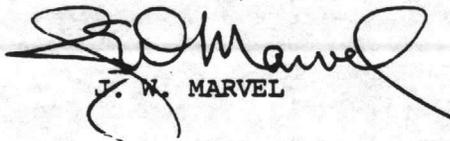
- (1) Station S-4 Officer (Chairman)
- (2) Station Environmental Protection Officer
- (3) Safety Manager (Alternate Chairman) (recorder)
- (4) Representative, Naval Regional Medical Center Branch Clinic, MCAS (H), New River
- (5) Station Supply Officer
- (6) Tenant command ground safety officers
- (7) Tenant command supply officers
- (8) Tenant hazardous waste coordinators
- (9) Crash Crew Officer
- (10) Industrial Hygiene Technician, MCB, Camp Lejeune

c. Meetings. The Hazardous Material Control Committee shall meet at least once a quarter or more frequently as circumstances dictate. The minutes of this meeting shall be recorded and submitted to the Commanding Officer for approval.

13. Hearing Conservation Program. The Hearing Conservation Program shall be conducted in compliance with the current edition of reference (j).

14. Change Notation. Paragraphs denoted by an asterisk (*) contain changes not previously published.

15. Concurrence. The Commanding Officers of Marine Aircraft Group 26, Marine Aircraft Group 29, Marine Air Traffic Control Squadron 28, and Detachment "A", Marine Wing Support Group 27 concur with the contents of this Order insofar as it it pertains to members of their command.


J. W. MARVEL

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MARINE CORPS AIR STATION
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545-5001

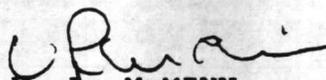
IN REPLY REFER TO
ASO 5100.13A Ch 1
ADJ
20 June 1988

AIR STATION ORDER 5100.13A Ch 1

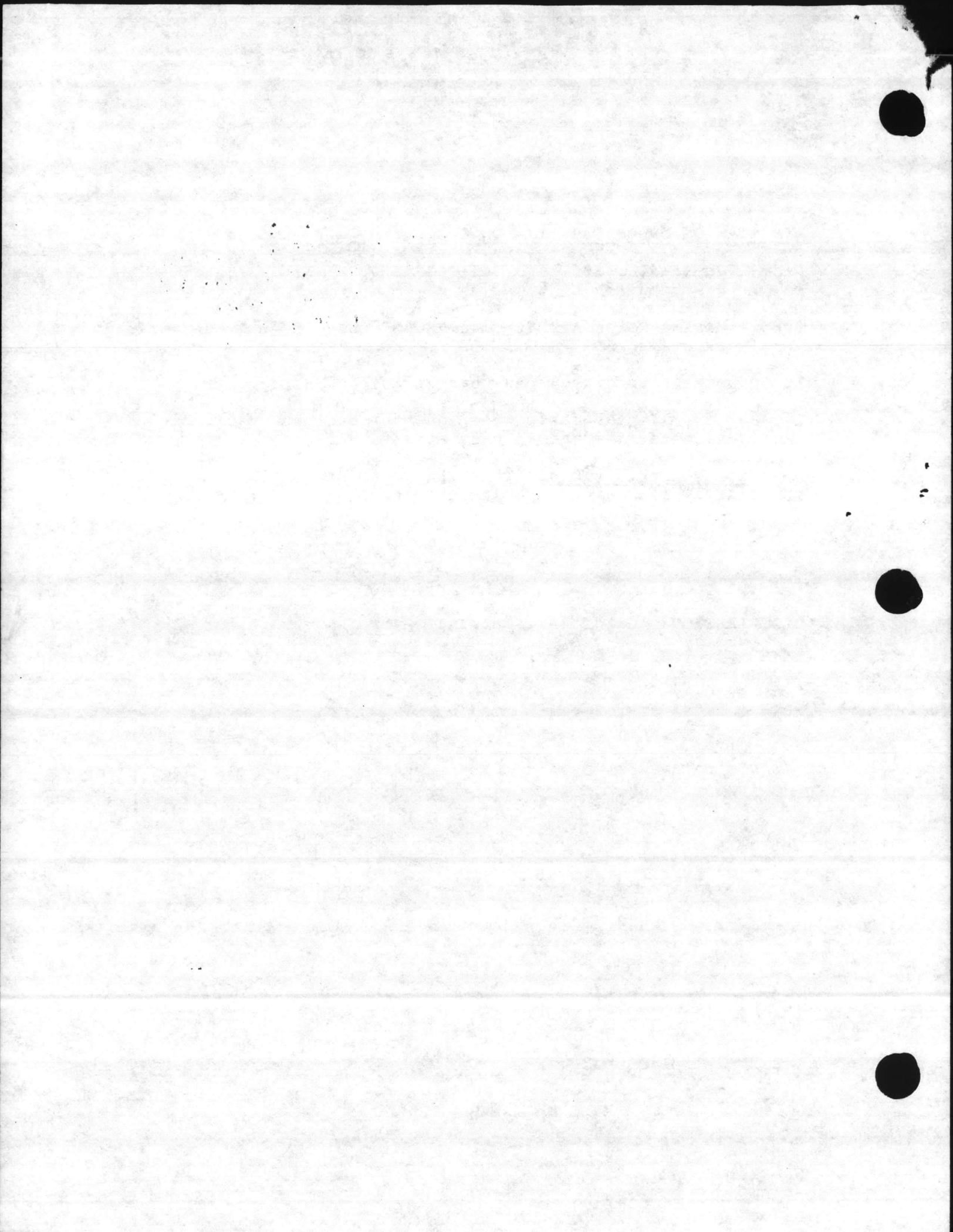
From: Commanding Officer
To: Distribution List

Subj: Marine Corps Air Station (MCAS), New River Ground Safety Programs

1. Purpose. To direct pen changes to the basic Order.
2. Action. In the basic Order and the enclosures, remove "(H)" and "(Helicopter)" wherever they appear.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.


V. L. McMINN
Acting

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UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
NEW RIVER, PSC BOX 21001
JACKSONVILLE, NORTH CAROLINA 28545-1001

ASO 5100.13B Ch3

SEA
JUN 30 1999

AIR STATION ORDER 5100.13B Ch3

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS), NEW RIVER GROUND SAFETY PROGRAMS

1. Purpose. To transmit changes to the basic Order.
2. Action. Make the following pen changes:
 - a. On page 4, paragraph 6b change "MWR" to "MCCS".
 - b. On page 5, paragraph 8d change "Station Safety Technician" to "Safety and Environmental Affairs Office".
 - c. On page 5, paragraph 9d change to read: The Safety/Safe Driving council shall consist of representatives from all departments and tenant units. Other participants will be invited to attend such as USNH representatives and bargaining unit representatives.
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.


M. J. DRAKE
By direction

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