

MASTER DIRECTIVE



UNITED STATES MARINE CORPS
Headquarters and Service Battalion
2d Force Service Support Group
Fleet Marine Force, Atlantic
Camp Lejeune, North Carolina 28542

BnO 5100.3D
4:NML:zmr
6 Sep 1984

BATTALION ORDER 5100.3D

From: Commanding Officer
To: Distribution List

Subj: Battalion Safety Program

Ref: (a) FSSGO P5100.4A (SOP for Ground Safety Program) (NOTAL)
(b) MCO 5101.8D (Marine Corps Ground Mishap Reporting) (NOTAL)
(c) MCO 5100.19C (Marine Corps Traffic Safety Program-
Drivesafe) (NOTAL)
(d) BO 5101.1F (Motor Vehicle Accident Prevention Program)
(NOTAL)
(e) MCO 6200.3 (Smoking in Marine Corps Occupied Buildings
and Facilities) (NOTAL)
(f) MCO 5100.8E (Marine Corps Ground Occupational Safety
and Health Program) (NOTAL)

Encl: (1) Report Guidelines

1. Purpose. To provide policy, responsibilities and instructions for administering the Safety Program for Headquarters and Service Battalion, 2d Force Service Support Group (Rein), Fleet Marine Force, Atlantic in accordance with references (a) through (f).

2. Cancellation. BnO P5100.3C.

3. Background. The Marine Corps maintains a constant policy for the conservation of manpower and material to the maximum degree possible through the application of a comprehensive, effective and continuous safety program. It is emphasized that injuries, health impairment, and loss of life can be kept to a minimum through the use of safety precautions. Most accidents which occur in noncombat operations can be prevented if the full cooperation of all members is gained and vigilance is exercised to eliminate unsafe conditions and unsafe practices.

4. Information. This Order applies to safety education and training for the prevention of: occupational or work related accidents, training accidents, athletic accidents, off-duty accidents, and motor-vehicle accidents.

a. Organization

(1) Battalion Level. The Battalion S-4 Officer or his assistant will be assigned the additional duty as Safety Officer. The Safety Officer shall be assisted by an NCO in the performance of his duties. The current edition of FSSGO P5100.4, MCO 5101.8, MCO 5100.19, BO 5101.1, MCO 6200.3 and MCO 5100.8 shall be followed in regard to safety matters.

(2) Company Level. Each Company Commander will designate a Staff Noncommissioned Officer as the Company Safety Officer. This appointment will be in writing and a copy forwarded to this Headquarters (Attn: S-4 Officer)

(3) Section Level

(a) The following sections will appoint a Safety NCO in writing with a copy forwarded to this Headquarters (Attn: S-4 Officer):

1. Material Handling Equipment Platoon.
2. Motor Transport Platoon.
3. Battalion Supply.

(b) Remaining sections will follow the guidance received from their respective company safety officer.

(4) Battalion Safety/Safe Driving Council

(a) The aforementioned appointed Safety Officers/NCO's will constitute and function as the Battalion Safety/Safe Driving Council. The Battalion Executive Officer shall be the senior member of this council and the Battalion Safety Officer shall function as the recorder for meetings.

(b) The Battalion Safety/Safe Driving Council shall meet quarterly as directed and at any other time as may be required and called for by the Senior Member.

b. The Battalion Safety Program

(1) Safety Training and Education

(a) Training and education are necessary to ensure that personnel are aware of correct precautions and regulations. "Alertness" is the key word in a good safety program. If personnel are kept alert to potentially hazardous conditions and knowledgeable of proper safety precautions in their daily activities, then a reduction of accidents will take place.

(b) The Battalion Safety Officer will provide educational materials in the form of bulletin board posters, safety publications, books, films and other visual aids to all units as they become available. Each Company Safety Officer will take full advantage of such materials to alert personnel to safety requirements and

enhance their individual company programs.

(c) The current edition of FSSGO P5100.4 covers the below areas in detail and should be referred to when questions concerning those areas develop:

1. Motor Vehicle Safety (to include Driver Improvement Courses)
2. Occupational and Industrial Safety
3. Fire Prevention
4. Recreation Safety
5. Safety in Training/Deployment
6. Color Coding of Facilities and Equipment

(d) Appendix E to the current edition of FSSGO P5100.4 will be used by the Companies in conducting motor vehicle inspection stations during periods prior to extended weekends or periods of national holidays.

(2) Safety Inspections

(a) The Battalion Safety Officer will conduct safety inspections in all buildings under the cognizance of Headquarters and Service Battalion. Safety discrepancies will be recorded and the individual section or unit will be notified in writing to initiate corrective action. Hazards or immediate danger-type discrepancies will be considered emergency repairs, and work requests to correct subject discrepancies will be submitted within 24 hours to the appropriate work center. This inspection will be held on a quarterly basis. Appendix C to the current edition of FSSGO P5100.4 shall be used.

(b) The Company Safety Officer and designated section safety NCO will conduct monthly safety inspections, utilizing the above cited checklist, in their areas of responsibility, noting and correcting hazardous conditions. Copies will be kept on file for one year by the Company/Section.

c. Smoking in Marines Corps Occupied Spaces

(1) In accordance with the current edition of MCO 6200.3, the following guidelines shall be implemented.

(a) No-Smoking areas will be designated within eating facilities and so posted.

(b) Smoking shall be prohibited within guard vehicles in that they are used as a shuttle vehicle for posting.

(c) Smoking will be prohibited within conference rooms and classrooms.

(d) Within work areas, commanders shall maintain an equitable balance between the rights of smokers and non-smokers.

(2) There is no limitation on smoking in passageways and heads as personnel are not in these areas for a long period of time.

d. Reports and Investigations

(1) Definition. An accident is an event that results in unexpected injury or property damage when not in actual contact with the enemy or as the result of direct enemy fire. Reports of accidents are essential to an efficient safety program. They supply the information necessary to transform ineffective work into a planned program and establish trends that could provide valuable information to reduce accidents. A reportable accident is one occurring on-duty or off-duty which results in a fatality or a lost duty day; that is an injury which renders the Marine unfit for duty before midnight on the day following the day of the injury. Included are those accidents causing damage to government-owned or leased property and equipment, including government motor vehicles, where the estimated amount of damages is \$500 or more even though physical injury does not occur. Reportable accidents are therefore either filed as mishap or a vehicle accident.

(2) Reports are normally completed using the Mishap and Injury Report (NAVMC 10767) or the Investigation Report of Motor Vehicle Accident (SF 91A). Enclosure (1) provides further guidelines on these two reports.

(3) Investigations. As the result of a ground accident, various kinds of investigations may be conducted for different purposes and appointed by separate authorities. It is important that all persons concerned have a complete understanding of the differences and relationships between them and of pertinent regulations. The JAG Manual contains comprehensive instructions regarding JAG Manual Investigations of accidents. The Marine Corps Manual contain instructions regarding investigations of accidents. The Commanding Officer shall designate an officer to conduct an investigation on accidents or mishaps, when warranted.

5. Action. The Battalion Safety program will be conducted in accordance with this Order and its cited references. Officers, Staff Noncommissioned Officers and Noncommissioned Officers assigned duties under the scope of this Order will familiarize themselves with the content of this Order and all other applicable directives.

W C Shaver

W. C. SHAVER

DISTRIBUTION: A

REPORT GUIDELINES

1. These reports must be submitted to Group Headquarters within 3 working days of an accident by the S-4 section of the Battalion. If an accident occurs, review the below paragraphs for pertinent instructions and contact the Battalion Safety NCO for further guidance:

a. Mishap and Injury Report (NAVMC 10767). The Mishap and Injury Report (NAVMC 10767) is used to report any non-motor vehicle accident to a Marine, whether on or off-duty, who sustains an injury or an occupational illness (duty-connected), which results in a fatality or which causes loss of duty for any full day or any full shift on any day subsequent to the accident/injury. A NAVMC 10767, Mishap and Injury Report, shall be prepared for each mishap involving the following:

(1) Military personnel, whether on or off-duty, who sustain a duty-connected injury or occupational (duty-connected) illness. It should be pointed out that injuries resulting from altercation, attacks, or assaults, unless occurred in the performance of official duties, are NON-REPORTABLE. A fight in a bar, while a Marine is on liberty, falls into this category.

(2) Any mishap causing damage to Government-owned or leased property or equipment (other than motor vehicles and aircraft) where the amount is \$500 or more in direct costs to the Government.

b. Investigation Report of Motor Vehicle Accident (SF-91A). Fatalities, injuries and property damage resulting from motor vehicle mishaps are reported on a SF-91A. The following vehicle accidents/mishaps reported on SF-91A include the following when in a moving government vehicle.

(1) Collision with other vehicles (government and POV), objects or pedestrians.

(2) Personal injuries incurred while standing or sitting inside the vehicle, falling from the vehicle or being injured by shifting cargo.

(3) Towing or pushing accident.

(4) A privately owned vehicle accident not involving a government vehicle is reportable on this form only when the accident results in a fatality and/or lost duty day case to the Marine Corps member.

2. Do not report vehicle accidents or injuries resulting from moving motor vehicles on the Accident and Injury Report (NAVMC 10767).

