

# Inspectors General Checklist

## MARINE CORPS SAFETY PROGRAM 5100

This checklist applies to the Marine Corps Total Force. Section I applies to all units with Lieutenant Colonel and Colonel Commanding Officers, General Officer commands, and MCICOM (Regions/Installations). Section II, in addition to Section I, applies to all General Officer commands (MARFORs, MCCDC, LOGCOM, SYSCOM, MCRC, MCICOM (Regions/Installations), MEFs, Divisions, MAWs, MLGs). Section III, in addition to Sections I and II, applies to MCICOM (Regions/Installations) only.

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**Name of Command**  
**Date**

**Inspector**

**Revised:** 17 June 2019

**Final Assessment**  
**Discrepancies:**      **Findings:**

**Overall Comments:** Place Here

Section I – SUBSECTIONS (1) – (5) applies to all Marine Corps units with Lieutenant Colonel and Colonel Commanding Officers, General Officer commands, and MCICOM (Regions/Installations).

### Subsection 1 – LEADERSHIP AND ENGAGEMENT

0101      Did the commander publish a command safety policy and mission statement?  
Reference: MCO 5100.29B, par 4.b.(13)(a) and encl (1), chap 2, par 3.a.

Result      Comments

0102      Is the Ground Safety Officer (GSO) and/or Ground Safety Manager (GSM) appointed in writing with special access to the commander and has the GSO/GSM attended the Ground Safety for Marines course within 90 days of appointment?  
Reference: MCO 5100.29B, encl (1), chap 2, par 3.d.(1)

Result      Comments

0103      Does the commander use the current Functional Area 5100 checklist to conduct and document an annual self-assessment of the command Safety Program?  
Reference: MCO 5100.29B, 4.b. (13) (h) 5.

Result      Comments

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0104 Did the safety manager or officer develop, submit, and execute an annual budget that was submitted through the chain-of-command in order to support the safety program and carry out safety responsibilities?  
Reference: NAVMC DIR 5100.8, chap 2, par 2002.4. and chap 3, par 3002.2.; MCO 5100.8, par 5.a.

Result Comments

0105 Does the GSM/GSO, unit, and shop/workcenters or sections maintain a safety turnover binder? (Note: The binder will contain the following: appointment letters, safety guidance/policies/LOI/SOPs, inventory of hazards, Hearing Conservation Program (HCP) items, Personal Protective Equipment (PPE) requirements, medical surveillance documentation, hazard abatement log, command building(s) inventory and occupancy, and safety training documents to include non-Marine Corps Total Force System (MCTFS) recorded training.)  
Reference: MCO 5100.29B, encl (1), chap 2, par 4.d.

Result Comments

0106 Does the Commander, Deputy Commander, or Executive Officer chair and conduct quarterly safety and safe driving councils to analyze and assess safety challenges, current trends, hazard corrective actions, local traffic safety issues, on- and off-duty mishaps, hearing readiness, and other force preservation and readiness issues?  
Reference: MCO 5100.29B, encl (1), chap 2, par 4.a.; NAVMC DIR 5100.8 chap 4, par 4001 and 4002; MCO 6260.3A, encl (2), par 8.c.

Result Comments

## Subsection 2 – TRAINING AND SUPPORT

0201 Does the command conduct operational pauses (Back in the Saddle/safety stand-downs) semi-annually which includes safety training, review of procedures, and an assessment of the command's safety posture?  
Reference: MCO 5100.29B, encl (1), chap 2, par 3.f.

Result Comments

0202 Has the commander designated a qualified Risk Management Instructor (RMI) in writing?  
Reference: MCO 3500.27C, par 4.b.(3)(f)

Result Comments

0203 Does the command RMI provide training every two years on the Risk Management process via classroom instruction or practical application exercises?  
Reference: MCO 3500.27C, par 4.b.(3)(e) and par 4.b.(3)(f)1.;

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MARADMIN 188/17;

<https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining/SitePages/Home.aspx>

Result            Comments

0204            Are supervisory personnel identified by the command and provided with initial and annual supervisor safety training that addresses: command safety program, hazards, controls, mishap reporting, job hazard analyses, and the responsibility to train subordinates?  
Reference: MCO 5100.29B, encl (1), chap 1, par 8.a., chap 2, par 3.d.(2); NAVMC DIR 5100.8, chap 5, par 5001.5. and .6

Result            Comments

### Subsection 3 – RISK MANAGEMENT

0301            Does the commander ensure identified safety hazards are immediately corrected or mitigated with interim fixes and tracked in a hazard abatement log for a period of three years with the date, description of the deficiency, Risk Assessment Code (RAC), and deficiency follow up date until corrected?  
Reference: MCO 5100.29B, encl (1), chap 2, par 4.c. and par 4.a.(2)(e); NAVMC DIR 5100.8 chap 7, par 7004.2.h. and par 7009

Result            Comments

0302            Does the commander ensure that the RM process is applied to all aspects of command operations and activities identified as RAC 1 or 2 hazards are elevated to a Lieutenant Colonel or above for approval?  
Reference: MCO 3500.27C, 4.b.(3)(a)-(d)

Result            Comments

0303            Does the safety officer review Industrial Hygiene reports with work center supervisors, incorporate recommended changes, and enter those that require long term surveillance into the hazard abatement log for documented follow-up actions?  
Reference: MCO 5100.29B, par 4.b.(13)(h)12

Result            Comments

0304            Does the GSO/GSM maintain and provide copies of formal installation safety inspections to all affected work areas with a request for a written response to noted discrepancies?  
Reference: NAVMC DIR 5100.8, chap 7, par 7004.3.c.-e.

Result            Comments

0305            Does the GSO/GSM conduct quarterly facility inspections, processes, and

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equipment inspections conducted, documented, and a summary of the results forwarded to the commander?

Reference: MCO 5100.29B, encl (1), chap 2, par 4.b.

Result            Comments

0306            Are all Marines and assigned Sailors identified and enrolled into the HCP, along with all DoD civilians assigned to hazardous noise tasks, processes, operations or similar exposure groups?  
Reference: MCO 6260.3A, par 4.b.(16)(d) and encl (2), par 2.j.(3)

Result            Comments

0307            Do commands below 85% hearing readiness, develop a documented plan of action and milestones to obtain 100%?  
Reference: MCO 6260.3A, encl (2), par 8.c.

Result            Comments

0308            Does the commander and supervisors take action to prevent hearing loss when notified of early changes in personnel's hearing such as Significant Threshold Shift? i.e. evaluate worksite, adequacy of hearing protective devices, and wear of hearing devices?  
Reference: MCO 6260.3A, encl (2), par 2.g.

Result            Comments

0309            Do Commanders, Commanding Officers, and Officers-In-Charge annually conduct and document an annual self-assessment of the command's HCP using Appendix D of MCO 6260.3A?  
Reference: MCO 6260.3A 4.b.(16) (c) and appendix D; NAVMC DIR 5100.8, chap 5, par 5003.2.

Result            Comments

0310            Does the Commander appoint in writing a LASER System Safety Officer (LSSO) who is a graduate of an Administrative Lead Agent (ALA) approved course (Technical or Administrative LASER Safety Officer (TLSO/ALSO) and does the LSSO maintain certification?  
Reference: MCO 5104.1C, par 7.e.(4), encl (1), par 1.-2., encl (6), par 2.b., and encl (12), pg 1

Result            Comments

0311            Do commands with Class 3B, Class 4, and military exempt lasers have a written Light Amplification Stimulated by Emission of Radiation (LASER) Hazard Control Program which includes a command SOP that addresses reporting injuries, LASER eye protection requirements, training requirements, and other command specific LASER safety requirements?  
Reference: MCO 5104.1C, encl (6), par 2.a., encl (7), and par 7.e.

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Result	Comments
0312	Do operational commands with Class 3B, Class 4, and military exempt LASERs have an inventory on file for the LASER systems employed in the command? Reference: MCO 5104.1C, par 7.e.(7) and encl (12)
0313	Does the command appoint in writing a trained Radiation Safety Officer, Radiation Safety Manager (MCRSM, CRSM, IRSM, E-5 or above URSM) or Radiation Protection Assistant (RPA) as appropriate and are qualifications maintained as specified? Reference: MCO 5104.3C, encl (1), chap 2, par 1.-7., Appendix B, & Appendix C
0314	Does the RSM/RPA maintain an inventory and storage locations of radioactive assets located within their purview and provide quantities and locations to the IRSM? Reference: MCO 5104.3C, encl (1), chap 2, par 2.c.(3)
0315	Does the RSM/RPA ensure completed copies of Radioactive Material (RAM) Movement Forms are provided to the IRSM (CRSM if there isn't an IRSM) and maintain a copy for seven years? Reference: MCO 5104.3C, encl(1), chap 3, par 3.e.
0316	Does the RSM have an SOP for coordination of emergency response procedures involving radiation sources and the disposal or transfer of any unwanted radioactive material? Reference: MCO 5104.3C, encl (1), chap 2, par 2.c.(1) and chap 3, par 2.
0317	Does the command have a written traffic safety program that identifies the hazards and controls for operating tactical, commercial, GOV, GME, POV and establishes maximum driving times and mileage limits? Reference: MCO 5100.19F, par 5.d., encl (1), chap 1, par 6.a.-f., and chap 2, par 3.
0318	Has the command established a motorcycle mentorship program that incorporates a structured club type organization? Reference: MCO 5100.19F, encl (1), chap 4, par 17.

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Result	Comments
0319	<p>Have all motorcycle riders completed their required motorcycle training and ensured the appropriate course completion codes are entered into Marine Corps Total Force System (MCTFS)?</p> <p>Reference: MCO 5100.19F, encl (1), chap 4, par 3.-5. and MARADMIN 482/18 par 4.c.(7)</p>
0320	<p>Do all Marines under 26 years of age complete Driver's Awareness Training within 60 days of check-in?</p> <p>Reference: MCO 5100.19F, encl (1), chap 5, par 3.</p>
0321	<p>Does the command use Medical Readiness Reporting System (MRRS) Occupational Health Medical Surveillance Exam (OHMSE) to track medical surveillance requirements for uniform personnel and MRRS OHMSE or Enterprise Safety Application Management System Online Medical Surveillance System (OMSS) to track civilian Department of Navy personnel?</p> <p>Reference: MCO 5100.29B, encl (1), chap 2., par 2.(c), par 4.d.(3); NAVMC DIR 5100.8, Ch. 11, par 11001.1., 11002., and 11005.; MARADMIN 212/17</p>
0322	<p>Are all hazardous materials inventoried annually, labeled, stored, and is a Safety Data Sheet present for each chemical?</p> <p>Reference: NAVMC DIR 5100.8, encl (1), chap 17, par 17002.</p>
0323	<p>Are personnel provided with information and training on hazardous chemicals at initial assignment and whenever a new chemical hazard is introduced into their work area?</p> <p>Reference: NAVMC DIR 5100.8, encl (1), chap 17, par 17002.2.f. and 29 CFR 1910.1200(h)(1)</p>
0324	<p>Do units inspect battery storage facilities and areas at least quarterly to assess their serviceability?</p> <p>Reference: NAVMC DIR 5100.8, encl (1), chap 17, par 17008. 4.h. and NAVSEA Instruction 9310.1C</p>
0325	<p>Does the command have a trained Confined Space Program Manager</p>

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(CSPM) or use the services described in the installation SOP or as stipulated in the host-tenant agreements?

Reference: NAVMC DIR 5100.8, chap 14, par 14001. and 14002.

Result      Comments

0326      Does a qualified CSPM evaluate all confined spaces and maintain an inventory?  
Reference: NAVMC DIR 5100.8, chap 14, par 14002.1. and 14002.5.a.

Result      Comments

0327      Are permit required confined spaces adequately secured and warning signs posted?  
Reference: NAVMC DIR 5100.8, chap 14, par 14002.2.

Result      Comments

0328      Does the command have written guidance governing the selection, issue, training, care, and use of respirators?  
Reference: NAVMC DIR 5100.8, chap 13, par 13008.1. and 13008.3.b.

Result      Comments

0329      Does the Respiratory Protection Program Manager (RPPM) conduct and maintain records of annual training and fit testing for all negative pressure respirator and SCBA users?  
Reference: NAVMC DIR 5100.8, chap 13, par 13008.3.g., par 13008.15. and par 13008.16.; 29 CFR 1910.134

Result      Comments

0330      Does the command have an appropriately trained RPPM?  
Reference: NAVMC DIR 5100.8 chap 13, par 13008.3.a.

Result      Comments

0331      Does the RPPM conduct an annual audit of the Respiratory Protection Program?  
Reference: NAVMC DIR 5100.8, chap 13, par 13008.3.k. and CFR 1910.134

Result      Comments

0332      Does the Lockout/Tagout (LO/TO) coordinator maintain copies of the LO/TO Checklist (NAVMC 11403) and log of locks and tags (NAVMC 11404) for all work performed?  
Reference: NAVMC DIR 5100.8, chap 12, par 12002.1.c. and par 12002.3.d.

Result      Comments

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0333 Does the command provide LO/TO training to include recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, the methods and means for energy isolation and control, and the purpose and use of energy control procedures?  
Reference: NAVMC DIR 5100.8, chap 12, par 12013. and 29 CFR, par 1910.147(c)(7)

Result Comments

0334 Does the command evaluate blood borne pathogen exposure incidents and participate in developing an exposure control plan, ensure personnel are trained in proper precautions for handling blood borne pathogens, and request technical help from an IH?  
Reference: NAVMC DIR 5100.8 Chap 20, par 20002.3.

Result Comments

0335 Does the commander ensure that personnel who are potentially exposed to fall hazards receive appropriate training and fall protection equipment?  
Reference: NAVMC DIR 5100.8, chap 18, par 18002.1.c.

Result Comments

0336 Does the command inspect fall protection equipment before use and properly maintain the equipment per the manufacturer's recommendations?  
Reference: NAVMC DIR 5100.8, chap 18, par 18002.6.d.

Result Comments

#### Subsection 4 – ASSESSMENT

0401 Does the command establish guidance and mechanisms to report hazards, near misses, unsafe and unhealthful working conditions?  
Reference: NAVMC DIR 5100.8, Chap 9, par 9002 and MCO 5100.29B, encl (1), chap 2, par 4.e.

Result Comments

0402 Does the command conduct required mishap investigations for all reportable mishaps, to include Permanent Threshold Shifts (PTS), and submit them via the Web Enabled Safety System (WESS)?  
Reference: MCO P5102.1B w/Ch 2, encl (1), chap 1, par 1005.8.e., chap 3, par 3004.1.-4., and Fig 5-1; MCO 6260.3A encl (2), par 13.d.

Result Comments

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0403 Does the command endorse and forward Safety Investigation Board (SIB) Safety Investigation Reports (SIREP) within (14) calendar days of receipt of the SIREP or request an appropriate extension?  
Reference: MCO P5102.1B w/Ch 2, chap 6, par 6015. and 6016.

Result Comments

0404 Does the commander annually examine and certify the Logs of Work-Related Illnesses and Injuries (OSHA 300A log) for on-duty DoD Civilians?  
Reference: MCO P5102.1B w/ Ch 2, chap 3, par 3009.2.

Result Comments

0405 Does the commander conduct a safety climate survey using the Ground Climate Assessment Survey within 90 days of change of command and annually thereafter?  
Reference: MCO 5100.29B, encl (1), chap 2, par 3.g.-3.g.(1)-(4)

Result Comments

0406 Does the command submit 8-Day Briefs as required?  
Reference: MCO 5100.29B, par 4.b.(13)(f) and MARADMIN 490/18

Result Comments

#### Subsection 5 – FORCE PRESERVATION COUNCILS

0501 Does the command have a Force Preservation Council (FPC) written policy letter or SOP that is available to all assigned service members?  
Reference: MCO 1500.60, par 3.b.(5) - 3.b.(6)

Result Comments

0502 Does the command FPC process consider every member of the command and identify those Marines and Sailors requiring additional resources, risk mitigation plans, and/or mentoring?  
Reference: MCO 1500.60, par 3.a.(2)(a)

Result Comments

0503 Does the losing command communicate individual force preservation concerns or information to the gaining command?  
Reference: MCO 1500.60, par 3.b.(5).b.

Result Comments

Section II – SUBSECTIONS (6) – (7), in addition to Section I, applies to all General Officer commands (MARFORs, MCCDC, LOGCOM, SYSCOM, MCRC, MCICOM)

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(Regions/Installations), MEFs, Divisions, MAWs, MLGs).

## Subsection 6 - HIGHER HEADQUARTERS LEADERSHIP AND ENGAGEMENT

0601 Has the commander published local implementing guidance and appropriate supplemental policies that are consistent with MCO 5100.8 and incorporate all activities and units under their control?  
Reference: MCO 5100.8, par 5.c. and par 4.b.(4)(a); MCO 5100.29B, par 4.b.13.(h)3. - 4.

Result Comments

0602 Does the Command Radiation Safety Manager (CRSM) maintain an accurate roster of Unit Radiation Safety Managers (URSMs) that fall within their AOR and annually provide a copy to the Major Command Radiation Safety Manager (MCRSM) and respective Radiation Safety Officer (RSO)?  
Reference: MCO 5104.3C, par 4.b.

Result Comments

0603 Has the RSM appointed in writing completed three continuing education credits approved by CMC(SD) within the previous five years?  
Reference: MCO 5104.3C, par 4.b.

Result Comments

## Subsection 7 – HIGHER HEADQUARTERS ASSESSMENT

0701 Does the controlling command direct an SIB for all mishaps?  
Reference: MCO P5102.1B w/Ch 2, encl (1), chap 6, par 6002.and 6003.

Result Comments

0702 Has the appointing authority (first general officer) appointed, in writing, a properly constituted SIB as required?  
Reference: MCO P5102.1B w/Ch 2, encl (1), chap 6, par 6003.1. and par 6004.

Result Comments

0703 Has the Lieutenant General in receipt of 8-day briefs provided a monthly executive summary of those 8-day briefs as required?  
Reference: MCO 5100.29B, par 4.b.(13)(f) and MARADMIN 490/18

Result Comments

0704 Has the commander conducted safety program management assessments of their installations or subordinate commands at a

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minimum of every two years?  
Reference: NAVMC DIR 5100.8, chap 3, par 3000.8.

Section III – Subsections (8) – (11), in addition to Sections I and II, applies to MCICOM (Regions/Installations) only.

#### Subsection 8 - INSTALLATION LEADERSHIP AND ENGAGEMENT

0801 Does the Installation Safety Manager adapt safety directives, regulations, and suggestions from higher authority for local conditions?  
Reference: NAVMC DIR 5100.8, chap 2, par 2003.2.

Result Comments

0802 Does the installation host quarterly safety councils and Safe Drive councils chaired by the commander, deputy commander, or chief of staff to address mishaps, inspection results, hazards, occupational health hazards and illnesses, safety services, and status of the DriveSafe program and are records maintained for a period of three years?  
Reference: MCO 5100.29B, par 4.b.(13)(h)9. and encl (1), chap 2, par 4.a.; NAVMC DIR 5100.8, chap 4, par 4001.1.

Result Comments

0803 Is the installation safety office staffed with the appropriate number of trained safety personnel in relation to the total population of the installation and the identified hazards aboard the installation?  
Reference: NAVMC DIR 5100.8, chap 3, par 3001.1.-.3

Result Comments

0804 Does the installation commander ensure safety oversight of contractor operations, require contractors to comply with requirements, and have established procedures to report unsafe, or unhealthful working conditions?  
Reference: MCO 5100.29B, par 4.b.(12)(e)-(g) and encl (1), par 9.

Result Comments

#### Subsection 9 – INSTALLATION TRAINING AND SUPPORT

0901 Does the installation safety office annually evaluate the effectiveness of the LO/TO program using the NAVMC 11402 and correct noted deficiencies?  
Reference: NAVMC DIR 5100.8, chap 12, par 12012.

Result Comments

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- 0902 During safety inspections and surveys, does the installation safety office document PPE requirements and compliance, ensure appropriate PPE training and fit testing is conducted, and that PPE is available, used and maintained?  
Reference: MCO 5100.29B, encl (1), chap 1, par 7.; NAVMC DIR 5100.8, chap 13, par 13001.1.-2.
- Result Comments
- 0903 Does the installation safety office have a Confined Space Entry Program that satisfies the six basic program elements?  
Reference: NAVMC DIR 5100.8, chap 14, par 14002. and par 14006.
- Result Comments
- 0904 Is a trained Asbestos Program Manager (APM) appointed in writing with cognizance of all asbestos related activities aboard the installation?  
Reference: NAVMC DIR 5100.8, chap 15, par 15004.3.a.-t.
- Result Comments
- 0905 Has the Installation Safety Manager (ISM) appointed in writing a Lead Program Manager (LPM) who has received appropriate training?  
Reference: NAVMC DIR 5100.8, chap 16, par 16003.3.
- Result Comments
- 0906 Does the installation safety office maintain an annual inventory of hazardous materials and update the inventory when significant changes occur?  
Reference: NAVMC DIR 5100.8, chap 17, par 17002.2.a.
- Result Comments
- 0907 Does the installation safety office provide fall protection training and approve fall protection SOPs before publication?  
Reference: NAVMC DIR 5100.8, chap 18, par 18002.2.
- Result Comments
- 0908 Does the installation commander establish an ergonomics team with an appointed ergonomics coordinator and members?  
Reference: NAVMC DIR 5100.8, chap 19, par 19002.1. b. and par 2.-4.
- Result Comments
- 0909 Does the installation safety office with local MTF occupational health professionals develop bloodborne hazard control plan and provide bloodborne hazard training?  
Reference: NAVMC DIR 5100.8, chap 20, par 20002.1. and 20008.

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Result            Comments

Subsection 10 – INSTALLATION RISK MANAGEMENT

1001            Does the installation safety office inspect at least annually all workcenters, training facilities, ranges, and activities and provide recommended corrective action?  
Reference: MCO 5100.29B, encl (1), chap 1, par 5.; NAVMC DIR 5100.8, chap 2, par 2003.4. and chap 7, par 7003.1.a.

Result            Comments

1002            Does the installation safety office identify and inspect, at least semi-annually, all work centers, training facilities, ranges, and activities assessed as having an increased risk of accident, injury or illness?  
Reference: MCO 5100.29B, encl (1), chap 1, par 5.a. and NAVMC DIR 5100.8, chap 7, par 7003.1.b.

Result            Comments

1003            Are the inspection results briefed to the unit commander and provided in writing NLT 10 working days after the completed inspection?  
Reference: NAVMC DIR 5100.8, chap 7, par 7005.5. and 7005.7.

Result            Comments

1004            Are the inventory, storage locations, and hazards of radioactive materials shared with emergency responders?  
Reference: MCO 5104.3C, encl (1), chap 2, par 6.f.

Result            Comments

1005            Does the installation safety office maintain a continuous training program to improve the knowledge, skills, attitudes, and judgement of all personnel operating or riding in or on motor vehicles?  
Reference: MCO 5100.19F, encl (1), chap 1, par 7.a.(1)

Result            Comments

1006            Does the installation safety office provide the full range of motorcycle rider safety courses?  
Reference: MCO 5100.29B, encl (1), chap 1, par 2.b.

Result            Comments

1007            Does the installation establish a program to analyze all local traffic mishaps?  
Reference: MCO 5100.19F, encl (1), chap 10, par 2. and MCO 5100.29B, encl (1), chap 1, par 2.e.

Result

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Comments

1008 Does the Traffic Safety Manager present the mishap analysis and include recommendations for corrective measures during Safe Drive councils and other safety events/briefings?  
Reference: MCO 5100.19F, encl (1), chap 10, par 2.

Result Comments

Subsection 11 – INSTALLATION ASSESSMENTS

1101 Does the installation safety office analyze all mishaps and occupational illnesses involving work centers, training facilities, ranges, equipment, and installation activities and provide analysis of the injuries by type and causal factor?  
Reference: NAVMC DIR 5100.8, chap 2, par 2003.3.

Result Comments

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