



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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MARINE CORPS LOGISTICS BASE ALBANY ORDER P5100.1L

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY OCCUPATIONAL SAFETY
AND HEALTH PROGRAM

Ref: (a) OSHA Directive CSP 03-01-003
(b) OSHA Directive CSP 03-01-004
(c) DoDInst 6050.05
(d) DoDInst 6055.01
(e) DoDInst 6055.07
(f) 29 CFR 1904
(g) 29 CFR 1910
(h) NAVMC DIR 5100.8
(i) MCO 1710.30
(j) MCO 4450.12A
(k) MCO 4450.14
(l) MCO P5090.2A-w/Ch-3
(m) MCO 5100.19F
(n) MCO 5102.1B
(o) BO 3301.1
(p) MCLBAO 3500.1A
(q) MCLBAO 6260.4
(r) BO 5100.10
(s) MCLBAO 11320.2F
(t) BO 6200.1L
(u) MCICOM Policy Ltr 1-16

Encl: (1) MCLBA OSH Program Manual

1. Situation. This Order promulgates the policy and establishes procedures to eliminate or minimize the probability of mishaps occurring in the workplace or occupational environment. In addition, this Order and references (a) through (u) provide guidance for the Marine Corps Logistics Base (MCLB) Albany Occupational Safety and Health (OSH) program to provide and maintain safe and healthful conditions in the workplace or the occupational environment.

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2. Cancellation. BO P5100.1K

3. Mission. Leaders within this command and tenant organizations will ensure that Marines, Sailors and employees of MCLB Albany are provided a safe and healthful environment in which to work by maintaining strict compliance with OSH standards and embracing the higher standards expected of an Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) Star Site.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCLB Albany exists to provide a full range of installation support services that enable the supported commands aboard the installation to accomplish their assigned missions in support of the warfighter. Safety is important and critical to mission success; not just for our mission, but for the Marine Corps warfighting mission as a whole. This mission cannot be completed unless we jealously guard our precious resources: our people, our equipment, and our facilities. Risk management will be included as part of every task, process, and operation. Safety is a core value of this command and equal in importance to production, service delivery, schedule, and cost.

(2) Concept of Operations

(a) MCLB Albany is designated by OSHA as a VPP Star site. Our OSH program is expected to meet a higher standard, to be more pro-active, and continually improve. Compliance enforcement alone can never fully achieve the objective of the OSH Act. We must develop and implement processes that effectively identify, evaluate, prevent, and control hazards so that injuries and illnesses to employees are prevented. Enhanced safety programs that go beyond OSHA standards can protect workers more effectively.

(b) Continued implementation of VPP within MCLB Albany shall be accomplished by establishing, maintaining, and continuously improving our OSH program to meet or exceed the standards in reference (a). The four major elements of VPP are:

(1) Management Leadership and Employee Involvement. This element involves proactive efforts to establish a culture in which all employees, from top management to non-supervisory workers:

a. Understand the value we place on safety and health.

b. Understand and embrace their personal responsibilities for working safely.

c. Are afforded meaningful opportunities to be involved in safety and health activities and improvement initiatives.

(2) Worksite Analysis. This element involves regular, recurring, and multifaceted efforts to examine safety and health-related conditions and occurrences, with the overall objectives of identifying: noncompliant safety and health conditions; conditions that pose potential hazards/risks to personnel and property; and the causes of such conditions.

(3) Hazard Prevention and Control. This element involves efforts to eliminate hazards, or to control hazards that cannot be eliminated in order to reduce their risks.

(4) Safety and Health Training. This element ensures that the workforce is equipped with the knowledge needed to effectively carry out safety responsibilities.

(c) As an OSHA designated VPP Star site, MCLB Albany is required by reference (b) to provide Special Government Employees (SGE) who are trained by OSHA to assist with the on-site inspection of sites aspiring to VPP Star status, or to recertify existing VPP Star sites. Personnel desiring to participate in this program may apply to the Installation Safety Manager (ISM), who will arrange for the required training, and coordinate all SGE support to OSHA.

(d) In order to provide an effective Information Technology (IT) system to support the OSH program, MCLB Albany has implemented the Enterprise Safety Applications Management System (ESAMS), a secure web-based safety management system that enables MCLB Albany to effectively manage OSH requirements. Per reference (u), ESAMS is currently in use by all installations within Marine Corps Installations Command.

(1) ESAMS provides a systematic process for the command to accomplish a full spectrum of safety requirements in order to maintain superior readiness, top efficiency, and proactive engagement in risk management. ESAMS provides leadership at all levels with the ability to monitor safety programs and performance in the areas of mishap reporting, trends, training, medical surveillance, facility and

programmatic deficiency data compilation, and recordkeeping with real-time metrics.

(2) MCLB Albany encourages all tenants aboard the installation to investigate and consider adopting the ESAMS program.

(e) To demonstrate safety and mishap prevention are core values in the command we believe that:

(1) Safety is an ethical and moral responsibility. It is everyone's responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. Everyone is responsible for safety. It is about culture, it is about ownership, and it is about accountability.

(2) All mishaps are preventable. The fundamental belief that all mishaps are by their nature preventable is a catalyst that encourages us to prevent injuries. Accepting mishaps as "just accidents" with no ability to prevent them is simply not acceptable.

(3) Safety is a cultural mindset and a prerequisite to everything we do. The combined commitment and participation of the entire organization is necessary to create and maintain an effective safety culture. Safety must be considered for every task, both on and off-duty, and will be executed with the proper level of risk management at all times.

(4) Supervisors are responsible to lead the safety effort with consistency and persistence, establish safety goals, demand accountability for safety performance, and provide the resources necessary for a safe workplace. The safety staff in the Risk Management (RM) office exists to coordinate policies and processes, provide program oversight, and act as advisors. Employees are responsible to act safely, respond to unsafe conditions and to execute the policies and procedures established by leadership.

(5) Everyone deserves training to work safely. Awareness of safety does not come naturally; therefore, we all need to be trained to work safely. Effective, job-specific training with associated hazard awareness and mitigation is essential for employees to be a productive part of the safety culture.

(6) Safety is a condition of employment. The MCLB Albany leadership will exhaust every reasonable means to lead, motivate, and train employees to maintain a safe

workplace. In the event an employee refuses to take actions required to work safely, the Command will utilize a system of progressive discipline.

(7) Management will provide encouragement and recognition for safe performance. Supervisors should give positive encouragement to employees observed working safely. Supervisors will solicit and encourage employee's solutions to improve workplace safety. Recognizing safe work practices is as important as identifying deficient performance and cannot be overlooked.

(8) Division, Special Staff, and Headquarters Company safety programs must be site-specific with recurring audits of the workplace and measures for prompt corrective action. The goal is to identify and abate hazards that contribute to employee injuries and/or property damage. Recurring internal and external audits that include hazard analyses, comprehensive inspections, and aggressive investigations of mishaps, help identify potential workplace hazards.

(9) The proactive approach in safety creates a competitive advantage. Reducing workplace injuries and illnesses results in less pain and suffering for the employees and their families, and reduces the costs of workers' compensation, medical and litigation expenses.

(10) Leaders will solicit employees for ideas to improve the culture of safety. Safety will be included as an agenda item in every production and schedule meeting to facilitate a direct line of communication between employees and management and will be supported at all levels of leadership.

b. Tasks

(1) Command Safety Officer

(a) Ensure a comprehensive safety and occupational health policy has been established that incorporates all activities and units per reference (d).

(b) Ensure calendar year command safety program goals are established, published, and tracked to measure progress and effectiveness.

(c) Ensure Unit Safety Officers (USO) or representatives have direct access to the senior leader in their unit.

(d) Ensure the USO keep the command aware of the state of the safety program and any safety concerns in a timely manner.

(e) Ensure the requirements in this order are implemented in all MCLB Albany activities, including non-appropriated fund activities and contractor operations supporting the Command. Enforcement of this Order will also include activities that are involved in the acquisition, operation, or maintenance of all facilities and base infrastructure.

(f) Ensure tenant organizations and commands of MCLB Albany are responsible for their respective safety programs and that the MCLB Albany RM office provides oversight to these programs through inspections and program audits to the mutually agreed upon level of support.

(g) Ensure all facilities aboard the installation receive an annual safety inspection that meets the minimum requirements of this order and references (c), (h) and (j).

(h) Ensure Division Directors, Special Staff and Company Commander, HQ Company with significant OSH responsibilities publish appropriate supplemental policy.

(2) Installation Safety Manager

(a) Ensure the Base Commanding Officer and Command Safety Officer are kept aware of the state of the safety program and any safety concerns in a timely manner.

(b) Have direct access to the Base Commanding Officer.

(c) Provide oversight of the inspections of all worksites in accordance with this Order.

(d) Ensure calendar year safety goals are presented quarterly at the Commanding Officer's Quarterly Safety Council.

(e) Maintain the command hazard abatement log in accordance with reference (i) and track the hazard abatement progress of all findings revealed during inspections of command units, and tenant commands and organizations.

(f) Maintain and publish the OSHA 300 Form, Log of Work-Related Injuries and Illnesses.

(g) Provide inspections of the Marine Corps Community Services (MCCS) operated children programs and facilities as required by reference (j).

(h) Manage all aspects of the VPP SGE program for MCLB Albany.

(i) Orchestrate the annual evaluation of the MCLB Albany OSH Program, to include the VPP Star site annual self-evaluation elements and sub-elements and submit to the regional VPP office as required. The annual reviews may be performed using internal assets or those provided by outside agencies such as Headquarters Marine Corps Safety Division or Marine Corps Installations East Safety Department.

(j) Additional responsibilities are enumerated in the various chapters of enclosure (1).

(3) Division Directors, Special Staff, and Company Commander, HQ Company

(a) Ensure their unit safety program is administered by the Unit Safety Officer and ensure that adequate staff and budget is provided to conduct this program.

(b) Ensure the USO coordinates OSH services from RM, Fire and Emergency Services (FES), and Naval Branch Health Clinic (NBHC).

(c) Ensure unit near miss and mishap investigations and reporting are conducted as required in chapters 5 and 6 of enclosure (1).

(d) Ensure trend analysis is conducted on all unit inspection findings, mishaps, near misses, and reports of unsafe/unhealthful working conditions.

(e) Ensure required safety-related documents and forms are posted on official bulletin boards.

(f) Manage safety-related training within your respective organizations to include training needs assessment for specialized training, new employee training, and supervisor training.

(4) Director, Marine Corps Community Services (MCCS). Serve as the command's subject matter expert responsible for providing off-duty and recreation activities, programs and facilities. As such, the MCCS Director will promulgate policy

associated with the safe operation of MCCS and Recreation and Off-Duty Safety.

c. Coordinating Instructions

(1) Comply with the requirements and intent of this Order.

(2) Ensure that the MCLB Albany OSH Program reflects command presence and leadership initiatives.

(3) Division and Special Staff offices that do not publish Standard Operating Procedures (SOPs) for OSH sub-programs will, by default, fall under the jurisdiction of the written programs of MCLB Albany.

(4) Appropriate safety training, as outlined in enclosure (1), will be given at least once annually to every Marine and Civilian Marine of MCLB Albany. Division Directors, Special Staff and Company Commander, HQ Company, in coordination with the Base Training Manager, will manage required safety training in their respective organizations.

(5) Non-routine high-risk activities require the development of a risk management worksheet per reference (r) with the controls incorporated into a written operating procedure that addresses the risks and controls to be implemented for that activity.

(6) The Director, MCCS will be consulted when addressing recreational safety matters and ensure programs are operated as safely as possible. The policy, procedures, and guidance for each operation shall meet the requirements of this order and command requirements.

(7) In order for MCLB Albany to continue to improve its OSH management system and maintain VPP Star status, every employee must be involved and engaged in the Command Safety Program. Methods of employee involvement include:

- a. Self-inspections of workplace.
- b. Performing Job Hazard Analyses.
- c. Participating in safety training beyond what is required.
- d. Volunteering to serve on a safety committee.
- e. Reporting all mishaps and near misses.

f. Looking out for your fellow employees.

5. Administration and Logistics. Recommendations pertaining to the contents of this order are invited and should be submitted through the Division, Special Staff, or Headquarters Company Unit Safety Officer to the Installation Safety Manager.

6. Command and Signal

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

b. Command. This Order is applicable to MCLB Albany.


JAMES C. CARROLL III

DISTRIBUTION: A

MARINE CORPS LOGISTICS BASE ALBANY
OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM MANUAL



MCLBA OSH PROGRAM MANUAL

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Subj: MARINE CORPS LOGISTICS BASE ALBANY OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM MANUAL (SHORT TITLE: MCLBA OSH PROGRAM MANUAL)

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Log completed change action as indicated.

Change Number	Date of change	Date Entered	Signature of person incorporating change

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CHAPTER 1
COUNCILS AND COMMITTEES

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CHAPTER 1

COUNCILS AND COMMITTEES

1000. DISCUSSION. The purpose of OSH councils and committees is to identify, define, and assess OSH issues, problems, and needs and recommend corrective measures, per reference (h). These forums provide an opportunity for the multiple viewpoints and interests of various groups and individuals at an activity to be expressed. From their recommendations, new or revised policies, procedures, or practices may be developed to improve the effectiveness of the safety program.

1001. COMMANDING OFFICER'S (CO) SAFETY COUNCIL

1. The CO Safety Council serves as the Safe Driving Council, and the Ergonomics Committee Meeting for MCLBA.
2. The CO Safety Council will meet quarterly, chaired by the command safety officer. The MCLBA Risk Management (RM) staff will prepare the agenda and secure all other arrangements for the meetings.
3. The Installation Safety Manager (ISM) will prepare, publish, and archive the minutes and proceedings of council.
4. Membership to the CO Safety Council consists of:

Base Commanding Officer	Director, M CCS
Executive Officer	Manager, CPD
Base Sergeant Major	Comptroller
Executive Director	Fire Chief
Base Operations Officer	Police Chief
Substance Abuse Control Officer	HQ Company Commander (Base)
Director, CISD	Naval Branch Health Clinic
Director, LSD	President AFGE Local 2317
Director, I&E	Risk Management Staff
Director, PSD	Injury Compensation Analyst

Senior leadership in industrial tenant commands and organizations are invited to attend and present the status of their safety programs at the CO Safety Council.

1002. SAFETY OFFICERS COUNCIL. Unit Safety Officers will meet 1 week prior to the scheduled CO's Safety Council. The ISM will chair this meeting. Items and subjects of interest for the CO's Safety Council will be discussed and included in the agenda. USO will brief their leadership on items to present for the unit safety program at the CO

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Safety Council. USO may attend the CO Safety Council at the discretion of their Director. Division Directors and HQ Company Commander are encouraged to deliver their portion of the presentation to the Base Commanding Officer.

1003. VPP STEERING COMMITTEE. The MCLBA leadership is committed to providing a safe and healthful workplace for all employees. The Voluntary Protection Programs (VPP) Steering Committee serves an important role in displaying this commitment, with the overall purpose of leading continuous improvement of the safety and health program and the elimination of injuries, illnesses, and property damages. The purpose of the VPP Steering Committee is to orchestrate implementation and sustainment of the VPP as the command's occupational safety and health management system and to foster a culture where all employees share ownership in our occupational safety and health program. The VPP Steering Committee will meet in accordance with MCLBA VPP Steering Committee Charter.

1004. DIVISION, SPECIAL STAFF, HQ COMPANY SAFETY MEETINGS. Due to the size of their organizations, Division Directors, Special Staff, and the HQ Company Commander are not required to form a Supervisor or Shop Safety Committees described in reference (h). The MCLBA leadership is encouraged, however, to include safety, mishap prevention, and risk management as standard agenda topics in their routine supervisor meetings in order to fully integrate the elements of the Command Safety Program into their operations.

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CHAPTER 2

TRAINING

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CHAPTER 2

TRAINING

2000. RESPONSIBILITIES. Division Directors, Special Staff, and the HQ Company Commander will ensure that all personnel in their organization receive safety and health training as required by this manual, Occupational Safety and Health Administration (OSHA) standards, and other applicable directives and standards. Consistent with the command's VPP initiative, safety training will be managed at the Division, Special Staff and Company level using the Enterprise Safety Applications Management System (ESAMS) administrative tool. Supervisors will ensure that non-English speaking employees are identified and provided the same quality of safety training in a language the employee can understand. If there are no employees requiring safety training in a language other than English, the Division Director, Special Staff, or HQ Company Commander will document the status accordingly.

2001. TRAINING REQUIREMENTS

1. Job Safety Training. Before beginning work, the employee's work section supervisor must provide job safety training, and enroll the employee in any required medical surveillance program. This information will be maintained by the supervisor in ESAMS. At a minimum, the training will include:
 - a. Requirement to report all injury or property damage mishaps, regardless of severity, per reference (e).
 - b. Hazards associated with assigned tasks, and the applicable safety and health standards.
 - c. Personal Protective Equipment (PPE) required for each task.
 - d. An overview of local safety and health programs with emphasis on individual rights and responsibilities.
 - e. Prompt reporting of unsafe conditions, potential exposure to hazardous materials, or occupational injury or illness.
 - f. Emergency action plan and procedures.
 - g. Any additional specialized safety and health training.
2. Specialized Safety and Health Training. When personnel will be involved in work environments, processes, or tasks exposing them to hazardous conditions, they will be given applicable specialized safety and health training before beginning work. Supervisors are

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responsible to provide or obtain specialized safety training. Some training may be available from RM, Naval Branch Health Clinic (NBHC), or from a contract-training source or vendor. The work section will maintain documentation of this training utilizing the ESAMS administrative tool. The section first-line supervisor will provide RM, upon demand, a summary and roster of all training sessions conducted. Specialized safety training topics can be found in reference (h).

3. Change-In-Work Training

a. Events that require change-in-work training include:

- (1) New processes
- (2) Change in equipment
- (3) Relocation of workstations
- (4) Updating operating procedures
- (5) Alteration of control devices
- (6) Modifications to buildings
- (7) Changes in technical manuals

b. The first-line supervisors will ensure each person affected by a change-in-work is trained and the training documentation is maintained by the supervisor in ESAMS.

4. Supervisor Safety Training. Marine and Civilian Marine supervisors within the MCLBA Command are required to successfully complete the OSH General Industry 10-Hour Outreach Training Course provided by the MCLBA Command RM. In addition to this course, Civilian Marine supervisors are required to complete the 10 VPP courses available on-line at Navy Knowledge On-line (NKO). The MCLBA Command RM will provide annual OSH refresher training for supervisors in the MCLBA Command. The ISM shall determine subject matter and venue, and training method of the annual supervisor safety training.

5. New Employee Training. New Civilian Marine employees to the MCLBA Command, to include contract personnel, will attend the Human Resources Office-sponsored New Employee Orientation at the first available opportunity in order to receive the MCLBA RM portion of the orientation. All new employees will be provided VPP 101 training. The MCLBA RM staff will maintain documentation for new employee training. Newly assigned Marines will receive a safety orientation from the MCLBA RM staff during check-in.

6. Safety Officer Training. Division Directors, Special Staff, and HQ Company Commander will ensure that USO attend the Ground Safety for Marines Course (CIN # A-493-0047), within 90 days of assignment per reference (h). Course quotas must be requested through the ISM. The

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RM staff may provide additional training as necessary to develop skills and update on changing OSH standards. Safety Officers are expected to remain in their safety assignment for at least one year after training is complete.

7. Contract Personnel. Safety and occupational health training for contract personnel performing services for the MCLBA Command will be limited to those topics unique to our location and operations and essential for contract personnel to safely perform their assigned duties. The specific training will increase the Command's ability to provide a safe working environment. This training of contractor personnel does not modify any applicable contract requirements to provide a trained workforce. Any questions should be directed to the responsible contracting officer and the Office of Counsel. These topics will include:

(a) The expectation that contractor personnel will adhere to the specific OSH standards in 29 CFR 1910 or 1926 and 29 CFR 1960.

(b) Employee rights and responsibilities under the OSH Act.

(c) OSHA's Voluntary Protection Programs and that the MCLBA Command is a designated VPP Star Site.

(d) The hazards they may encounter in their workplace to include PPE requirements.

(e) How to recognize hazardous conditions and the signs and symptoms of workplace-related injury or illnesses.

(f) Hazard controls and safe work procedures.

(g) The process to report a mishap and near miss.

(h) Emergency action plans and procedures to include routes and muster locations.

It is in the best interest of the command to engage contract employers in a partnership of shared responsibility for the safety and health of their personnel without assuming responsibility for the performance and compliance of their safety and occupational health program.

This can be accomplished through an open dialogue with their workforce, strict adherence to our OSH standards, and invitations to voluntarily participate in on-site safety awareness training opportunities. Providing safety-related training to contractor employees in topics other than those listed above may require coordination with the contracting officer for approval.

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8. Guests and Visitors. Division Directors, Special Staff, and HQ Company Commander will ensure that guests or visitors to their respective work areas are:

(a) Provided the *MCLB Albany Visitors and Contractors Safety Guide* and view available safety orientation training videos.

(b) Informed the of the command's VPP Star Site status.

(c) Informed of the hazards that may exist within their respective areas.

(d) Briefed on the details of the local emergency action plan and procedures to include routes and muster locations.

2002. TRAINING RESOURCES. The MCLBA RM maintains a comprehensive safety training library of DVD, brochures, and handouts for use by any organization aboard the installation. In addition, on-line safety training is available for MCLBA employees through a variety of vendors, such as ESAMS and NKO.

2003. TRAINING EFFECTIVENESS. Supervisors will ensure that the safety training received by employees under their responsibility is effective enough for the employee to perform their jobs and tasks safely and free of uncontrolled risk.

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CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

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CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH STANDARDS

3000. OCCUPATIONAL SAFETY AND HEALTH STANDARDS. The foundation of the MCLBA OSH standards is the most current edition of the 29 CFR 1910. Consensus standards such as: National Fire Protection Association (NFPA), American National Standards Institute (ANSI), National Electrical Code (NEC), American Conference of Governmental Industrial Hygienists (ACGIH), will be applied when applicable.

3001. APPLICATION. The above OSH standards shall be applied within the command's workplaces with military unique equipment, systems, and operations.

3002. IMPLEMENTATION

1. The MCLBA may implement the OSH standards by any combination of the following:

a. Issuance of this manual which adopts these standards by reference.

b. Publication of additional Base Orders, Base Bulletins, directives, manuals, Standard Operating Procedures (SOPs), work instructions, etc., which include these practices. Such publications may paraphrase, transpose, or otherwise adapt these standards. They may also contain criteria more stringent than those included in an OSHA standard, but will not decrease or substantially alter the standard.

2. Division Directors, Special Staff, and HQ Company Commander will:

a. Ensure all affected personnel understand and comply with criteria contained in OSH standards. In cases of noncompliance, management will consider disciplinary action against the offender and supervisor, as appropriate.

b. Ensure OSH standards are applied in the acquisition process for equipment and material, included in goods and services, and during the design and construction of new or upgraded facilities.

3003. CONTRACT EMPLOYEES. Contract employees that work aboard base to support the MCLBA Command will follow the command's OSH standards and those of their contract employer. Where contract employers have developed OSH standards, contract employees will adhere to the more stringent standards.

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CHAPTER 4

SAFETY INSPECTIONS AND CORRECTIVE ACTION

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CHAPTER 4

SAFETY INSPECTIONS AND CORRECTIVE ACTION

4000. DISCUSSION. Safety inspections help ensure safe and healthful workplaces. Under the inspection program, safety and health deficiencies are identified and corrective actions developed to protect personnel and ensure compliance with regulatory standards. Workplace inspections are an important part of the VPP occupational safety and health management system and are an effective way of engaging the workforce. The inspection program consists of workplace inspections, preventive maintenance inspections, formal inspections by OSHA, the MCLBA RM, Occupational Health Program Managers, Marine Corps Installations East (MCIEAST) Commanding General Inspections, and Headquarters Marine Corps (HQMC) Inspector General and Command Safety Assessments. All inspections, with the exception of the employee daily inspection, will be documented in the Inspections, Deficiency, and Abatement Tracking System (IDATS) of ESAMS.

4001. INSPECTION FREQUENCY

1. Civilian Marines and Marines from each organization, to include contract employees, will perform daily inspections of their work areas, equipment, and processes. If a hazardous condition is found, report the deficient condition to the USO for documentation as an unsafe/unhealthful condition.
2. First-line supervisors will conduct and document a formal and thorough inspection of the workplaces under their control on a weekly basis.
3. Each USO will conduct and document monthly safety inspections of assigned workplaces and facilities. For reported unsafe/unhealthful condition, create an unsafe/unhealthful inspection in IDATS. ESAMS creates reports that track deficiency abatement, and trend analysis charts.
4. Safety professionals from the MCLBA RM will inspect all workplaces within the command at least annually, to include service contractor facilities per reference (j). All areas are subject to unannounced spot inspections. For workplaces where there is an increased risk of mishap, injury, or illness due to the nature of the work being performed, inspections shall be conducted more frequently. The following MCLBA Command high risk areas will be inspected semi-annually:
 - a. Installation and Environment Division
 - b. Logistics Support Division

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- c. Marine Corps Community Services
- d. Public Safety Division
- e. Communications and Information Systems Division

5. The Child Development Center and Youth Center will be inspected to meet the requirements of reference (i).

4002. RESPONSIBILITIES

1. ISM.

a. Provide formal workplace safety evaluations, preparation of OSH Deficiency Notices and assignment of Risk Assessment Codes (RAC) with reference to standards or directives violated.

b. Post OSH Deficiency Notices.

c. Assist supervisors of the workplaces inspected, as necessary, in the development of abatement plans.

d. Issue and maintain OSH deficiencies in the command's hazard abatement log.

e. Inform the CO Safety Council of all outstanding OSH deficiencies that are not abated within 30 days.

f. Perform trend analysis to identify the frequency and severity of occupational hazards revealed during formal inspections.

2. Division Directors, Special Staff, and HQ Company Commander.

a. Ensure Marine and Civilian Marine, supervisor, and USO inspections are performed.

b. Maintain a current and comprehensive hazard abatement log for their respective organization.

c. Ensure that interim controls are applied to hazards for which a permanent abatement cannot be applied.

d. Ensure the USO performs a trend analysis to identify the frequency and severity of occupational hazards revealed during their internal inspections.

e. Ensure that a preventive maintenance program is established for their respective organization and a schedule is maintained to ensure all equipment is inspected, maintained and in good condition

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prior to use. The preventive maintenance program should include all equipment, tools, and systems that have a safety-related interface, interlock, or that require preventive maintenance in order to reduce the risk of operator injury, illness or to prevent property damage.

3. Supervisors.

a. Ensure that daily workplace safety inspections are conducted by employees, and at least weekly, conduct a thorough inspection of their assigned workplace, to include review of SOPs, technical manuals, or other directives that govern the operations, processes or management of the facility. Documentation of these inspections will be maintained at the workplace and be available for review.

b. Accompany the MCLBA Command RM during scheduled inspections to encourage exchange of information, provide access, answer questions, and develop an immediate record of deficiencies identified.

c. Ensure abatement of all identified workplace OSH deficiencies.

d. Complete and provide the ISM, via the USO, OSH Deficiency Notices, within 30 workdays of notification of moderate or greater OSH deficiencies. For hazards which cannot be abated within 30 workdays, the supervisor must ensure that interim controls are still in place and develop an abatement plan to permanently abate the hazard. The abatement plan status shall be updated every 30 workdays.

e. Initiate interim control measures for hazards awaiting permanent abatement.

4003. WORKPLACE INSPECTION PROCEDURES

1. Inspections will be conducted in a manner to preclude unreasonable disruption of operation of the workplace. Inspections will be conducted with short notice (24-48 hours). No-notice inspections will be conducted when, in the judgment of the ISM, they will provide a more meaningful assessment of actual operating conditions and practices, or at the request of the Division Director, Special Staff, or HQ Company Commander.

Spot inspections are particularly important when evaluating operations in which the occupational safety and health of individuals depend heavily on work practices or use of personal protective equipment. The ISM will use no-notice inspections when evaluating personnel reports of unsafe or unhealthful working conditions.

2. The inspection team will consist of at least one qualified Safety and Occupational Health Specialist (GS-0018), and may include other inspectors, such as a fire prevention inspector and a facility

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maintenance representative. The USO, the area supervisor, and a union representative shall be afforded an opportunity to accompany the inspection team to facilitate exchange of information concerning existing or potential unsafe or unhealthful conditions. Inspectors are authorized to deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection.

3. Safety Specialists may discuss with any personnel those matters affecting their occupational safety and health, and offer them the opportunity to identify unsafe and/or unhealthful working conditions.

4. Safety Specialists will comply with all appropriate occupational safety and health rules applicable to the workplace being inspected.

5. Imminent danger situations discovered during an inspection will be brought to the immediate attention of the first-line supervisor, USO, Division Director or Special Staff; and Command Safety Officer, if necessary.

6. All safety inspections will be documented in ESAMS. Photographs taken to document conditions will be attached to the respective deficiency record as an enclosure.

7. When the Safety and Occupational Health Specialists complete the inspection within ESAMS, the program automatically sends a notification to the Points of Contact (POC) for the inspection. This notification includes an OSH Deficiency notice for each deficiency identified. It does not include any attachments. The RM will provide tenant organizations a written inspection report and formal out brief to the official in charge of the workplace with a copy to the employee representative and the USO. This report must describe the procedures followed during the inspection, findings which form the basis for issuance of an OSH Deficiency Notice, and recommendations for correction. This report is exempt from reports control per reference (h).

8. Inspections of service contractor operations will normally be limited to a facility inspection and review of injury and illness rates and reports. In coordination with the contracting officer or contracting officer representative, the ISM reserves the right to expand the scope of service contractor inspections.

9. The MCLBA RM shall maintain copies of OSH inspections for 5 years after the end of calendar year in which they occur.

4004. POSTING DEFICIENCY NOTICES. Per reference (h), Safety Specialist will issue an *OSH Deficiency Notice*, printed from IDATS, within 5 days of the inspection for RAC 1, 2, or 3 findings. A copy of the deficiency notice will be provided to the appropriate

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supervisor, employee representative who participated in the inspection, and USO. In all cases where personnel are exposed to unsafe or unhealthful working conditions which are critical, serious or moderate (i.e., RAC 1, 2, or 3), an OSH Deficiency Notice shall be posted in the immediate vicinity of the hazardous condition. The notice shall remain posted until the hazardous condition has been abated or for 30 working days, whichever is later. Upon notification of abatement, the safety specialist shall authorize removal of the notice. In addition, a deficiency tag, Form MCLB 11400 (Figure 4-1) will be immediately attached to each RAC 1, 2, or 3 finding and may be attached to RAC 4 and 5 findings. Form MCLB 11400 is a multi-part tag, which shall be distributed in the following manner: white copy-RM, pink copy-Area Supervisor, yellow copy-USO, and the hard card attached to the deficient condition. Cards may be removed immediately upon abatement of the condition.

4005. INTERIM CONTROLS. Immediate abatement of deficiencies in work areas may not always be possible, and some temporary deviation of safety standards may be required. Therefore, it may be necessary for the supervisor and safety specialist to establish appropriate interim controls as soon as a deficiency is noted. Such controls shall be outlined on the OSH Deficiency Notice. Interim control measures to be in effect for more than 60 days will be approved by the Command Safety Officer.

4006. CORRECTIVE ACTIONS. A corrective action plan will be submitted to the MCLBA RM within 10 working days of the date of report. Final abatement of all findings must be completed within 30 days of the date of report. When corrective actions cannot be accomplished within 30 days due to circumstances beyond the control of the supervisor of the workplace, he or she will request assistance from an appropriate authority. A record of actions taken to effect compliance (i.e., work requests) shall be annotated on the OSH Deficiency Notice until such corrective measures are implemented. The hierarchy of controls and corrective actions will be engineering, administrative and PPE.

4007. HAZARD ABATEMENT LOG

1. The MCLBA RM office and the USO will establish a hazard abatement log for follow-up of required corrective action to ensure timely and effective controls are implemented. This log will be drawn from the ESAMS records as an Excel spreadsheet.

2. The log will include the date, building, location of hazard, description of deficiency, standard violated, RAC, and follow up date.

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4008. RISK ASSESSMENT CODES (RAC). Each hazard identified that cannot be corrected immediately shall be assigned a RAC. The purpose of assigning a RAC is to identify and allocate resources to correct the most serious hazards. Corrected findings may be assigned a RAC for administrative and historical purposes. Reference (h) provides detailed information on how to derive and assign a RAC.

4009. INSPECTION PROGRAM ADMINISTRATION. The MCLBA RM will publish required inspection SOP's and schedules as well as a safety program administrative checklist in order to assist division directors, special staff, and the HQ company commander comply with the command safety program administrative requirements.

MCLB ALBANY

03067

CAUTION

ID Number:

Division

Location

Hazard

Standard:

COA

Inspector: RAC

Date:

MCLB ALBANY

CAUTION

Safety and Occupational Health Office

FRONT: Sequential ID number preprinted. 3-Part NCR paper on hard card

BACK: Write in special remarks

Figure 4-1. MCLB 11400

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CHAPTER 5

NEAR MISS REPORTING AND INVESTIGATION

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FIGURE

5-1	MCLBA Form 11401	5-7
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CHAPTER 5

NEAR MISS REPORTING AND INVESTIGATION

5000. BACKGROUND. Near misses are conditions that exist or incidents that occur without injury or damage. Near misses include unsafe or unhealthful actions, behaviors, or working conditions that did not result in a mishap or property damage. Examples of near misses include:

1. A missing traffic sign.
2. Missing or improper labeling on a hazardous material container.
3. An inoperative emergency exit sign.
4. An employee using a wrench as a hammer.
5. A forklift operator observed driving too fast.
6. An employee operating a piece of equipment on which he or she is not trained.

Reporting and investigating near misses is a free and relatively painless way to learn a valuable safety lesson because near misses are often precursors to injuries or property damage. Prompt reporting and investigating of these precursors may prevent a mishap or reduce the severity should a mishap occur. Examining these events may prevent future loss and are an important part of the Command Safety Program and VPP. The primary reporting, recording and tracking method will be ESAMS.

5001. RESPONSIBILITIES.

1. Division Directors, Special Staff, and HQ Company Commander. Ensure a process is in place to enable employees to report near misses to the appropriate supervisor and USO.
2. ISM.
 - a. Receive, investigate and maintain a log of all near misses reported to the MCLBA RM. This log may be extracted from ESAMS as an Excel Spreadsheet.
 - b. Perform trend analyses on near miss reports submitted to the MCLBA RM and present these trends to the Commanding Officer's Safety Council.
3. USO.

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- a. Receive reports of and maintain records of near misses in ESAMS.
- b. Assist supervisors investigate reports of near misses.
- c. Track near miss reports to correction and perform trend analysis on all near miss reports.
- d. Ensure that blank copies of the *MCLB Albany Near Miss Report*, MCLBA Form 11401 are posted on all official bulletin boards and available to employees and contractor personnel.

4. Supervisors.

- a. Investigate all near misses within his/her department to determine the root cause and contributing factors.
- b. Initiate corrective actions and apply interim controls, if necessary.

5. Employees. Each employee has an ethical duty to immediately report a near miss to his or her supervisor, USO, or the MCLBA RM.

5002. REPORTING NEAR MISSES. All personnel of the MCLBA, to include contract personnel, will participate fully in the near miss reporting program by reporting, either verbally or in writing, any unsafe or unhealthful working condition and behavior to his or her immediate supervisor, USO, or MCLBA RM. Immediate verbal reports are required for imminent danger situations. Reprisal against personnel for submitting hazard reports is prohibited.

1. In lieu of verbally reporting a near miss, personnel may file a written *MCLB Albany Near Miss Report*, MCLBA Form 11401, Figure 5-1, or initiate a Near Miss Report in ESAMS. This form contains the same information as the NAVMC 11401, *Unsafe or Unhealthful Working Conditions*, directed for use by reference (h) but includes entries for reporting unsafe or unhealthful actions and behaviors which are essential for a comprehensive near miss reporting program under VPP.

2. Upon receipt of a verbal or written near miss report, the supervisor responsible for the area in question will investigate and initiate appropriate corrective action. When an unsafe or unhealthful work practice or condition cannot be corrected at the supervisory level, the supervisor will notify the USO within 5 working days.

3. Any employee desiring anonymity may submit an *MCLB Albany Near Miss Report*, MCLBA Form 11401, directly to the ISM or USO. If anonymity is requested, the ISM or USO will delete the originator's name and any individual named in the report, and advise the

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responsible supervisor that a hazardous condition, act, or behavior has been reported in a work area under the supervisor's control. These reports will be recorded in ESAMS by RM or the USO.

4. Near misses reported to the MCLBA RM will be investigated by the Safety Specialist providing over watch to the division or special staff section. Alleged imminent danger situations will be investigated immediately, potentially serious conditions within 3 working days, and other safety and health conditions within 7 working days. If the hazardous condition or behavior cannot be fully abated by the above deadline, the Safety Specialist will ensure an interim control is applied to the hazard. If the report involves a health hazard, related to chemical exposure, the Safety Specialist will consult the NBHC Industrial Hygienist to obtain exposure sampling data.

5. Near miss reports involving an unsafe or unhealthful employee behavior or actions can normally be corrected immediately through re-training, counseling's, or reprimands from the employee's supervisor.

6. Upon completion of the near miss investigation, the Safety Specialist assigned to the investigation will complete the ESAMS Near Miss Report and provide a written response to the originator within 15 days either verifying the reported near miss or providing corrective actions, or stating the review revealed no evidence of a hazard. If anonymity has been requested, a notice will be posted on the official bulletin board near the unsafe or unhealthful condition to advise personnel of the status of the complaint. The response will indicate formal appeals may be made and provide the appeals process.

7. Depending on the severity of the unsafe or unhealthful condition, an ESAMS Spot Inspection Report may be initiated, and deficiency report printed and posted in the immediate vicinity of the deficiency in a highly visible location. This notice will be managed per paragraph 4004 of this manual.

8. Copies of near miss reports and records shall be retained by the ISM and USO for 5 years after the end of the calendar year in which final action is completed.

9. If the originator of the near miss report is dissatisfied with the final determination or corrective action taken, the originator should first talk with his or her supervisor, USO and attempt resolution. If the originator remains dissatisfied, an appeal to the ISM will be made in writing, describing in detail the hazardous condition to include the following:

- a. The OSH standard violated (if known).

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- b. How, and to whom, the original report of the condition was given.
- c. What action resulted?
- d. An explanation of the dissatisfaction and any recommendation for correction.

NEAR MISS REPORT
MCLBA Form 11401 (8-10)

File Number:

1. I believe a condition or behavior exists which is a safety or health hazard to our personnel or property. I am a:									
Civilian	<input type="checkbox"/>	Military	<input type="checkbox"/>	Employee Representative	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>
2. Does this condition or behavior immediately threaten life or health?									
						YES	NO		
3. Please check the appropriate type of near miss:									
Employee Action or Behavior	<input type="checkbox"/>	Use of Equipment	<input type="checkbox"/>	Workplace Condition	<input type="checkbox"/>	Equipment Defect	<input type="checkbox"/>	Other	<input type="checkbox"/>
4. When did you observe the near miss condition or behavior? Date: <input style="width: 100px;" type="text"/>									
Time: <input style="width: 100px;" type="text"/>									
5. Please specifically identify the building, worksite, or other location where you observed the near miss.									
6. Supervisor (if known) at this location is: <input style="width: 150px;" type="text"/>				and phone number is: <input style="width: 150px;" type="text"/>					
7. Briefly describe your observation of the condition, behavior, or action you believe is a near miss: (Who was involved, What is the unsafe/unhealthful condition, What unsafe/unhealthful behavior did you observe)									
8. Describe the injury or property damage that could occur if this near miss is not corrected?									
9. Number of employees exposed to or threatened by the condition, behavior, or action: <input style="width: 100px;" type="text"/>									
10. If known, list any safety or health standard which you believe may apply.									
11. What are your suggestions to correct the unsafe/unhealthful condition or behavior?									
12. Has this near miss been reported to, discussed with, or brought to the attention of a supervisor?									
Yes				No					
13. If yes, please give the results, including any efforts by management to correct the condition or behavior.									
14. Name (optional): <input style="width: 150px;" type="text"/>				Phone number (optional): <input style="width: 100px;" type="text"/>		Email (optional): <input style="width: 100px;" type="text"/>			
15. If you are a representative of employees, provide name of your organization.									
This Section for Use by Supervisor, Unit Safety Officer, or RMO Safety Specialist									
Investigation Results and Corrective Actions:									
Notified Person Submitting the Near Miss Report on: (Attached relevant correspondence)						Via: <input style="width: 100px;" type="text"/>			
Name: <input style="width: 150px;" type="text"/>						Date Closed: <input style="width: 100px;" type="text"/>			
Position: <input style="width: 150px;" type="text"/>									

Figure 5-1 MCLBA 11401

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CHAPTER 6

MISHAP REPORTING AND INVESTIGATION

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CHAPTER 6

MISHAP REPORTING AND INVESTIGATION

6000. BACKGROUND. The goal of any safety program is prevention of injury to personnel. In order to accomplish this goal, it is necessary for leadership to analyze mishaps that occur, determine the cause, and develop the means to prevent recurrence. Prompt and thorough investigation of all mishaps is required to obtain the data needed for the analysis and corrective action to prevent future mishaps of the same or similar type. As a VPP Star Site, we must maintain timely and accurate mishap data. All OSHA recordable/reportable injury mishaps and Class A, B, C and D property damage mishaps must be reported to the Naval Safety Center (NAVSAFCEM) via the Web Enabled Safety System (WESS) per reference (n). To facilitate these reporting requirements, all mishaps occurring within the command, including first-aid cases, will be investigated and initiated in ESAMS by the individual supervisor. The ESAMS report is automatically forwarded to RM and pertinent management personnel. Upon completion of the report by RM staff, the ISM closes the report and it is automatically forwarded to WESS.

1. Mishap Classifications: Per reference (e), mishaps are classified as Class A, B, C or D by severity:

a. Class A Mishap: The resulting total cost of damages to Government and other property is \$2 million or more, a DoD aircraft is destroyed (excluding UAS Groups 1, 2, or 3), or an injury or occupational illness results in a fatality or permanent total disability.

b. Class B mishap. The resulting total cost of damages to Government and other property is \$500,000 or more, but less than \$2 million. Per reference (f), an injury or occupational illness which results in permanent partial disability, or when one or more personnel are hospitalized for inpatient care (which, for mishap reporting purposes only, does not include just observation or diagnostic care) as a result of a single mishap.

c. Class C mishap. The resulting total cost of property damages to Government and other property is \$50,000 or more, but less than \$500,000; or a nonfatal injury or illness that results in 1 or more days away from work, not including the day of the injury.

d. Class D mishap. The resulting total cost of property damage is \$20,000 or more, but less than \$50,000; or a recordable injury or illness not otherwise classified as a Class A, B, or C mishap.

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6001. RESPONSIBILITIES

1. Division Directors, Special Staff, and HQ Company Commander.

a. Ensure procedures are developed to receive immediate notification of all mishaps in your organization.

b. Provide telephonic notification to the Command Safety Officer and ISM within one-hour of a Class A or B mishap. If after duty hours, also notify the Command Duty Officer at (229) 639-5206.

c. Provide the leadership and emphasis required to support the initial investigation by MCLBA RM to ensure all required information is assembled for the Operational Report (OPREP)-3 Serious Injury Report (SIR)/Personnel Casualty Report (PCR) for Class A and B mishaps to the MCIEAST Director of Public Safety (DPS) or MCIEAST Command Duty Officer. The OPREP-3 SIR/PCR is required within one hour of the initial notification per reference (n).

d. Initiate the ESAMS Mishap Report and submit to the ISM no later than the close of business on the first day after the mishap. Provide support and assistance to RM staff until the investigation is complete.

e. Maintain the mishap injury logs, and reports for your respective organization.

f. Perform trend analysis on unit mishaps with emphasis on contributing factors. Promptly abate the root cause and contributing factors of mishaps. Inform your workforce of these mishap trends, contributing factors, and hazard abatement initiatives.

2. ISM.

a. Receive, investigate, and report mishaps utilizing ESAMS.

b. Prepare and submit all required reports to the MCIEAST DPS to include information required for the OPREP-3 SIR/PCR, and Seven-Day Brief.

c. Maintain records and documentation of all injury reports in accordance with 29 CFR 1904 for entry on to the command's OSHA 300 Log. The RM will utilize the information contained in the logs to perform a trend analysis detailing the causes and contributing factors of mishaps.

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d. Provide mishap investigation support to Division Directors, Special Staff, and HQ Company commander.

3. Supervisors. Initiate ESAMS reports for all mishaps, regardless of severity, causing personnel injury or damage to government property within his/her department. If some of the required information is not yet available, (e.g. total lost time) this report still must be filed. An amendment to a report will follow as soon as possible when the information becomes available.

4. Employees. Report all on-the-job injuries and damage to property, regardless of severity, to their supervisor.

5. Contract Personnel. Contract personnel providing services to the MCLBA Command will use the same mishap reporting procedures established for the command employees in order for safety professionals and contracting officers to identify potentially-hazardous working conditions and operations. The MCLBA ISM will not report contractor mishaps outside of the command, nor will contractor mishaps be included in the command's OSHA 300 Log.

6002. MISHAP INVESTIGATIONS. All reported mishaps will be investigated in accordance with reference (n). Investigations should identify root cause(s), contributing factors, previously identified hazards, controls, corrective and preventive actions for each mishap. A complete and comprehensive safety investigation is an essential tool for identifying mishap causes to prevent recurrence. The first step in a safety investigation is to determine the facts or "what happened." As facts are gathered and reviewed, first impressions should not influence the investigation; rather, they should review the totality of the mishap's circumstances to ensure that all information is considered in determining what occurred. Information should be reviewed for relevance and accuracy, and then validated. The sooner an investigation starts the better the result. All safety investigations are conducted solely for safety purposes. If during the course of the safety investigation, evidence of a criminal act is discovered, the safety investigation is halted, and the appropriate law enforcement agency is notified. The procedures for mishap investigation apply to both military and federal civilian personnel.

6003. INVESTIGATION PROCEDURES

1. Ensure care and first aid is provided to injured personnel.

2. Secure the mishap site to protect the public, safeguard MCLBA property, and prevent disturbance of the site.

3. Make an accurate plot of the scene before moving or removing any wreckage or equipment.

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4. Take photographs of the mishap site, its distribution, and the surrounding area. Photograph the site from a minimum of eight points surrounding the site, and all items of evidence prior to removal, when possible.

5. Make a diagram of any damage. A sketch should accompany the items to depict "as found" location and condition.

a. Physical Evidence. Investigators must handle all evidence carefully, including pieces and parts of equipment or material, to make sure they don't alter or destroy it. Wear gloves or avoid handling the evidence with your hands.

b. Technical Information. The condition of equipment involved in the incident may provide value data on the cause.

6. Make a list of witnesses and encourage them to develop personal notes concerning the mishap for them to refer to during witness interviews. Witnesses should write down their own observations and should not discuss the mishap with other witnesses. List everyone in the area of the mishap including people at the scene before, during, or after the mishap, and people involved in the rescue and cleanup.

a. Witnesses. Witness accounts provide some of the most important clues to mishap causes. Witnesses include those involved in the mishap, those who saw it, and those with training and experience to qualify them as Subject Matter Experts (SMEs). The circumstances and facts the investigators find at the mishap scene dictate the order and questions to ask witnesses or other people.

7. Review unit inspection results to ensure a previously identified hazard was not the cause of the mishap.

8. Analyzing facts provides another key element of information for the investigation - "how the mishap happened." Analysis focuses on the facts connected to the mishap and the conditions leading up to the mishap, and identifies the causal factors that allowed the mishap to occur. The investigator thoroughly documents the methodology it uses to arrive at its understanding of the facts, conditions, and circumstances. Analyzing the relationship between causes and events can help investigators reach conclusions about the causal factors.

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CHAPTER 7

OFFICE AND SHOP SAFETY

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CHAPTER 7

OFFICE AND SHOP SAFETY STANDARDS

7000. DISCUSSION. This chapter provides general requirements for safety precautions within office (administrative) areas and shops. Although office areas are normally not considered a high hazard environment, injuries often occur, particularly when performing unusual tasks, such as moving. Supervisors in administrative areas shall become proficient with and use Job Hazard Analysis (JHA) per reference (r). For non-routine tasks, supervisors shall conduct a risk management analysis per reference (p). Some causes of injuries in offices include:

1. Slipping, tripping, and falling.
2. Using improper lifting techniques when handling materials or equipment. Reference (q) provides guidelines for ergonomic hazards.
3. Striking against, or being struck by, doors or other objects.
4. Injuries from shredders, electric staplers, paper cutters, or other equipment.

7001. EMERGENCY PLAN. Each office and shop area will have a written emergency action plan which covers the actions personnel must take during emergencies such as fire, destructive weather, hazardous material (HAZMAT) releases and terrorist attack, reference (o). Supervisors will ensure that new employees and contract personnel will become familiar with this plan which shall be reviewed with personnel any time it is changed.

1. First aid is readily available through the NBHC and the Base Fire and Emergency Services, phone 911 (cellular 639-5911).
2. An emergency evacuation plan should provide procedures for emergency escape, routes, and accounting for all personnel after evacuation.
3. All personnel should be trained in the following:
 - a. Types of potential emergencies.
 - b. Evacuation plans to include routes and muster location.
 - c. Alarm systems.
 - d. Reporting procedures.

- e. Procedures to contact duty or emergency recall personnel.

7002. GENERAL EQUIPMENT

1. File Cabinets/Wall Lockers. Overturning is the primary hazard in the use of file cabinets. The following precautions against overturning and other hazards should be taken:

a. Location. Locate file cabinets away from traffic areas such as entrance doors or aisles. The floor structural load capacity must be adequate for the weight of file cabinets, their contents, and other nearby equipment. The floor load capacity will be determined by the facility engineering department.

b. Securing to Floor or Wall. Individual upright file cabinets may need to be secured to prevent overturning. Where there are two or more, they should be fastened to each other.

c. Alignment. Cabinets should be aligned with others of the same size and style. When cabinets of unequal size are aligned, or cabinets with projecting locking devices are aligned with cabinets without such devices, an employee may be injured by striking a projecting corner or locking lever.

d. Open Drawers. Never leave drawers open when not in use. Do not have more than one drawer of a file open at one time, since cabinets can easily become unstable and overturn. Use the handles for opening and closing drawers.

e. Material on Top. Do not place heavy material on top of file cabinets or wall lockers.

f. Sharp Edges. Sharp edges and burrs on furniture cause injury to hands and other parts of the body as well as damage to clothing, and they should be removed immediately upon discovery.

g. Material Arrangement. Material must be carefully arranged within drawers or shelves to ensure that file cabinets or lockers do not become unstable (i.e., place heavier items in lower levels, load lower drawers first to prevent cabinet becoming top heavy).

2. Desks and Computer Work Stations

a. Creeping. It is advisable to equip desks and other pieces of furniture with rubber feet to prevent "creeping." This is especially important when desks are close together, since personnel can injure their fingers and hands attempting to realign desks.

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b. Computer Keyboards. A computer keyboard on a sliding table should always be stowed when not in use.

c. Sharp Objects. Containers should be provided to store sharp objects when not in use. Paper cutters and razor blades will have the cutting edge covered when not in use. Always engage the safety latch when paper cutters are not being used. Never leave knives or scissors on a desk with a point toward the user or hand them to someone else with the point toward them. Do not leave glass objects on the edge of desks or tables where they can easily be pushed off.

d. Glass Tops. The use of plate glass on top of desks is discouraged. Tops made of non-reflective safety glass or acrylic plastic may be used.

e. Equipment on Desks. Heavy equipment on desks should be fastened down or equipped with rubber feet to prevent sliding. Equipment should not protrude from the sides of desks or other furniture. Do not place heavy items on top of desktop storage shelves/cabinets.

f. Open Drawers. Drawers should never be left open, since personnel may inadvertently strike or stumble over them and suffer injury.

3. Chairs

a. Position. All chair feet will be in contact with floor. Swivel chairs may turn over if occupant leans back too far.

b. Standing on Chairs. Do not stand on chairs, tables, etc., to reach high objects (i.e. clocks). Use a step stool or ladder.

c. Adjustable. Chairs should be adjustable to prevent ergonomic problems.

d. Structural Integrity. Chairs should be checked for structural integrity and defective chairs taken out of service until repaired or disposed. Swivel chairs shall have at least five legs to minimize possibility of turning over.

7003. OFFICE MACHINES

1. Before using office machines, be sure they are properly located and not in danger of falling or tipping over. Read the owner's manual and be sure you understand the safety precautions and any routine user preventive maintenance that is required.

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2. All electrical equipment should bear a label, tag, or other record of certification by the Underwriters Laboratory.
3. Do not touch any electrical connection with wet hands.
4. Protection will be provided against moving parts of power- driven office equipment.
5. All electrical office machines, fixed and portable, will be provided with three-wire (grounded) connecting cords where applicable. Ground wires must be connected prior to placing machines in service.
6. Surge protectors will be plugged into installed receptacles only, never "daisy-chained" together, or plugged into extension cords.
7. Equipment with unserviceable cords (cut/frayed insulation, missing ground prong missing, etc.) will be tagged "Out of Service" and repaired before reuse.
8. Coffee pots must be located on a noncombustible surface away from traffic areas but never in a storeroom, closet, or other location where they cannot be observed. At the end of each day or shift all coffee pots shall be unplugged.
9. Appliances (i.e. refrigerators, coffee pots, microwaves, etc.) will be plugged directly into installed receptacles only.
10. The use of toasters, cup warmers, hotplates or any other type of heating element is prohibited.
11. Do not use extension cords as permanent (fixed) wiring. Relocate equipment to be near electrical receptacles if possible, or submit a work request to install additional receptacles.
12. Do not route electrical cords through doors, windows, ceilings, or walls, nor cover them with rugs or carpets.
13. Daily checklists shall be followed to ensure electrical equipment is in good condition, turned off when office is not occupied, and properly locked and tagged out when not functioning as designed.

7004. FANS AND HEATERS

1. In accordance with reference (s), space heaters are not authorized for use in administrative work areas aboard MCLBA.
2. Government-owned electric resistance, fueled space heaters (kerosene or diesel), and portable electric heater blowers may be used in industrial areas, temporary industrial worksites, or construction

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areas where this is the only source of heat. Supervisors in the above listed areas who have space heaters in their work areas must complete a risk management worksheet with adequate controls to manage the risk associated with space heaters.

3. The following are the minimum required controls (applicable to the type of space heater) for using space heaters in industrial areas and temporary industrial worksites, and in administrative areas where the Public Works Office provides temporary space heaters:

a. All space heaters used aboard MCLBA will be government-owned unless used by a contractor in an industrial or construction area.

b. Electric resistance space heaters will be UL Listed.

c. Space heaters will be used in accordance with manufacturer's instructions.

d. Space heaters will not be left unattended while in operation.

e. Space heaters will be turned off at the end of the day or shift. Supervisors in industrial or construction areas where space heaters are used will assign two employees to check and verify heaters are turned off when employees depart the area at the end of the day or end of the shift.

f. Space heaters will be located in plain view and on the floor in the work area. Space heaters will not be placed under tables, work benches, or hidden from view.

g. Space heaters will be located away from water or excessive moisture.

h. Space heaters will have at least 36 inches (1 meter) clearance from combustible or flammable material.

i. Electric resistance space heaters will be plugged directly into a wall receptacle. Powering any type of space heater through an extension cord is prohibited.

4. Each ventilating fan within 7 feet of the floor shall be completely covered with a fan guard with openings no larger than 1/2 inch.

5. Electric fans shall be inspected regularly to be sure there are no loose blades or defective guards. Fan must be unplugged while checking blades. Electrical cords and plugs will be in good condition.

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6. Small electric fans should not be placed on boxes, low tables, or any other position where personnel might catch hands or clothing in the revolving blades.

7005. LADDERS

1. Ladders will be equipped with non-slip safety feet.
2. Ladders with broken, bent, or split side rails or steps will be immediately taken out of service.
3. Aluminum or other metal ladders will not be used when replacing light bulbs, working with electricity, etc.
4. Because defects must be visible, ladders will not be painted with any material except clear lacquer, shellac, or varnish.

7006. HOUSEKEEPING

1. Keep floors clear. Wipe spills immediately and pick up pieces of paper, paper clips, rubber bands, pencils and other loose objects as soon as they are spotted.
2. Tripping hazards such as cords in travel areas or defective floors, rugs, or floor mats should be removed or repaired immediately. On the spot repairs such as taping over carpet tears should be followed by a work request for carpet repair or replacement.

7007. LIFTING. Movement of files, boxes, or office furniture may occur. All personnel who lift or carry heavy material of any type shall receive instruction in back injury prevention and the use of lifting tables, carts, or material handling equipment. Regular safety briefs on proper lifting techniques should be conducted. The RM or NBHC will provide assistance upon request.

7008. OTHER HAZARDS

1. Ensure work areas meet or exceed minimum safe light levels as described in the American National Standard Practice for Office Lighting (ANSI/IES RPI-1992). Consult the RM or the NBHC for assistance.
2. Ensure all exits and fire extinguishers are located, marked and maintained in accordance with OSHA and NFPA standards.
3. Bicycles, tricycles, scooters, roller skates or any other similar wheeled conveyances, except as medically required, are prohibited in all administrative areas.

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CHAPTER 8

HAZARDOUS MATERIALS CONTROL

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CHAPTER 8

HAZARDOUS MATERIALS CONTROL

8000. DISCUSSION

1. In accordance with references (c), (j), and (l), MCLBA is required to identify and control the storage, use, handling, and disposal of hazardous materials.
2. All MCLBA personnel will handle HAZMAT in a manner that safeguards personnel, property, and the environment. All pertinent regulations and standards will be adhered to at all times.
3. This chapter applies to all personnel assigned to MCLBA who handle, transport, store, use, or dispose of hazardous materials.

8001. BACKGROUND

1. Necessity to use hazardous and potentially-hazardous materials requires effective application of procedures, equipment, and barriers to prevent overexposure and provide protection for exposed personnel and property. Materials or waste products should be considered hazardous if container labels or Safety Data Sheets (SDS) include precautions for handling, storage or use (e.g., corrosive, explosive, flammable, oxidizer, poison, danger, do not mix with acids) or meets the definition of hazardous material.
2. Prior to working with HAZMAT, supervisors will ensure that employees receive Hazard Communication (HAZCOM) training that complies with 29 CFR 1910.1200, HAZCOM. Reference (c) identifies the training required. These references are available from RM or the Environmental Branch.
3. Requirements of this chapter do not apply to:
 - a. Hazardous materials purchased by the military exchange system for subsequent resale; however, the Consumer Product Safety Commission or other regulatory agency may regulate sale of that material.
 - b. Acquisition of chemicals and other hazardous materials for use by qualified professionals in laboratories as defined in 29 CFR 1910.1200.
 - c. Receipt, storage, and handling of ammunition, explosives and radioactive materials are governed by other specific directives and regulations.

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8002. RESPONSIBILITIES

1. Division Directors, Special Staff, and HQ Company Commander will ensure use or disposal of hazardous materials complies with this manual, and references (j) and (l). All hazardous material will be purchased, dispensed and disposed of by the MCLBA HAZMAT Cell unless a waiver is granted.

2. Supervisors of personnel using hazardous materials will:

a. Ensure each shop or work area is inspected and an inventory is developed of all hazardous materials on hand. The inventory will include both open-purchase and government stock items and also include miscellaneous cleaning materials and chemicals not used in main shop production. An inventory should be provided to the USO annually or when significant changes occur. Mishaps involving hazardous materials and exposure to hazardous chemicals will be reported to the USO.

b. Examine all work processes and materials with the intent of substituting less hazardous materials whenever possible.

c. Ensure SDSs are available to users for all hazardous materials used in work centers. Obtain SDS from HAZMAT cell.

d. Ensure all hazardous materials are maintained in an approved, properly labeled container.

e. Ensure all used or outdated hazardous materials are reutilized or disposed of per HAZMAT cell requirements.

f. Ensure all personnel working with hazardous materials are trained per 29 CFR 1910.1200.

8003. VENTILATION. In areas where injurious air contaminants are routinely generated by fixed installations, permanent exhaust or ventilation systems shall be provided. The ACGIH Industrial Ventilation Manual will be used as the standard for industrial ventilation designs where applicable. At temporary work sites or for interim measures, portable ventilation equipment may be used. Contaminants will not be exhausted into areas that could endanger others. If flammable atmospheres are being removed, the ventilation equipment selected must be labeled by the manufacturer as explosion-proof or intrinsically safe. All industrial ventilation systems must be evaluated and approved by the responsible safety manager, industrial hygienist, environmental manager, and fire department.

8004. HEALTH HAZARDS

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1. Due to the variety and diversity of hazardous or potentially hazardous substances available for use, an overview of health hazards is presented here in a generalized manner. For specific hazards of a substance and protective measures for use and handling, go to the SDS, 29 CFR 1910, Subpart Z, Toxic and Hazardous Substance Standard, or other standard recommended by the responsible industrial hygienist.

2. Types of Hazards

a. Toxic. Substance that causes damage to any structure or function of the body.

b. Carcinogen. Substance that promotes growth of cancer or tumor in an exposed worker.

c. Mutagen. Substance that causes changes in the genetic structure of cells. A mutation of body cells may manifest itself as cancer. A mutation of reproductive cells may manifest itself as birth defects or stillbirth in children of affected parents or sterility of the exposed worker.

d. Teratogen. Substance that causes a developing fetus to be deformed, yet does not affect the mother.

3. Routes of Entry. Four methods by which a hazardous substance may enter the body are:

a. Inhalation. Breathing of gas, fumes, vapors, mist, or dusts. This is the most common route of entry.

b. Ingestion. Hazardous substances can be taken internally by swallowing or eating.

c. Absorption. Contacted through skin, ocular and mucous membranes. Direct skin contact may allow many substances to be absorbed, especially if the skin is broken by cuts, abrasions, or scabs.

d. Injection. Accidental injection of a hazardous substance may occur during a puncture wound or from pressurized fluid (e.g., hydraulic fluid pressure line leak, high pressure paint sprayers).

4. Exposure. Exposure is defined as the combination of factors such as: amount, type, and toxicity of a substance, route of entry, and duration of exposure.

a. Acute exposure. A short-term exposure of seconds, minutes, or hours (one work shift duration or less).

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b. Chronic exposure. Long duration or repeated exposures (more than one work shift).

5. Synergistic Effects. Effects of some substances may be magnified by the action of other substances, resulting in an effect on the body that is greater than either of the substance's effect individually or added together.

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CHAPTER 9

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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9003	JEWELRY, LOOSE CLOTHING, LONG HAIR AND LANYARDS.	9-3

CHAPTER 9

PERSONAL PROTECTIVE EQUIPMENT (PPE)

9000. DISCUSSION. The requirement for PPE will be determined by the JHA developed by the workers and supervisor of a work site, in accordance with reference (r). PPE requirements are also recommended in the periodic industry hygiene survey of the work areas. The use of PPE is the last recourse to protect personnel from identified hazards and to manage associated risk. This chapter establishes procedures for the provision of select PPE for MCLBA. Standard issue PPE will be provided by the supervisor or through the Direct Support Stock Control (DSSC). Use of PPE will be governed by reference (h).

9001. SAFETY SHOES. The MCLBA Command will allow reasonable administrative time away from the workplace, to include travel time to and from an off-site source, for the employee to select and fit safety shoes.

9002. PRESCRIPTION SAFETY GLASSES. Employees requiring prescription safety glasses will be responsible for obtaining their own vision examination and for providing their supervisor with an eyeglass prescription that is less than 1 year old. The supervisor will allow reasonable administrative time away from the workplace, to include travel time to and from an off-site source, for the employee to select and obtain the prescription safety glasses, and for the repair and/or replacement of damaged safety glasses within time intervals not requiring a new prescription. Prescription safety glasses must meet or exceed the requirements of ANSI Z87 and reference (h).

9003. JEWELRY, LOOSE CLOTHING, LONG HAIR AND LANYARDS

1. Finger Rings

a. Due to the potential for serious injury, finger rings shall not be worn by personnel engaged in the following activities:

(1) Climbing, ascending, or descending where the individual might fall with his/her ring catching on an object, resulting in an injury. Some examples include personnel working on elevated surfaces or personnel ascending or descending from large vehicles.

(2) All maintenance activities (including Installation and Environment and Logistics Support Division facilities and vehicle maintenance).

(3) Material handling operations (including warehouse work, supply workers, parts handlers, equipment operators, etc.).

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(4) Any type of work where individuals are exposed to moving machinery, rotating or revolving parts, or activities that could result in their hands being caught by moving parts.

(5) Any type of work or inspection where an individual is exposed to an energized electrical circuit.

b. Supervisors will identify those tasks in which wearing a ring is prohibited. In some instances the supervisor may elect to determine that individuals will not wear rings while engaged in work activities in general, in lieu of identifying individual tasks. Supervisors will include this information as part of their employee's safety briefing. Supervisors will ensure that prohibitions on the wearing of rings are enforced. The MCLBA RM may be contacted for assistance and will review procedures for adequacy during the inspection process.

2. Other Jewelry, Loose Clothing, Long Hair and Lanyards. The potential for catching, snagging, pulling, tearing, or electrical contact exists in and around most industrial operations. Controls should be exercised over the wearing of watches, bracelets, necklaces, and other items of jewelry. All such items of jewelry must be removed before entering an industrial work area. Loose clothing, long unsecured hair and lanyards also have potential for causing serious injury or death if caught in moving machinery. Employees should be trained on these hazards and the potential for injury. Employees should also be cautioned to ensure these hazards do not exist. The supervisor will maintain proper documentation in ESAMS.

3. Division Directors, Special Staff, and HQ Company Commander will develop an SOP for their areas with assistance from supervisory personnel. The SOP should identify the areas of operation that pose a risk to the wearing of rings, jewelry, loose clothing, long hair and lanyards.

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CHAPTER 10

WAREHOUSING OPERATIONS

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Chapter 10

WAREHOUSING OPERATIONS

10000. DISCUSSION. Warehouse operations are an integral part of the mission of MCLBA. Reference (k) provides the Marine Corps guidance for warehouse operations.

10001. GENERAL OPERATIONS. MCLBA is located in a warm, humid, temperate environment. The area is subject to temperatures in excess of 90° F with relative humidity often above 90%. This environment can cause a number of hazardous conditions:

1. Heat illness. Personnel working in warehouses can be exposed to Wet Bulb Globe Temperature Indexes in excess of 90 degrees F. Heat conditions of this level can quickly lead to heat exhaustion and heat stroke. MCLBA has a Heat Illness Prevention Program that monitors the web-bulb globe temperature index and corresponding heat flag condition per reference (t).

2. Material Stacking. Cardboard packaging absorbs moisture from the air, which softens the fibers and weakens the walls of the boxes. Stacks of boxes will gradually collapse into aisle ways. For this reason, MCLBA warehouses normally use metal racks with single pallet stacks. These racks present their own unique hazards:

a. Load limits. All rack systems must be marked with the load limit.

b. Stability. Some manufacturers design racks that must be bolted to the floor. Some systems are not designed to be bolted. Follow the manufacturer's instructions for installation of rack systems.

c. Damage. Racks are susceptible to damage from impact by MHE. Bent rack structural members can fail and collapse the rack.

d. Fire. Reference (s) is the Fire Prevention and Protection order. It contains specific instructions for storage of material in warehouses, including aisle width, stack height, fire lane location, and others.

3. Building Access/Egress. Most warehouses aboard MCLBA have multiple travel doors, with accompanying personnel doors.

a. Personnel will utilize the personnel doors for access/egress when available. If personnel door is not available, exercise caution when using the travel door.

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b. Personnel doors are the designated emergency exit doors for the warehouse. They must be kept clear at all times, and not be locked to prevent exit. They must be clearly marked as exit, with direction signs as needed to indicate exit path.

c. Emergency lighting must be sufficient and located to permit personnel to safely transit to the exits in the event of a power outage.

10002. Material Handling Equipment (MHE). References (g) and (k) provide requirements for operation of MHE.

1. Routine operation of MHE will follow these general guidelines:

a. Speed limit for MHE within the warehouse is 5 miles per hour.

b. Operator must sound the horn when approaching blind corners, intersections, or doors.

c. Operator will never enter or exit through a partially open door. Doors must be fully open or fully shut.

d. Operator must wear proper PPE. Required PPE consists of hard toe safety shoes, gloves, and hard hat. Eye and hearing protection may be required depending on work environment.

e. If operating stock selector where the operator rides up and down with the load, appropriately selected fall protection harness is required.

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CHAPTER 11

MATERIAL HANDLING EQUIPMENT LICENCING

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CHAPTER 11

MATERIAL HANDLING EQUIPMENT LICENCING

11001 DISCUSSION. Warehouse operation is a major part of the overall mission of MCLBA and tenants. The safe and efficient operation of MHE is a vital part of our day-to-day process. There are employees that are specifically classified as Material Handlers and they must be trained and competent to operate the MHE safely and effectively. In an effort to develop and maintain those vital skills as MHE operators, MCLBA must ensure they receive all required training of references (g) and (k).

11002 LICENSING PROCESS.

1. Medical. Figure (11-1) is a tool with the step-by-step process to assist the MHE operators in meeting the training requirements to obtain a government vehicle operator's permit. The supervisor will specify the MHE their employee will operate during his/her employment. The supervisor will complete the NAVMC 10964, Application for Government Vehicle Operator's Permit and forward the form to the NBHC. The employee will receive a medical examination to determine if he/she is medically qualified to receive a government vehicle operator's permit. The employee will receive a medical reevaluation every 5 years until the age of 60 at which time the reevaluation will be annual. If medically qualified, the employee will apply to attend the MHE training course provided by Garrison Mobile Equipment Branch (GME), Licensing Official. The supervisor will maintain documentation of the medical surveillance and the MHE training in ESAMS.

2. Driver's license. Applicants are required to possess a valid state driver's license. All OF-346 applicants must be able to produce a current state driver license. All applicants must pass the Motor Vehicle Record (MVR) check.

3. Personal Protective Equipment. In accordance with reference (m), all MHE operators will wear PPE. PPE is defined as steel-toed shoes, gloves, and hard hat as a minimum. Eye and hearing protection may be required depending on the work environment. The supervisor is responsible for providing all necessary PPE for the employee to attend the MHE training course.

4. Training course. The MHE training course will consist of 6 hours of classroom and 34 hours of road time on the type and class of MHE the employee will be required to operate. The employee must pass written and skills testing to meet the qualifications for issuance of a learners permit. If the applicant fails any portion, the applicant

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cannot retest for 24 hours. Test scores are recorded on the NAVMC 10964. Once completed, original tests are maintained in the driver history file.

5. Learner's Permit. A learner's permit will be issued for 60 days. During the 60-day period, employees may operate MHE only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence, and where such operation does not endanger the employee or other employees. The supervisor must observe the employee completing the on the job training items listed on figure (1), MCLBA MHE Licensing Process form, with a level of competency. Once the on the job training items are complete the employee and supervisor sign the form. The supervisor should retain a copy of the completed form. The employee will take the form back to the licensing official to obtain an OF 346, Operator's Identification Card. The licensing official will keep the original signed form in the driver history file.

6. Previous training. If an operator has previously received training and such training is appropriate to the MHE and working conditions encountered, the operator will be evaluated and if found competent to operate the MHE safely, will be issued the OF 346.

7. Evaluation. An evaluation of each MHE operator shall be conducted at least once every three years.

8. Refresher training. Refresher training is required for any MHE operator:

- a. observed operating the vehicle in an unsafe manner
- b. involved in an accident or near miss
- c. an evaluation reveals the operator is not operating the truck safely
- d. the operator is assigned a different type of truck
- e. the conditions in the workplace change in a manner that could affect safe operation of the truck.

As of 15 May 2016

MCLB ALBANY MHE LICENSING PROCESS

Step 1: Employee Information

Supervisor will complete the NAVMC 10964, Application for Government Vehicle Operator's Permit.

Provide employee name, organization and type of MHE with the make, model, and class the employee will be required to operate	Name:	Division:
Type of MHE: (Class) Diesel/Electric/Gas/LP	2	3
Make/Model		

Step 2: Medical Evaluation

Take this form along with the NAVMC 10964 to the Naval Branch Health Clinic, Occupational Health, building 7001. A medical evaluation will determine if the employee is medically qualified to receive a government vehicle operator's permit. The employee will be medically reevaluated every 5 years until the age of 60 at which time the reevaluation will be annual.

Provide date of medical evaluation and the expiration of Certificate Examiners OPNAV Form 8020-2 and restrictions.	Date of Exam:	Expiration Date:
Restrictions:		

Step 3: MHE Training Course

Employee must successfully complete 6 hours of classroom and 34 hours of road time on the equipment the employee will be required to operate. When the employee successfully passes all required testing, a learner's permit will be issued. Employees must bring appropriate PPE (hard hat, steel toe shoes, and leather gloves) to attend the MHE Training Course.

Provide dates of Operator Training and date Learner's Permit is issued.	Dates of MHE Training Course:	Learner's Permit Expiration Date:
Signature of Licensing Official:	Date Learner's Permit is issued:	90 DAYS

A learner's permit will be issued for 60 days. During the 60 day period the employee may operate the MHE only under the direct supervision of individuals who have the knowledge, training and experience to operate a MHE. For all MHE the employee will operate in the work area, the supervisor must observe the employee completing the action items below with a level of competency. Once the action items are complete the supervisor will sign below. The employee will take this form back to the licensing official to obtain an OF 346, Operator's Identification Card. The licensing official will sign below documenting the employee has met all requirements.

The employee has:	MHE Type 1 Initial	MHE Type 1 Date	MHE Type 2 Initial	MHE Type 2 Date	MHE Type 3 Initial	MHE Type 3 Date
Read manufacturer's operator's manual for all MHE for which he/she is assigned.						
Performed the vehicle pre-operational inspection.						
Knowledge of the vehicle controls and instrumentation: Where they are located, what they do and how they work.						
Knowledge of the proper procedures for an "unattended" MHE.						
Demonstrated competency in operating and maneuvering.						
Demonstrated competency in picking up a load.						
Demonstrated competency in driving with a load.						
Demonstrated competency in stacking a load.						
Knowledge of fork and attachment operations and limitations.						
Demonstrated refueling and/or charging and recharging of batteries.						

Employee Acknowledgement:

By signing this form the employee acknowledges that refresher training will be required if:

1. Observed to operate the MHE in an unsafe manner.
2. Is involved in an accident or near miss.
3. Receive an evaluation that is not satisfactory
4. Assigned to work on a different or new MHE.

Required Signatures		Date
Employee		
Supervisor		
Licensing Official		

Figure 11-1
11-5

