



UNITED STATES MARINE CORPS
2D MARINE DIVISION, FLEET MARINE FORCE
CAMP LEJEUNE, NORTH CAROLINA 28542

DivO P5100.9A
51/LB/mem
6 Aug 1984

DIVISION ORDER P5100.9A w/ch-1,2

From: Commanding General
To: Distribution List
Subj: Division Safety Program
Encl: (1) LOCATOR SHEET

Reports Required: I. Flash Report of Fatal Accident (Report Symbol Div-5100-1 par. 7001)
II. Accident and Injury Report NAVMC 10767 (Report Symbol Div-5100-2 par. 7002)
III. Investigation Report of Motor Vehicle Accident SF91A (Report Symbol Div-5100-3 par. 7003)
IV. Hazardous Situation Report (Report Symbol Div-5100-4 par. 7005)

1. Purpose. To publish instructions for administering the Division Safety Program.
2. Cancellation. DivO P5100.9.
3. Action. All 2d Marine Division personnel and all Reserve units, units of other U. S. Armed Forces, and foreign national units, when hosted by the 2d Marine Division will comply with the safety instructions and provisions of this Order.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
5. Recommendation. Recommendations concerning the contents of the Safety Program are invited. Submit via the appropriate chain of command for evaluation.
6. Certification. Reviewed and approved this date.

R. W. AUSTIN
Chief of Staff

DISTRIBUTION: A Plus Div Safety Off (25)

Copy to: CG, MCB, CamLej

SECRET
NO FORN DISSEM
DATE 12/15/88

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]



UNITED STATES MARINE CORPS
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500

DivO P5100.9A Ch 1
32:DLJ:yrj
14 May 1985

DIVISION ORDER P5100.9A Ch 1

From: Commanding General
To: Distribution List

Subj: Division Safety Program

Encl: (1) New page inserts to DivO P5100.9A

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

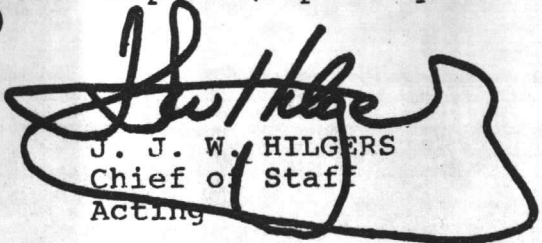
a. Remove present pages 7-1 through 7-5 of the basic Order and replace with pages 7-1 through 7-7 contained in the enclosure.

b. Remove present Appendixes C and D of the basic Order and replace with the enclosed Appendix.

c. In the "Reports Required:" section of the basic Order, delete Report Number II, III and IV and change to read as follows:

II. Accident and Injury Report Form 5101/01 (Report Symbol Div-5100-2, paragraph 7002)

III. Hazardous Situation Report (Report Symbol Div-5100-4, paragraph 7005)


J. J. W. HILGERS
Chief of Staff
Acting

DISTRIBUTION: A plus Division Safety Office (50)

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UNITED STATES MARINE CORPS
2d Marine Division, Fleet Marine Force
Camp Lejeune, North Carolina 28542-5500

DivO P5100.9A Ch 2
32:DLJ:rrb
23 July 1985


DIVISION ORDER P5100.9A Ch 2

From: Commanding General
To: Distribution List

Subj: Division Safety Program

Encl: (1) New page inserts to DivO P5100.9A

1. Purpose. To transmit new page inserts to the Basic Order.
2. Action. Remove present pages 13-19 thru 13-20 of the basic order and replace with pages 13-19 thru 13-21 contained in the enclosure hereto.
3. Summary of Changes. Significant changes to Chapter 13 are required for safe road crossing by tactical units/vehicles.
4. Filing Instructions. This change transmittal will be filed immediately following page 4 of the basic Manual.


H. M. NELSON
Chief of Staff

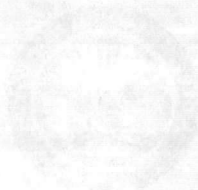
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Copy to: CG MCB CAMLEJ (2)

UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS

WASHINGTON, D. C. 20380



DivO P5100.9A
6 Aug 1984

LOCATOR SHEET

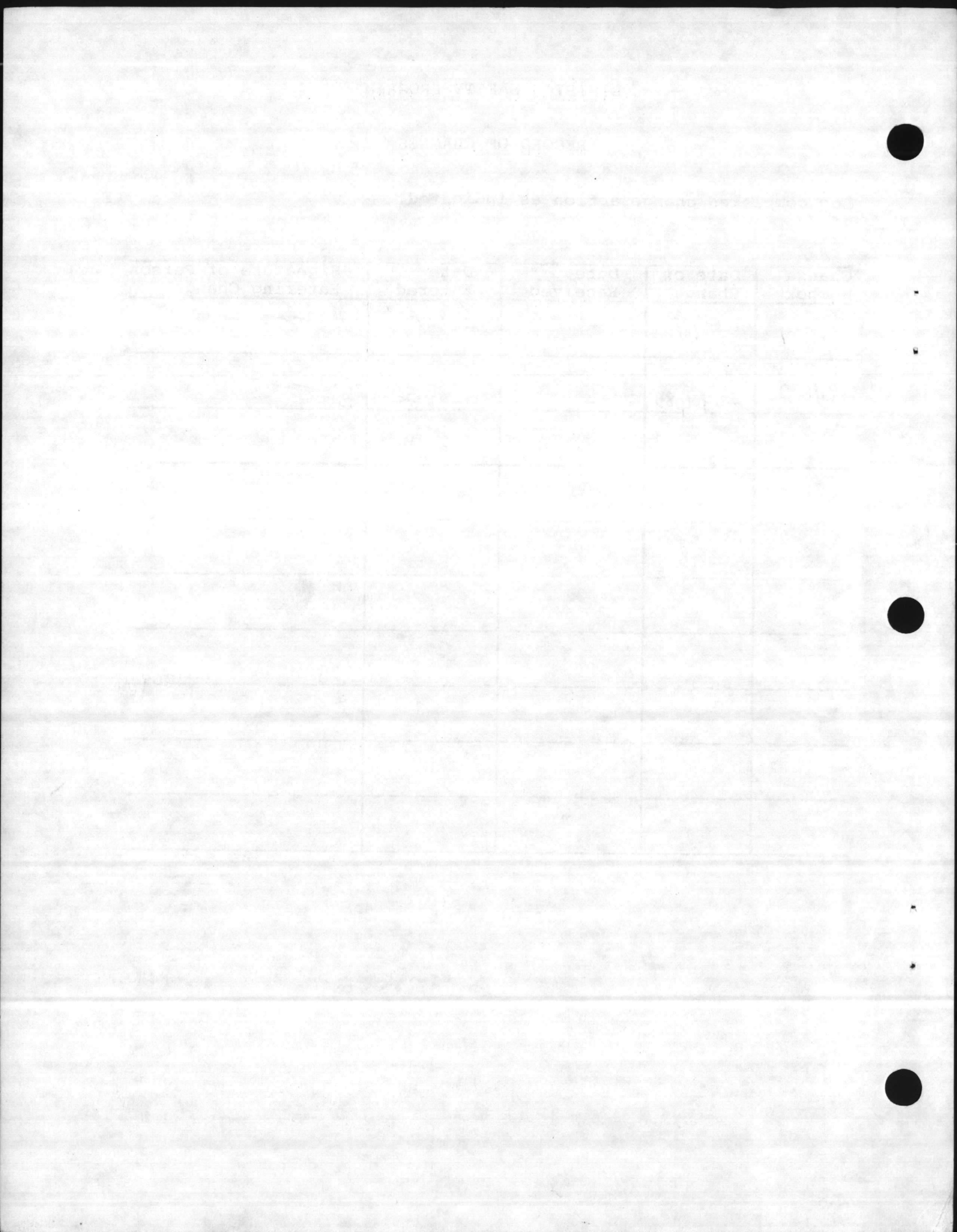
Subj: Division Safety Program

Location:

(Indicate the location(s) of the copy(ies) of this
publication)

ENCLOSURE (1)





DIVISION SAFETY PROGRAM

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123

STATE OF CALIFORNIA

IN SENATE

January 12, 1950

REPORT OF THE

COMMISSIONER OF LABOR RELATIONS

FOR THE YEAR 1949

AND

RECOMMENDATIONS FOR THE YEAR 1950

AND

RECOMMENDATIONS FOR THE YEAR 1951

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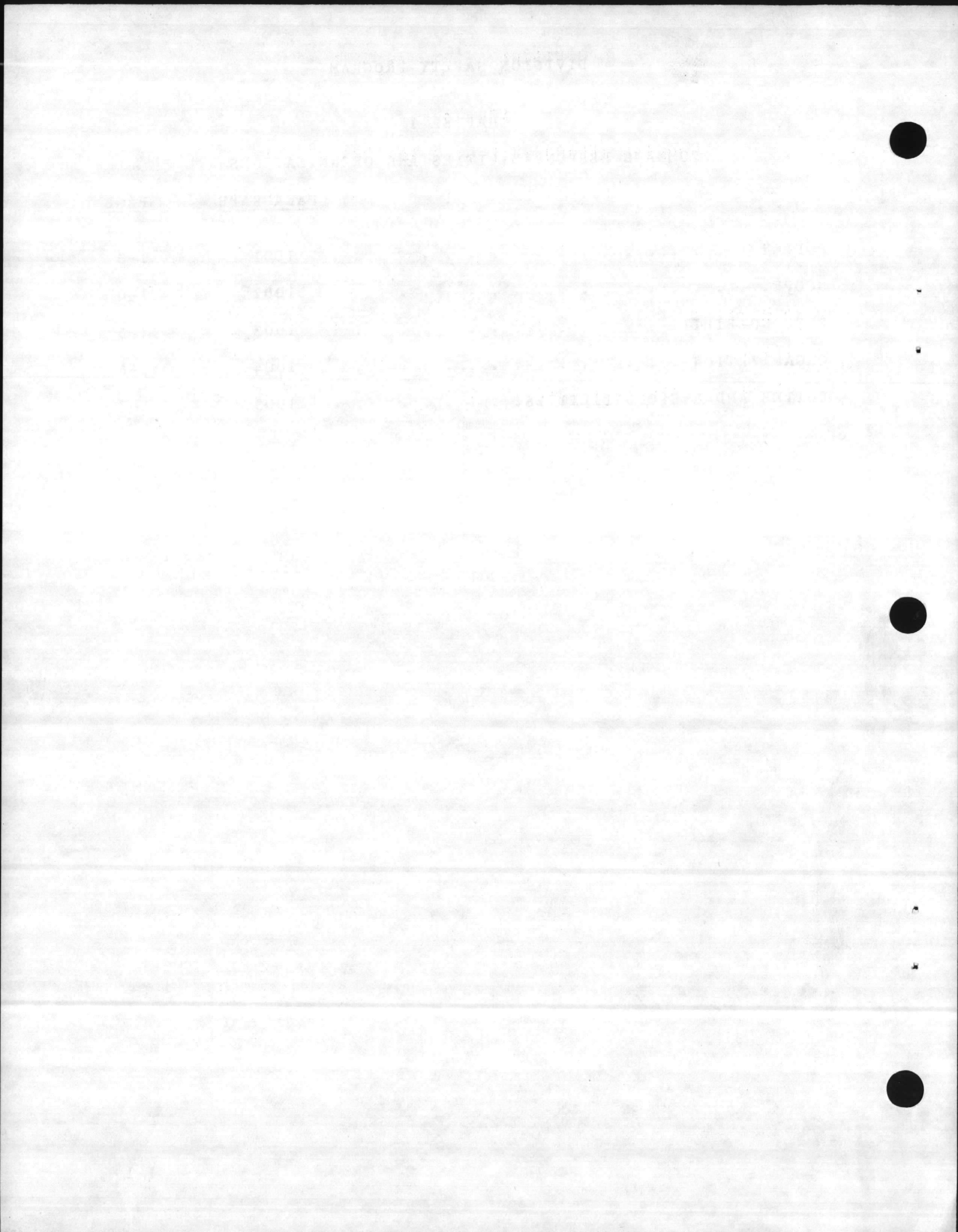
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DIVISION SAFETY PROGRAM

CHAPTER 1

COMMAND RESPONSIBILITIES AND ORGANIZATIONS

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DIVISION SAFETY PROGRAM

CHAPTER 1

COMMAND RESPONSIBILITIES AND ORGANIZATION

1001. POLICY

1. This command is committed to the policy of conserving manpower and materiel through the maintenance of safe and healthful working and living conditions in garrison and in the field, through the consistent adherence to proper operating procedures and practices designed to prevent accidents, injury and illness, and by conscientious observance of all Marine Corps and Division safety regulations. In pursuance of this policy, this command seeks to prevent accidents by the continuous use of effective practices. The command is ultimately responsible for the safety of each individual and will exploit every practical means to incorporate safety in all Division operations and functions. It is incumbent upon individuals to remain alert and cognizant of their own safety and the safety of their fellow Marines.

2. An effective safety program is an integral part of an efficient unit and requires feedback, the application of common sense and logic by each individual as well as realistic training, active inspection programs and the promotion of safety attitudes by commanding officers. Adherence to sound safety principles includes a thorough investigation of all accidents to determine cause(s), and the proposal of appropriate countermeasures. Commanding officers will ensure that safety principles are integrated with regulations and procedures, and will develop a safety consciousness among all personnel through effective communications.

1002. SCOPE. This Order applies to safety education and training, accident prevention relating to government and private motor vehicles, occupational, athletic and off-duty activities. It further applies to all Division accident reports and reporting procedures.

1003. RESPONSIBILITY. Responsibility for all aspects of the activities that occur in the 2d Marine Division (Rein), FMF, is ultimately vested in in the Commanding General. The Commanding General has delegated authority to ensure an organized effort is made to establish and maintain safe physical standards; promote and integrate safety into operations; remove hazards; enforce regulations and properly train and educate all Division personnel in safe procedures. Inherent within this delegation of authority is the responsibility to carry out the approved safety program(s) within the Division. The delegation of authority has resulted in the responsibilities as set forth below:

1. Officer and enlisted supervisors at all levels have the responsibility for the safety of personnel in their charge. It is the responsibility of all Marine supervisors to enforce the observation of all safety regulations.
2. It is the responsibility of all personnel to understand and observe safety standards and regulations which are established for the prevention of damage to property and equipment.
3. Commanding officers at every echelon are responsible for incorporating and enforcing safe practices and establishing and maintaining safe physical standards in all operations under their cognizance.
4. Commanding officers and supervisors of clubs, dining facilities, special services, etc., will establish and conduct effective safety program programs within their activities.

1004. ORGANIZATION. The desired organization, personnel staffing requirements and other necessary elements of the Division Safety Program are outlines in the current edition of MCO 5100.8E, Marine Corps Safety Program, and amplified herein. All of the following personnel assignments shall be made in writing and a copy of each assignment forwarded to the Division Safety Manager.

1. A commissioned officer, qualified and motivated to administer the Division Safety Program, shall be assigned as Safety Manager on a primary duty assignment at Division level. An officer shall be assigned as the unit safety officer as a primary or additional duty basis at regimental and battalion levels.
2. A noncommissioned officer shall be assigned as technical assistant to the Safety Manager and unit safety officers at all levels. The technical assistant to the Division Safety Manager shall be a staff noncommissioned officer who shall be assigned on primary duty basis. Technical assistants at other levels may be assigned on an additional duty basis; however, assignment on a primary duty basis is preferred if the unit has sufficient personnel assets. For organizational relationships (see figure 1-1).

1005. DUTIES AND RESPONSIBILITIES

1. The Division Safety Manager will establish, coordinate and administer the overall Division Safety Program. He will assume responsibilities as a special staff officer of this command under the cognizance of the Division Inspector. The Division Safety Office, under the direction of the Safety Manager, will render assistance to all commands of the Division in establishing and coordinating and adequate safety program. This will include the performance of safety inspections, technical surveys, studies, etc., as required to implement the Marine Corps Safety Program.

2. The duties and responsibilities of the unit safety officers are elaborated in the current edition of NAVMC 2692, Marine Corps Unit Safety Program Management Pamphlet. In addition to those duties and responsibilities safety officers will:

a. Prior to any deployment, brief all deploying personnel on the hazards to be encountered during deployment. This applies to deployments aboard ship, land bases, stations or camps. To accomplish this, liaison must be established with appropriate safety personnel so that the hazards to be encountered during deployment are specifically identified. Additional guidance is provided in Chapter 11 of this Order.

b. Coordinate with the unit medical, supply and maintenance officers and other appropriate staff members to establish and supervise an effective safety program in the following areas where applicable:

(1) Flammable and hazardous materials control (i.e., fuel storage).

(2) Eye protection.

(3) Hand and foot protection.

(4) Radiation hazard control (i.e., monitoring use of laser equipment).

(5) Hearing conservation.

(6) Load testing; certification of lifting; hoisting and winching devices/apparatus; and storage platforms or overhead lofts.

(7) Motor vehicle accident prevention and damage control.

c. Prepare, post and keep current the safety precautions and regulations appropriate for each shop and working area under their cognizance.

d. Prepare and keep current a unit safety SOP and ensure compliance by all personnel of the unit.

e. Ensure that every accident involving personal injury or damage to government property is thoroughly investigated for cause. If it has been determined that the accident or injury resulted from defective equipment, lack of appropriate safety equipment devices and/or documented instruction, training or education. The unit safety officer will effect appropriate countermeasures to prevent recurrence. If defective equipment was the cause, an Unsatisfactory Equipment Report (UER) should be completed.

f. Prepare reports on all incidents involving property damage and/or personal injury in accordance with current Marine Corps instructions and the Manual of the Judge Advocate General (JAGMAN).

g. Establish and document in-house procedures for reporting potential or real hazards and accidents.

h. Evaluate all incidents, nonreportable and reportable, for correlations.

i. Become thoroughly familiar with the directives referred to in this Order and such other safety related directives as may be published.

j. Prepare and submit to the commander a realistic budget for the funding of a unit safety program (i.e., protective equipment, posters, periodicals).

k. Consolidate, prepare and maintain a turnover file in which duties, references and accident reports, surveys and other pertinent information are enumerated to ensure a positive information flow from one relief to another.

l. Develop a system to monitor required safety training.

m. Provide safety indoctrination for new OIC's and SNCOIC's.

n. Coordinate the development of unit safety training. Provide periodic instruction for OIC's and SNCOIC's.

o. Schedule and unit safety meetings.

p. Participate on Division level safety committees as assigned.

q. Conduct interviews, provide checklist inspection sheets, schedule surveys, etc. for information collection effort.

r. Inspect entire unit area, document findings and follow-up with additional inspections monthly. High hazard areas/jobs may require more frequent inspection.

CHAPTER 2

SAFETY COUNCILS AND COMMITTEES

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DIVISION SAFETY PROGRAM

CHAPTER 2

SAFETY COUNCILS AND COMMITTEES

2001. POLICY. The following safety councils and committees are established as a part of the Division Safety Program to initiate and take action to prevent accidents and injuries through supervision, education of personnel and by stressing safety consciousness.

2002. DIVISION SAFETY COUNCIL

1. The duties, responsibilities and functions of the Division Safety Council are:

a. To review, periodically, the accident experience of the Division and reports of fatal and other serious accidents.

b. To make recommendations to the Commanding General for his action or action of higher authority in regards to:

(1) Physical structural alterations designed to eliminate or control hazards.

(2) Changes in policies or procedures to minimize unsafe acts.

(3) Plans to strengthen the activity safety program.

c. To plan education and promotional efforts designed to create and maintain interest in safety and promote increased emphasis on accident prevention.

d. To aid the unit safety officers in carrying out their duties.

2. The Division Safety Council will meet quarterly and/or at the call of the chairman. Meetings shall normally be held on the third Thursday of the first month of the quarter. The minutes of this council will be maintained on file at the Division Safety Manager's office.

3. The Division Safety Council will consist of the following:

- | | |
|-----------------------------|----------|
| a. Division Inspector | Chairman |
| b. Division Adjutant | Member |
| c. Division Supply Officer | Member |
| d. Division Provost Marshal | Member |

e. Division Comptroller	Member
f. Division Facilities Officer	Member
g. Division Motor Transport Officer	Member
h. Division Surgeon	Member
i. Division Communication/Electronics Officer	Member
j. Joint Public Affairs Officer	Member
k. Division Special Services Officer	Member
l. Division Fire Marshal	Member
m. Division Support Group Safety Officer	Member
n. Regimental Safety Officers	Members
o. Separate Battalion Safety Officers	Members
p. Division Safety Manager	Recorder/ Advisor

2003. DIVISION SAFE DRIVING COUNCIL

1. The duties, responsibilities and functions of the Division Safe Driving Council are:

a. To aid and advise the Commanding General, 2d Marine Division (Rein), FMF, in establishing and maintaining a comprehensive Motor Vehicle Accident Prevention program.

b. To evaluate and recommend command policies concerning motor vehicles.

c. To aid commanding officers and unit vehicle accident prevention officers in carrying out their duties.

2. The Division Safe Driving Council will meet quarterly and or at the call of the chairman. Meetings shall normally be held on the third Thursday of the first month of the quarter. The minutes of the council will be maintained on file at the Division Safety Manager's Office.

3. The Division Safe Driving Council will consist of the following:

a. Division Inspector	Chairman
b. Division Provost Marshal	Member

- c. Division Motor Transport Officer Member
- d. Division Support Group Safety Officer Member
- e. Regimental Safety Officers Members
- f. Separate Battalion Safety Officers Members
- g. Division Safety Manager Record/
Advisor

2004. SUPERVISORS SAFETY COMMITTEE

1. The purpose of this committee shall be to consider accident prevention problems at high supervisory levels in order to increase interest of workers in the safety program.

2. Membership of the Supervisors Safety Committee within the Division shall consist of:

- a. Division Safety Manager Chairman
- b. Regimental/Group Safety Officers Members
- c. Separate Battalion Safety Officers Members

3. Meetings of the committee shall be held quarterly on the third Thursday of the first month of the quarter. Minutes of the meetings shall be forwarded to the Division Safety Council for review and appropriate action and maintained on file in the Division Safety Manager's Office.

2005. SHOP SAFETY COMMITTEE

1. The purpose of this committee is to increase interest at the worker level, decrease the existence of accident hazards and elicit suggestions for corrective action.

2. Membership of the committee within the Division shall consist of:

- a. Division Safety Manager Chairman
- b. One Motor Transport NCOIC Member
- c. One Communications Chief Member
- d. One Ordnance NCOIC Member
- e. One Supply Chief Member
- f. One Medical Chief Member

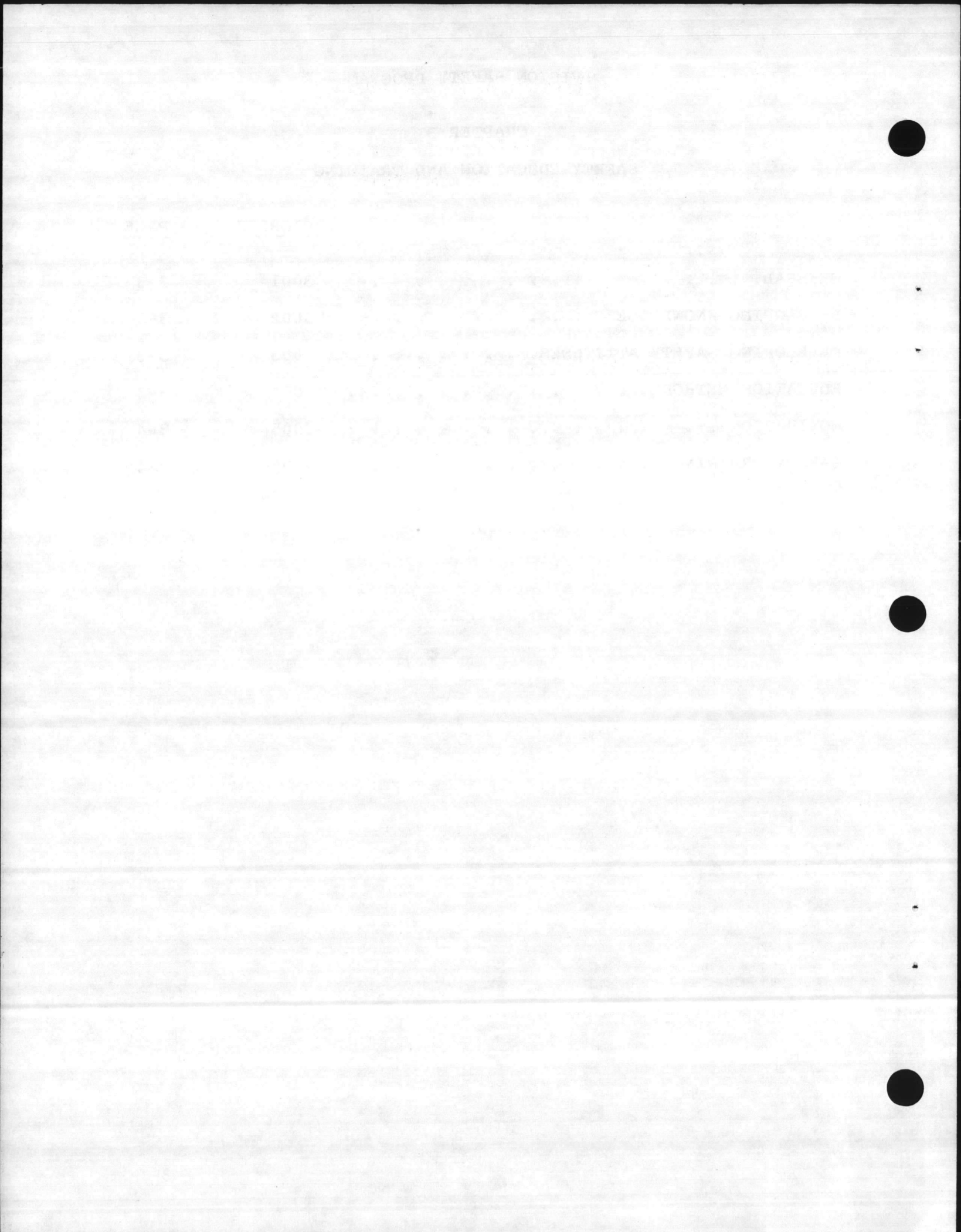
3. Meetings shall be held monthly on the first Thursday. Minutes of the meeting shall be reviewed by the Chairman of the Supervisor's Safety Committee and forwarded for review and appropriate action and maintained on file at the Division Safety Manager's Office.

DIVISION SAFETY PROGRAM

CHAPTER 3

SAFETY EDUCATION AND TRAINING

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DIVISION SAFETY PROGRAM

CHAPTER 3

SAFETY EDUCATION AND TRAINING

3001. GENERAL

1. Education and training are the means by which safe behavior is developed. Education refers to the incorporation of knowledge, attitudes and skills into an individual's behavioral repertoire (i.e., job performance), which carries with it a connotation of thinking. Training refers to the acquisition of skills while performing jobs or conducting operations. Personnel should be educated to think about safety in all activities.

3002. DEVELOPING KNOWLEDGE. Knowledge of rules and regulations is essential for safe performance of any job or operation. Supervisors must possess appropriate knowledge and positive safe attitude in order to train and motivate their Marines.

3003. DEVELOPING SAFETY ATTITUDES. Commanders and supervisors at all levels must demonstrate and encourage positive safety attitudes. Emphasis should be placed on safe operations, not safety and operations. Safety should not be forced to compete with the job required.

3004. EDUCATION METHODS

1. Positive Reinforcement is a method of encouraging the desired behavior through rewards, such as consideration for promotion, extended liberty or acknowledgement for a job well done, etc. When this approach is directed at the individual's basic drives, it is a powerful motivator.

2. Negative Reinforcement is a method used to discourage undesired behavior, i.e., the intelligent application of discipline.

3. Individual Counseling and discussion methods should be used. These methods are used to encourage improvement in safety attitude and are conducted confidentially.

4. The Lecture is the most common educational method used and is most useful in the presentation of safety knowledge necessary for safe accomplishment of specific jobs or operations. Supervisors should adhere to the following principles when conducting a lecture:

- a. Briefly explain the need for safe job performance.
- b. Give specific safety information.

c. Demonstrate the use of safety information in job performance.

d. Allow for practical application and when possible encourage group discussion/audience participation.

5. Other effective methods are group discussions and mass safety communication through the use of safety materials, handouts, posters and film showings. Mass communication of safety information is to be considered with the Division Safety Office.

3005. MOTIVATION

1. Motivation requires the determination of needs and desires of individuals and the providing of incentives for those desires which will result in the achieving of the unit's objective and the reduction of accidents. When selecting and implementing incentives to satisfy a man's needs, remember to:

a. Establish reasonable tolerance limits within which a man can achieve those incentives and initiate corrective action.

b. Ensure that opportunities to achieve desired satisfaction are provided in job, i.e., an environment which includes acceptance, knowledge of where one stands, reasonable autonomy for individuals and freedom to practice.

c. Acknowledge achievement through a balanced system of rewards (official recognition) and immediate benefits (extended liberty, etc.).

d. Base goals and incentives on personnel.

e. Allow for all hands participation and familiarity.

f. Allow for opportunities for individual expression of viewpoints and ideas.

3006. SAFETY TRAINING

1. All assigned, collateral duty, unit safety officers/NCO's will receive no less than eight hours of initial safety instruction and six hours annually thereafter. This instruction will contain an enumeration of safety duties, how these duties should be discharged and other appropriate safety subjects.

2. All other personnel will receive as a part of unit training, a minimum of two hours of safety instruction per month. Safety training shall include but not be limited to the following subjects:

a. Accident causes and effects.

b. Causes of off-duty and recreational accidents.

c. Home and barracks safety.

d. Motor vehicle safety:

- (1) Reaction time and braking time.
- (2) Maneuvering motor vehicles.
- (3) Driving on open highways.
- (4) Maintenance and upkeep of motor vehicles.
- (5) Driver responsibilities.
- (6) Local state motor vehicle regulations.
- (7) Driving under adverse conditions.

3. Local small unit safety talks, presentations, and/or discussions will be given as often as required, but at least as frequently as set forth below. These periods will be prepared to meet the situations encountered by personnel in that particular shop, office or area. Materials and assistance may be obtained from the Division Safety Office.

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

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

4. Skill development can be accomplished by supervisors in the following manner:

a. By developing a safe method of performing each job.

b. By pointing out various hazards in each step of job performance.

c. By instructing the individual Marine on the proper procedures used to complete the job, by demonstrating these procedures, by having the individual do it, by making corrections until the job procedure is accomplished correctly, and by supervising to ensure the individual retains the proper job procedure.

d. By explaining the need for specific protective equipment, clothing and/or procedures and then teaching correct usage.

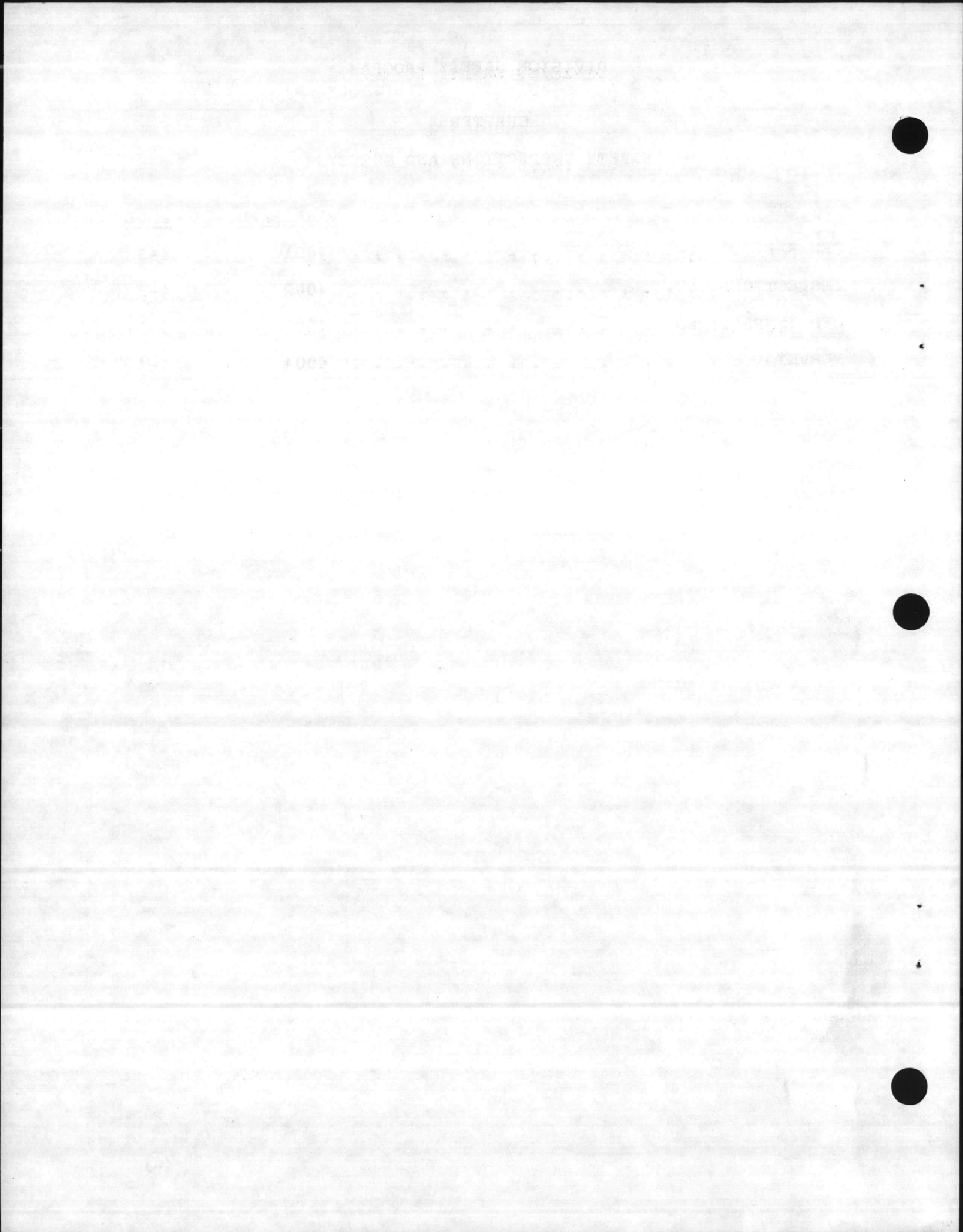
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DIVISION SAFETY PROGRAM

CHAPTER 4

SAFETY INSPECTIONS AND SURVEYS

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DIVISION SAFETY PROGRAM

CHAPTER 4

SAFETY INSPECTIONS AND SURVEYS

4001. GENERAL

1. The primary purpose of safety inspections is to uncover any unsafe act or unsafe condition which might result in an accident. Whenever possible, minor hazards or practices, when found, will be corrected immediately by informal recommendation to the responsible commander or supervisor. Major hazards or practices which cannot be corrected at the unit level and require action by higher authority will be forwarded to the Division Safety Manager.

2. Safety surveys are those studies made of hazardous conditions and/or practices in which the corrections, measured in the way of funds, materials and manpower, are beyond the present capabilities of the Division and will require assistance from higher headquarters. Personnel limitations within the Division Safety Office preclude such undertakings without assistance from sources within the Division.

4002. INSPECTIONS

1. Division-wide area/facility safety inspections will be conducted by members of the safety office.

2. When hazardous conditions are noted that require immediate attention, members of the inspection team will, by phone or visit, contact the appropriate commander and/or supervisor for immediate corrective action.

3. Unit safety officers will conduct monthly safety inspections for the express purpose of locating hazards, existing deficiencies and irregularities. A report of this inspection will be submitted to the Division Safety Manager within one week of the inspection and will contain a listing of the discrepancies noted and the corrective action taken.

4. Supervisors will inspect and police their work areas on a continual basis and report any hazards or discrepancies noted, which they cannot correct, to their immediate supervisor.

4003. CEP INSPECTIONS

1. Members of the safety office shall conduct periodic CEP inspections throughout the Division. The inspected unit safety officer or his representative will accompany the inspector and will be given a verbal debrief at the completion of the inspection. A complete report will be forwarded to the cognizant authority. The Division Safety Manager will be notified by

return endorsement of corrective action taken on unsafe acts, conditions and practices encountered during the inspection.

2. The Division CEP inspectors listed below shall include a safety section on their inspection checklist. The safety section will be made up of three or more questions related to safety in the area being inspected. The current edition of NAVMC 2692, Marine Corps Unit Safety Program Management Pamphlet, provides a list of questions that may be used in the safety section of the checklist.

- a. General administration (general housekeeping and office safety).
- b. Special services (recreational safety, on and off-duty).
- c. Training (range safety regulations and weapons handling safety).
- d. Engineer equipment (heavy equipment, shop machines, tool safety and welding operations).
- e. Embarkation (general safety).
- f. Motor transportation (safe driving, safety precautions in transporting ammunition and explosives and battery shop safety precautions).
- g. Ordnance (handling and storage safety).
- h. Supply (general housekeeping, material handling and storage safety).
- i. Communications/Electronics (high voltage equipment, battery shops, equipment installation, maintenance shops and radiation hazards (less radioactive hazards)).

4004. SURVEYS. Safety surveys will be planned and scheduled in advance and coordinated through the Division Safety Council. The Safety Manager shall serve as advisor/consultant in such undertakings.

DIVISION SAFETY PROGRAM

CHAPTER 5

PROTECTIVE CLOTHING AND EQUIPMENT

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DIVISION MARKET RESEARCH

CHAPTER 2

PROBABILITY THEORY AND STATISTICS



DIVISION SAFETY PROGRAM

CHAPTER 5

PROTECTIVE CLOTHING AND EQUIPMENT

5001. REQUIREMENTS. This directive establishes the minimum requirements for protective clothing and safety equipment for personnel engaged in hazardous operations and/or occupations.

5002. RESPONSIBILITY. It is the responsibility of commanding officers to ensure that Marines wear the proper safety equipment or clothing when engaged in hazardous operations.

5003. PROCUREMENT. It is the responsibility of commanding officers to see that all safety equipment listed in Appendix G is procured through the SMU or self service store as appropriate.

5004. STERILIZATION OF PROTECTIVE EQUIPMENT. All safety equipment must be sterilized/sanitized after use or before reissue to another Marine. Facilities will be provided by the department/section concerned. The items marked "*" in Appendix G are not recoverable/reissuable.

5005. NEW PROCEDURES/OPERATIONS. The table of protective equipment as shown in Appendix G is not complete and all inclusive. As additional requirements are added, or modifications occur, revisions will be made to include the protective equipment or clothing to be worn.

5006. USE OF PROTECTIVE CLOTHING AND EQUIPMENT. This table, Appendix G, is divided into sections, listing various parts of the body, applicable trades and protective equipment to be used. Where the letter "M" appears, the use of the equipment is mandatory. Where the letter "M" appears more than once under the same part of the body a choice of equipment is permitted. The letter "O" indicates the use of the item so marked is recommended when practicable and shall be mandatory when deemed necessary by the operating official.

5007. FAILURE TO WEAR PROTECTIVE CLOTHING AND EQUIPMENT. When injury occurs to a Marine, failure to wear protective clothing or equipment, a report in writing will be submitted to the Commanding General by the cognizant department/section head or commanding officer, as appropriate. This report will contain the circumstances surrounding the injury, the reason for failure to comply with regulations, and any corrective action taken to preclude recurrence.

1. When negligence on the part of the supervisor or individual Marine is found, disciplinary action may be taken in accordance with the Uniform Code of Military Justice.

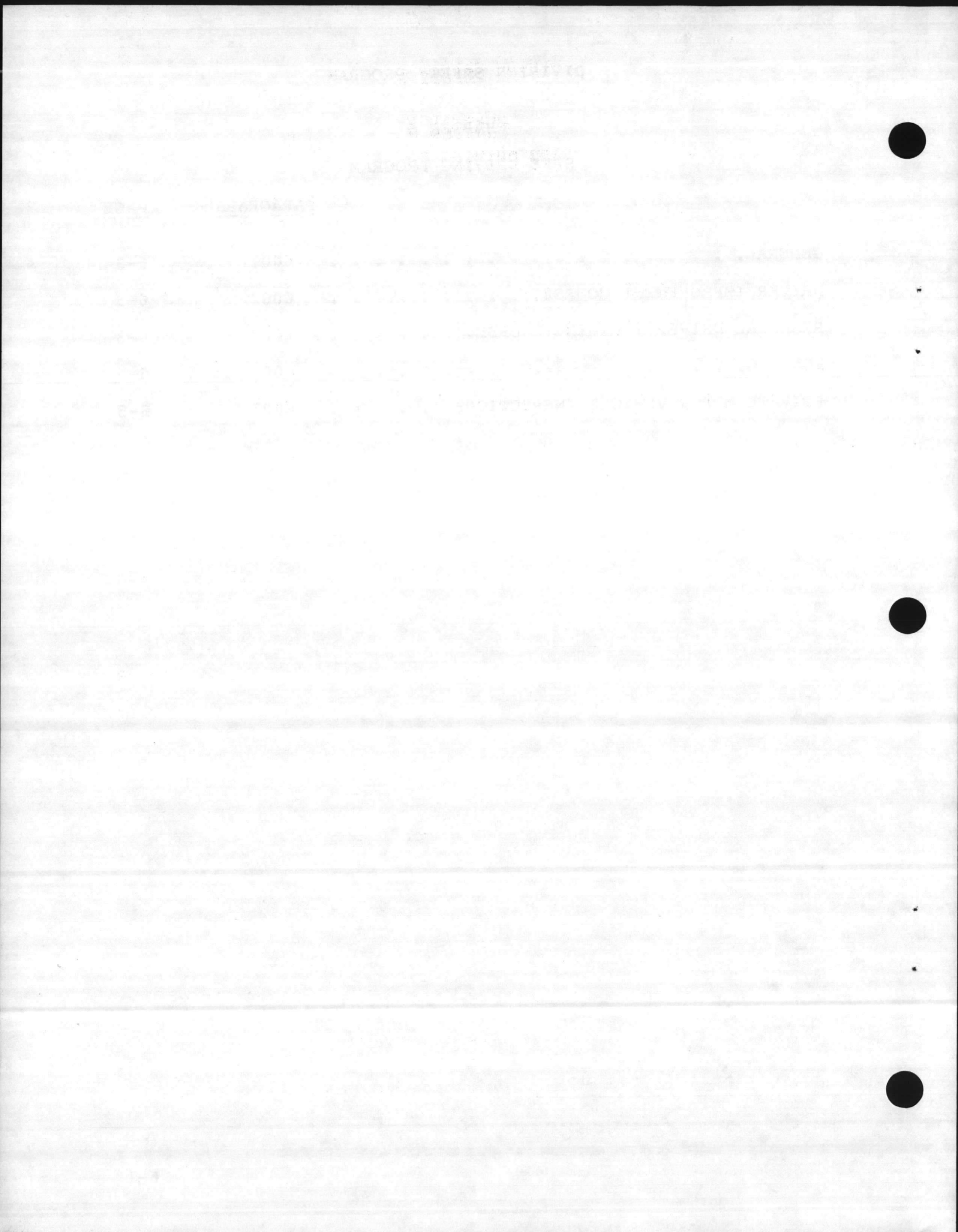
2. Caution must be exercised in preparing the above report and taking subsequent action, in that it must be completely separate from the Accident Investigation Form (NAVMC 10767) as set forth in the current edition of MCO 5101.8, Marine Corps Safety Program, which prohibits this form from being used as evidence in determining line of duty or misconduct.

DIVISION SAFETY PROGRAM

CHAPTER 6

SAFE DRIVING PROGRAM

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DIVISION SAFETY PROGRAM

CHAPTER 6

SAFE DRIVING PROGRAM

6001. GENERAL

1. Private and government motor vehicle accidents generally account for the greatest number of deaths and injuries to Division personnel. It is therefore essential to establish and maintain a vigorous training and information program at all levels.
2. Commanding officers through battalion level will appoint a commissioned officer in writing as the unit Vehicle Accident Prevent Officer. It is the duty of this officer to supervise the unit's vehicle accident prevention program including off-duty traffic safety. The unit Vehicle Accident Prevention Officer will be guided in his duties by the current edition of MCO 5100.19, Marine Corps Traffic Safety Program for Off-Duty Military Personnel.
3. The Division Safety Manager will maintain statistical data on motor vehicle accidents and act as an advisor on matters of traffic safety to the Commanding General, organizational commanders and organizational motor vehicle accident prevention officers.

6002. DRIVER IMPROVEMENT COURSE

1. All military personnel under the age of 26 will complete the 10 hour Driver Improvement Course if they are authorized to operate a privately owned vehicle on this Base and if they cannot show evidence of having previously completed an accredited military or nonmilitary course within the past two years.
2. All other persons, dependents and military, who are authorized to operate privately owned vehicles on this Base are invited and encouraged to attend the course.

6003. REMEDIAL DRIVER TRAINING COURSE. The Remedial Driver Training Course applies to all personnel who have demonstrated unsafe driving habits and have been ordered to attend by the Base Traffic Board. The course consists of nine hours of instruction and a one hour written examination.

1. Division personnel may be ordered by the Base Traffic Board or the unit commander to attend the course after administrative action has been taken by the Board or unit commander; or after conviction in a court of competent jurisdiction for any moving violation in a preventable accident on or off base.
2. Scheduling for the Remedial Driving Course is made by the Base Provost Marshal section.

6004. FUNDING. Funding for military personnel for both Driver Improvement and Remedial Driver Training is shared by the 2d Marine Division, and other Base units, based on the number of personnel from each command receiving the training. The Base Safety Manager, Marine Corps Base, Camp Lejeune is designated the program administrator by the Commanding General, Marine Corps Base.

6005. PRIVATE MOTOR VEHICLE INSPECTIONS. Commanding officers are encouraged to conduct periodic voluntary checks on private motor vehicles owned by personnel in the unit. Appendix A is provided as a guide/checklist for such inspections.

DIVISION SAFETY PROGRAM

CHAPTER 7

ACCIDENT REPORTING

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DIVISION SAFETY PROGRAM

CHAPTER 7

ACCIDENT REPORTING

7001. FLASH REPORT OF FATAL ACCIDENT. In the event of a fatal accident involving Division personnel, the unit safety officer, or officer of the day after working hours, will take the following action:

1. Immediately notify the Division Safety Office by phone 2206 during normal working hours, or the Division Command Duty Officer 2127 after working hours for incidents occurring at Camp Lejeune.
2. As soon as possible, following a telephonic report to the Division Safety/Division Command Duty Officer, prepare a written report in the format contained in Appendix B. This report will be hand delivered to the Division Safety Office or his representative by the most expeditious means available.
3. Upon receipt of the written/telephonic report, the Division Safety Office/Division Command Duty Officer will coordinate with the Division Adjutant then report the circumstances to Headquarters, Fleet Marine Force, Atlantic, in accordance with the current edition of FORO P5100.6B, Ground Safety SOP.

7002. MISHAP AND INJURY REPORT DIV FORM 5101/01.

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

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

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

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

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

7003. INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT. The Base Provost Marshal will conduct an appropriate investigation of any accident or collision involving motor vehicles on base or within a 50-mile radius of Camp Lejeune.

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

7004. MISHAP SEVERITY CLASSIFICATIONS

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

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

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

7005. INSTRUCTIONS FOR COMPLETING MISHAP REPORT DIV 5101/1. The following instructions provide guide lines for the preparation of this report:

1. Unit Reporting - self-explanatory.
2. Brief Description of mishap.
 - a. Company _____ Platoon _____
 - b. Class of mishap: para 7004.
 - c. Type of Mishap: GOV, POV, training, barracks, home or recreational and miscellaneous.
 - d. Date/time/day of week.

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

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

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

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

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

a. Fatality or Fatalities:

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

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

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

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

b. Injury or Injuries:

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

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

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

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

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

(6) Disability: Circle one.

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

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

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

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

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

10. Corrective Action. Recommendations or lessons learned.

7006. POST EXERCISE REPORT (FORC P5100.6B). Upon the conclusion of each deployment, embarked period, or field exercise, the "Post Exercise Report" shall contain a section pertaining to hazards encountered, unsafe conditions found existing, and a recapitulation of all reportable accidents suffered by NAME, GRADE, TYPE OF ACCIDENT, DEGREE OF INJURY, NUMBER OF WORK DAYS LOST AND DISPOSITION OF VICTIM if transferred or hospitalized. A copy of this report will be submitted to the Division Safety Manager. Appendix E refers.

7007. HAZARDOUS SITUATION REPORTING PROCEDURES

1. To effect positive results in accident prevention and damage control, unit safety officers are to establish and communicate, to all personnel, a reporting procedure to encompass any potential accident causing situation and/or area.

2. This procedure should allow for the expeditious transmitting of information to the unit safety officer (i.e., location, nature, severity of situation) and include immediate action to be taken until permanent countermeasures can be developed and employed (i.e., rope off area, post guard, etc.).

3. Unit safety officers will then phone in preliminary information to the Division Safety Office (location, nature, severity) prior to submitting a written report. Appendix F refers.

4. The Division Safety Office will log all hazardous situation reports and review or investigate for correlations throughout the Division area.

5. The following degrees of severity are to be used:

a. Imminent danger: Could cause death or serious physical harm, extension property damage or mission impairment.

b. Serious: Could cause prolonged or permanent impairment of the body, limited property damage and mission impairment.

c. Nonserious: Would not cause death or serious physical harm, property damage or impair unit's mission. In this category a potential hazard may exist and therefore merits recognition and analysis.

THE STATE OF TEXAS, COUNTY OF DALLAS, BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 1947.

Notary Public in and for the State of Texas, My Commission Expires _____

Notary Public

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DIVISION SAFETY PROGRAM

CHAPTER 8

SIGHT CONSERVATION

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CHARTER
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DIVISION SAFETY PROGRAM

CHAPTER 8

SIGHT CONSERVATION

8001. GENERAL. The principle objectives of the Division Sight Conservation Program is to provide eye protection for Marines engaged in eye-hazardous work or employed in eye-hazardous areas and is designed to eliminate eye injuries/accidents.

8002. EYE WEAR REQUIREMENTS. The Sight Conservation Program is established in accordance with the Occupational Safety and Health Act of 1970 and the current edition of MCO 5100.8, Marine Corps Safety Program, and is mandatory for industrially employed military personnel who are employed or engaged in eye-hazardous operations. All personnel, regardless of their occupation, are required to wear protective eye wear when in a designated eye-hazardous area.

8003. EYE WEAR STANDARDS. A table of types of protective eye wear appropriate for specific hazards appears in the Safety Equipment Manual 29CFR 1910.133.

8004. ELIGIBILITY FOR PRESCRIPTION EYEGLASSES

1. Prescription safety eye glasses will be furnished by the Marine Corps only if the Marine works fifty (50) percent or more of the time in eye-hazardous areas or operations or has loss of vision in one eye.

2. Marines whose work assignments may require part time and limited exposure to eye-hazardous operations and areas, however, routine and repetitive such exposure may be, shall not be eligible for issue of prescription safety eye glasses at government expense. Such Marines, whenever so exposed, are not exempt from observance of rules covering eye protection and will be required to wear approved safety eye wear.

8005. LIGHTING

1. Inadequate and/or improper lighting can cause deterioration of vision and lead to accidents. Periodic inspections by the Division Safety Office will be made to determine the adequacy of lighting throughout the Division.

2. Burned out light bulbs should be replaced immediately. Inadequate lighting on desk tops can usually be remedied by adjustment of shades and/or blinds; however, adjustable desk lamps are available through normal supply channels. When using fluorescent lights "soft" or "cool" light bulbs are recommended.

8006. MARKING OF EYE HAZARDOUS AREAS. In order to afford a measure of protection, areas and machines which have been

designated as eye-hazardous shall be marked with a black and yellow checkerboard symbol and a sign or place card which reads, EYE HAZARD, in black on a brilliant yellow background. See the current edition of NAVFAC P309, Color for Naval Shore Facilities.

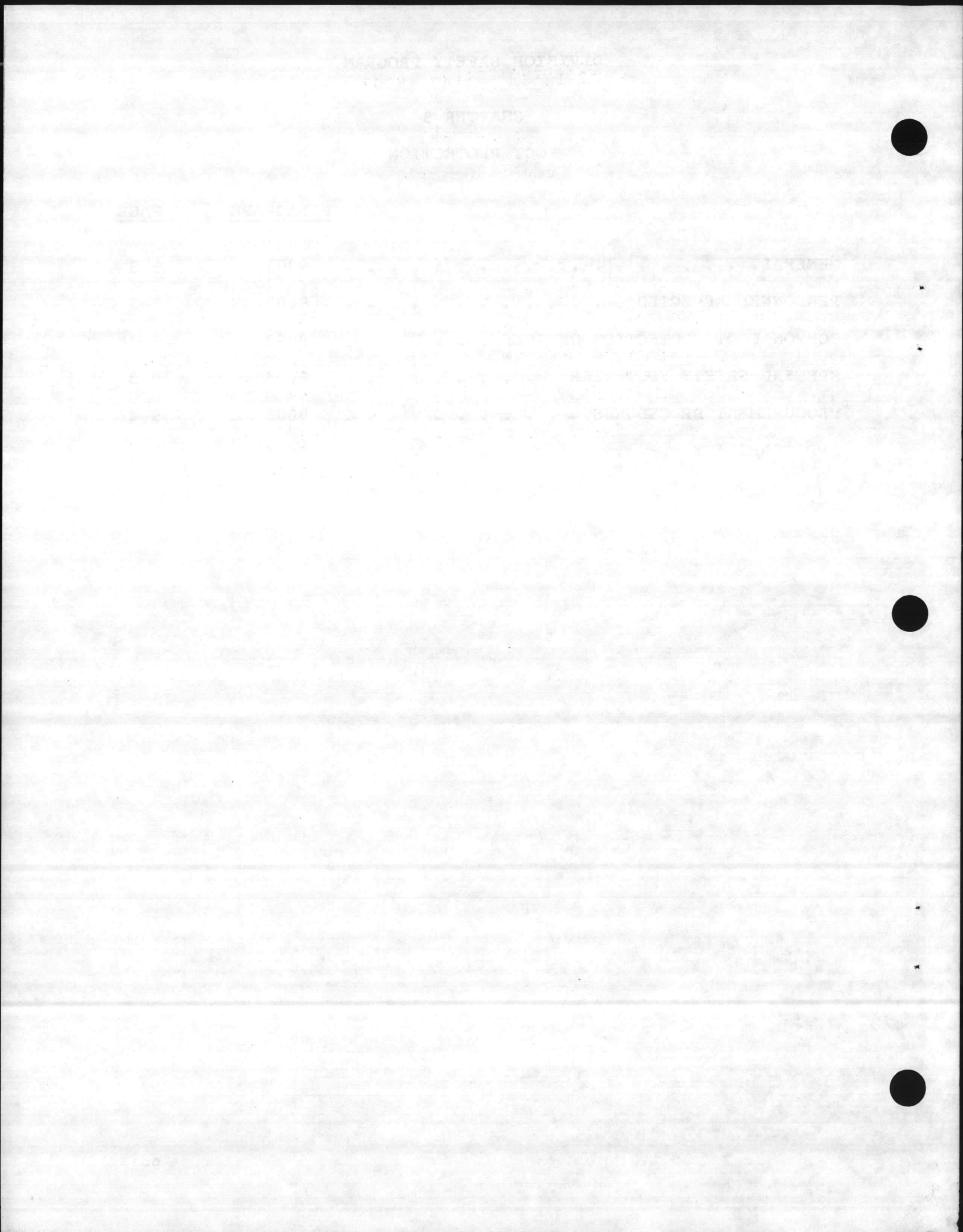
8007. APPLICABILITY. Appendix G to this Order sets forth the operations, trades and/or processes considered to be eye-hazardous and, where mandatory, eye protection is required.

DIVISION SAFETY PROGRAM

CHAPTER 9

FOOT PROTECTION

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DIVISION SAFETY PROGRAM

CHAPTER 9

FOOT PROTECTION

9001. GENERAL. Foot protection will be worn by military personnel engaged in foot hazardous operations for the purpose of preventing foot injuries.

9002. PERSONNEL AFFECTED

1. Commissioned officers engaged in continuous or intermittent foot hazardous operations are required to wear at their option either:

- a. Toe guards furnished by the government, or,
- b. Safety shoes procured at their expense.

2. Enlisted personnel shall be provided with and required to wear either:

- a. Toe guards for occasional exposure to foot injury hazards, or
- b. Safety shoes when exposure is of a continuous nature.

3. Division personnel working parties will be furnished toe guards when required (i.e., moving, loading and unloading heavy items, while operating power lawn mowers, etc.). Individuals will affix toe guards by temporarily tacking them to the sole of the boots.

9003. COMMON FOOT PROTECTION DEVICES. Common types of foot protection devices available for use by personnel engaged in foot hazardous operations are:

1. Toe guards; worn over regular shoes and conforming to the minimum requirements specified by the American Standards Association for safety toe box.

2. Safety shoes; with a built in toe box, which are recommended for use by personnel engaged in continuous foot-hazardous operations. Specifications are the same as for the toe guard.

9004. SPECIAL SAFETY FOOT WEAR. This foot wear will be furnished at government expense as personal protective equipment for special hazards. Shoes, safety, semiconductive are used to guard against electrical shock hazards when it is impractical to insulate the floor as specified by the current edition of Safety Precautions for Shore Activities. These shoes are authorized for local procurement from commercial sources by using activities and shall conform to American National Standard Z41.5-1967.

9005. PROCUREMENT PROCEDURES

1. Toe guards are stocked in the Self Service Center. Cognizant department/section heads will budget for and purchase them directly from the center, as required.

2. Appropriate safety shoes required for use by military enlisted personnel are available through normal supply channels.

3. Safety shoes are available for purchase from local civilian sources. Guidance concerning sources of supply for shoes that meet prescribed specifications can be obtained by contacting the Division Safety Office.

9006. APPLICABILITY. Appendix G to this Order sets forth the operations; trades and/or processes considered to be foot hazardous; and, where mandatory foot precaution is required, (i.e., cooks and bakers, construction, materials handling, explosives handling, warehousing, packaging and preservation, maintenance and automotive mechanics).

DIVISION SAFETY PROGRAM

CHAPTER 10

HEARING CONSERVATION PROGRAM

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NAVMED 6260/2 (S/N 0105-LF-206-2605) or Hazardous Noise Tables, NAVMED 6260/2A (S/N 0105-LF-212-6020) which can be procured through local supply sources.

10006. APPLICABILITY

1. The following areas of the Division have been identified as having noise level intensities:

- a. Rifle and pistol ranges.
- b. Machinery and heavy equipment areas when equipment is in use, (i.e., generators).
- c. Woodworking shops when equipment is in use.

2. Appendix G to this Order sets forth the operations, trades and/or processes considered to be noise hazardous, and where mandatory hearing protection is required.

DIVISION SAFETY PROGRAM

CHAPTER 10

HEARING CONSERVATION PROGRAM

10001. GENERAL. Potentially harmful noise levels are probably the most significant occupational hazard faced by Marine Corps personnel. In addition to impulse noise, continuous and intermittent exposure to loud noises, which frequently occur in industrial and other shore activities, may result in hearing loss. This loss may be temporary, disappearing after a period of nonexposure, or it may be permanent because of irreversible injury to the inner ear. The maximum daily level of permissible human exposure to noise is greatly influenced by factors such as the frequency spectrum of the noise; whether the noise is intermittent or continuous; and variance to the exposure; and individual susceptibility.

10002. HEARING STANDARDS. Guidelines have been established which alert individuals to the existence of noise hazards and will protect the hearing of personnel so exposed. While no one method of noise measurement is exact or all-encompassing for hearing damage risks, the use of the "A" weighting network of a standard sound level meter provides a simplified means of noise spectra and noise deviations found in the Division. Noise levels above 90 decibels on the "A" scale of a sound level meter (90 dba) are considered potentially dangerous to human hearing. This criterion approximates conditions that exist when it is difficult to hear a loud spoken voice at a distance of one (1) foot.

10003. SCOPE. A hearing conservation program is designed to preserve human hearing by preventive measures. The major elements of the Division's program are noise measurements, audiometry, personal protective measures and noise reduction measures.

10004. ADMINISTRATION

1. The Division Safety Manager will arrange for periodic noise surveys through liaison with the Naval Regional Medical Center to identify noise hazardous areas and initiate such action as is necessary to reduce sound intensity by appropriate means wherever practicable.

2. The Division Medical Officer shall conduct audiometry and medical evaluations as specified in the current editions of MCO 6260.1, Hearing Conservation Program, and perform audiometry testing and action as follows:

a. On all military personnel who are engaged in areas identified as noise hazardous (level above 85dBA), if more than one year has elapsed since initial test. Further, the test will be administered at the end of one month, six months, and then

annually thereafter, or as necessary when significant noise level increases are identified by periodic surveys.

b. Fit personnel for hearing protective equipment, recording the size in medical records and informing respective commands by memorandum of the fitted size of equipment on permanent personnel when assigned to noise hazardous areas.

3. Protective equipment (ear plugs and ear muffs) are maintained in the Self Service Center. The current edition of MCO 6260.1C, Hearing Conservation Program, series contains current stock numbers for ear plugs and ear muffs. Funding for protective equipment is to be accomplished under regular operation and maintenance funds by the commander involved.

4. All commanding officers and supervisors shall, where feasible, reduce noise at its source by effective noise reduction measures. Some of the means that can be used are:

a. Attenuation of noise at its source by engineering design of the equipment.

b. Substitution of a less noisy operation for a noisy one (i.e., welding instead of riveting).

c. Isolation to remote area.

d. Resilient mounting.

e. Enclosure of the noise source.

f. Mufflers.

5. Commanders, officers in charge and supervisors will ensure that personnel under their cognizance who, by reason of training or occupations, are subjected to high noise level hazards; have complied with the requirements for audiometric examination and hearing protective equipment fittings; and use protective equipment when in a designated noise hazard area.

10005. LABELING OF NOISE HAZARDS AND EQUIPMENT

1. Noise hazardous areas may exist either outdoors or indoors, and around either fixed or mobile equipment with the noise either continuous or intermittent. In noisy environments and on noisy devices found to exceed the 90 dba, a hearing damage risk criterion must be clearly labeled (stenciling is suggested) in a manner similar to that for fixed facilities.

2. Commanders, officers in charge and supervisors will ensure that noise hazardous areas and equipment under their cognizance are properly marked with the Hazardous Noise Warning Decal,

DIVISION SAFETY PROGRAM

CHAPTER 11

INSTRUCTIONS FOR DEPLOYING/EMBARKING UNITS

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REPORT OF THE BOARD OF DIRECTORS

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DIVISION SAFETY PROGRAM

CHAPTER 11

INSTRUCTIONS FOR DEPLOYING/EMBARKING UNITS

11001. GENERAL. Accidents of all description occur during deployment and periods when units are embarked on naval vessels. Therefore, a restatement of the safety precautions to be exercised during such periods is required.

1. If utmost importance is pre-planning for safety, therefore, the following steps must be taken:

a. Evaluate each phase of the deployment, operation, exercise or embarkation.

b. Determine all hazardous conditions, operations or environments expected to be encountered during each phase.

c. Establish safety measures to counter each adverse condition or hazard.

d. Brief all participating personnel.

e. Enforce all safety precautions throughout the operation, exercise or embarked period.

2. FORO P5100.6, Ground Safety SOP, requires preparation of a safety annex to be included in every embarkation and operation plan/order involving a deployment, exercise or embarkation of a unit. Appendix E contains an example of a safety annex. It also highlights some of the factors which should be considered during its preparation.

3. Accident reporting shall be accomplished along the guidelines and instructions contained in Chapter 7 of this Order, with the following exception. The "Flash Report" discussed in paragraph 7011 will be omitted. Instead, it must be assured that the Casualty Report submitted in accordance with Chapter 5 of the Marine Corps Casualty Processing Manual includes as information addressees:

a. The task-oriented chain of command,

b. The normal chain of command, including the Commanding General, Fleet Marine Force, Atlantic.

4. Forms NAVMC 10767, "Accident and Injury Report," and SF91A, "Investigative Report of Motor Vehicle Accident," shall be prepared on each accident, as applicable. The original and two copies shall be mailed to the Division Safety Manager, 2d Marine Division (Rein), FMF within 10 days of the accident and one copy

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DIVISION SAFETY PROGRAM

will be mailed to the Commanding General, Fleet Marine Force, Atlantic. Marine Amphibious Brigade (MAB) and Marine Amphibious Unit (MAU) elements shall identify in the appropriate spaces, both the parent command and the MAB or MAU to which assigned at the time of the accident. Appendixes C and D reflect the task organized chain of command entry to this effect.

DIVISION SAFETY PROGRAM

CHAPTER 12

SAFETY IN MANEUVERS AND FIELD TRAINING EXERCISES

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DIVISION SAFETY PROGRAM

CHAPTER 12

SAFETY IN MANEUVERS AND FIELD TRAINING EXERCISES

12001. PURPOSE. Accidents and injuries tend to increase during maneuvers and field training exercises. Lack of safety planning and failure to adequately prepare all personnel involved are primary causative factors. Inappropriate procedures, ignorance of proper procedures, and disregard of procedures characterize many accidents in maneuvers and field exercises. Most of these accidents are preventable. This Chapter provides guidelines for accident prevention during maneuvers and field exercises. It is applicable to all levels of training.

12002. GENERAL GUIDELINES

1. The planning and leadership essential to a successful exercise are also necessary for an effective accident prevention program.
2. The purpose of safety is to prevent injury, death, and property loss, thereby increasing combat effectiveness.

12003. SAFETY MANAGEMENT AND ORGANIZATION

1. The exercise director should designate a safety officer to serve as overall safety director for the exercise.
2. The major field commander having the largest number of troops in major field elements; (i.e., joint task forces), should designate the safety director for that force.
3. Responsible commanders will assign safety officers prior to the planning phase of the exercise, so that they have sufficient time to provide guidance.
4. The number of unit safety officers will be sufficient to provide adequate hazard control and safety officers will be sufficient to provide adequate hazard control and safety guidance at all levels.

12004. PREVENTION AND CONTROL

1. Practicable safety controls will be provided in all planning, training, tactical operations, and off-duty activities. Provisions will be made for special clothing and equipment.
2. Planning for safety in exercises:
 - a. Planning should include all phases. Pre-exercise training, troop and convoy movements, assembly, play of the exercise, disengagement, return movements, movement of surplus material and policing the area.

b. Plans should provide for action to ensure that an adequate number of qualified drivers are available before the troop and convoy movements phase.

c. Coordination with civilian authorities should be made well in advance of the operational phase with a view toward having public traffic rerouted prior to any heavy military vehicle movement, especially when roads are narrow, steep, circuitous or otherwise hazardous. In any case, maximum use of public information media will be made to warn traffic away from the affected road net.

3. Before departure:

a. All personnel will be oriented on specific hazards which might be expected during the field exercise, and on necessary hazard controls.

b. Indoctrination will emphasize the importance of locating and correcting unsafe acts and conditions before an accident results, rather than initiating corrective action after an accident has occurred.

c. Chapter 13 will aid in such orientation, and should be augmented by specific information concerning the accident experience of the unit and of previous exercises.

4. During the operational phase:

a. All supervisory personnel are responsible for the prevention of accidents and will initiate appropriate action to identify and eliminate hazards and unsafe acts within their area of responsibility. This includes those observed or reported by safety officers and safety NCO's.

b. Serious hazards (i.e., a dud shell or a washed out bridge) will be promptly reported to the Commanding General (Safety Officer). Appropriate interim safety measures will be taken (i.e., marking, or posting of guard) until the hazard is corrected.

c. When field expedients are to be employed, they will be evaluated by the commander to assure freedom from unnecessary risk.

d. Umpires, military police, ground controllers for airborne operations, and air controllers for aircraft have mission-related responsibilities for accident prevention.

e. Special precautions, in addition to a thorough briefing of personnel concerned, will be taken to protect against accident and injury from roadblock operations.

f. Movement of military vehicles under blackout conditions on roads open to public traffic is prohibited.

g. When seat belts are provided in military vehicles (i.e., sedans), senior occupants and drivers will require that they be used and fastened securely.

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DIVISION SAFETY PROGRAM

CHAPTER 13

CHECKLISTS FOR SAFETY PERSONNEL ON MANEUVERS AND FIELD TRAINING EXERCISES

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CHARTER

State of New Jersey

County of _____

City of _____

DIVISION SAFETY PROGRAM

CHAPTER 13

CHECKLISTS FOR SAFETY PERSONNEL ON MANEUVERS AND FIELD TRAINING EXERCISES

13001. BRIEFING PERSONNEL

1. Personnel should be thoroughly briefed on all items regarding safety and personal conduct. All other items should be carefully inspected and evaluated to identify hazards and unsafe conditions.

2. Listed below are some general items that can be used for briefing personnel as appropriate:

- a. Exercise area terrain features.
- b. Desert survival.
- c. Flash floods.
- d. Water supplies, purification.
- e. Hot weather, heat prostration.
- f. Cold weather survival.
- g. Frostbite.
- h. Jungle survival.
- i. Poisonous snakes, insects, and potentially dangerous animals.
- j. Roadblocks.
- k. Foxholes, field fortifications.

13002. SAFETY PRECAUTION CHECKLISTS. Listed below are some general items that can be used for conducting safety inspections during training exercises.

1. Ammunition and Explosives

a. Ammunition and explosives will not be unnecessarily exposed to inclement weather or direct rays of sunlight.

b. Examine all live or dummy ammunition. Turn in all cartridges with loose bullets, dents, or those which appear to be defective in any way.

- c. Use of live ammunition for decoration, or markers is prohibited.
- d. Matches and fire producing devices will not be allowed in proximity of ammunition and explosives.
- e. Smoking will not be permitted within 50 feet of where ammunition and explosives are stored, handled or transported.
- f. Ammunition and fuel will be separated by proper quantity/distance factors specified in TM-1300-206.
- g. Handling of ammunition will be performed in a manner which will prevent shock or friction. Subjection of ammunition or explosive material to these factors may result in fires, explosion or damage to personnel and equipment.
- h. Ammunition and explosives will never be dropped from conveyance, stacked or slung loosely.
- i. Abandoning, burying or leaving ammunition unattended or without proper security is prohibited.
- j. Primers (friction, percussion or electrical), detonators (electric and nonelectric), fuzes or other initiating devices will not be loaded in the same cargo compartment with ammunition or explosives. These items will be transported in separate vehicles or (if in small quantities) in the driver's compartment.
- k. Use caution when handling chemical land mines, flash simulators and pyrotechnics. Maintain strict accountability for these items.
- l. Never divide the responsibility for the preparation, the placement, or the firing of charges. Make one person responsible for the supervision of all phases and appoint alternates to take his place whenever necessary.
- m. Protect demolition materials from mud, sand, dirt and water. If they become wet or dirty, they should be cleaned at once.
- n. Do not open explosives in or near a magazine.
- o. Do not store caps and explosives in the same magazine.
- p. Do not carry caps in pockets of clothing.
- q. Do not shoot into explosives with any firearm, or allow shooting in the vicinity of an explosives magazine.
- r. Do not open kegs or wooden cases of explosives with metallic tools. Use a wooden wedge and wooden, rubber or fiber

mallet. Metallic slitters may be used to open fiberboard cases, provided that the metallic slitter does not come in contact with the metallic fasteners of the case.

s. Do not use empty explosives cases for kindling fires, for heating purposes, or cooking.

t. Do not permit any paper product used in the packing of explosives to leave your possession. Accumulation of fiberboard cases, paper liners, cartons, or paper should be destroyed by burning after they have been carefully examined to make sure that they are empty.

u. Do not use explosives that are obviously deteriorated.

v. Do not attempt to reclaim or use fuzes, blasting caps, or any other explosives that have been water-soaked, even if they have dried out.

w. Do not make up primers in a magazine or near large quantities of explosives.

x. Do not fire a blast until all persons, vehicles, and surplus explosives are in a safe place.

y. Wear the steel helmet and armor vest at all times when handling or throwing grenades.

z. Never attempt to disassemble any grenade.

(1) Never tamper with grenades and do not recover or tamper with live grenades that fail to explode (duds). Handle loose fuzes containing detonators with extreme care.

(2) Never release the safety lever before throwing grenades.

(3) When throwing a fragmentation grenade without protective cover, drop immediately to a prone position, face down with the helmet toward the grenade. Keep arms and legs flat against ground.

(4) Although little danger is involved in using practice hand grenades, they require some degree of care in handling, and in throwing. Since the striker assembly and primer holder of the fuze may be projected as fragments up to a distance of 18 meters, precautions must be taken to prevent injury to personnel.

(5) When throwing grenades on practice range with high grass or brush, paint or tape grenade with highly visible paint/ tape so it can easily be located if a dud occurs.

2. Animal Precautions

- a. Do not tease or attempt to capture animals.
- b. Treat all animals as potential danger.
- c. Use special care and alertness during night operations.
- d. Report all animal bites and scratches to your medical officer immediately.
- e. Do not tease or attempt to capture snakes.
- f. Treat all snakes as potential danger.
- g. When a snake is surprised, allow the snake time to move away.
- h. Be careful when walking in areas of dense vegetation, rocky terrain, brush piles, or climbing ledges.
- i. Wear boots; the largest percentage of bites occur in the lower legs.

3. Bivouac Area

- a. Appoint a bivouac safety officer and fire marshal.
- b. Make a reconnaissance of the location to ensure that it is free of duds, debris, rocks, poison plants, reptiles and is located outside of dry washes.
- c. Properly disperse personnel and equipment.
- d. Provide guidelines for vehicle movement through the area during nights and blackouts.
- e. Ensure proper location and condition of facilities (mess kitchens, latrines, etc.).
- f. Designate separate storage areas for gasoline, ammunition and other flammable materials.
- g. Post "Off Limits" signs in restricted areas.
- h. Presence of privately owned vehicles, motor vehicles, and motorcycles is prohibited.
- i. Establish air raid/gas attack alarm system.
- j. Ensure bivouac area is well ventilated.

- k. Place fire extinguishers in close proximity to camp fires.
- l. Do not build fires in tents, except in approved stoves.
- m. Beware of falling branches and trees during high winds and thunder storms.
- n. Do not smoke in sleeping bags.
- o. Fill gasoline lanterns outside of tents.
- p. Storage areas will be kept clear of all flammable debris.
- q. Observe all no smoking signs.
- r. Ensure cigarettes and cigars are out before disposing of same.
- s. All areas which constitute or contain a fire hazard will be so posted.
- t. All personnel engaged in handling material of any type by hand will lift objects as follows: Stand close to the object with feet solidly placed and slightly apart. With knees bent, grasp the object firmly and then lift, straightening the legs and keeping the back as vertical as possible.
- u. Poisonous gases, chemicals, and toxic materials will be stored in a separate, dry place apart from troop work and billeting areas. Due to possible toxic vapors, personnel will make certain that adequate ventilation is available in work areas where those materials are being used. Adequate security on these items will be maintained at all times.

4. Communication-Electronics

- a. Ground all electrical and electronical equipment including switchboards, motor and generator frames, test equipment, etc. Vehicular radio equipment shall be grounded at all times when employed at a fixed location. Select a conductor of suitable size and current carrying capacity and ensure that there is a good metal-to-metal contact between the ground conductor and the metal to which it is connected. "Field wire" WD-1/TT is NOT considered an adequate conductor under any circumstances. In some instances where grounding is not provided by the mounting arrangements, such as equipment supported on shock mounts, suitable ground connectors must be provided.
- b. All electrical danger areas will be plainly marked.
- c. Only authorized personnel will maintain, repair or handle electrical driver devices or service lines.

- d. Do not work on electrical apparatus with wet hands or while wearing wet clothing.
- e. Personnel will remove rings, wrist watches, bracelets and other similar metal items before performing any type of electrical work.
- f. Before installing and removing electrical wires ensure that the power is off.
- g. Treat all wires as if they are alive.
- h. Inspect all safety equipment before using.
- i. Installation of equipment in the vicinity of high tension wires will be accomplished only after all participating personnel have been warned of the danger involved and after prerequisites of current directives have been met. See DivO P2000.1C (Comm SOP):
- j. A first aid kit shall be maintained in all communication-electronics spaces. A pharyngeal tube shall be readily available in the application of mouth-to-mouth resuscitation.
- k. Antennas shall not be installed where any part of the structure is under any overhead wire. In addition, a horizontal distance of twice the height of the antenna from any overhead wire shall be maintained in accordance with current directives.
- l. Antenna erection shall never be accomplished during an electrical storm in a training environment.
- m. Antennas mounted on mobile radio equipment shall not be vertically extended more than twelve feet above ground level while the vehicle is in motion. Mobile operation of the Radio Set, AN/MRC-83/87 is discouraged. If this mode of operation is necessary, ensure that antennas are adequately insulated and do not touch the vehicle. All vehicular radio sets utilizing antenna tie-downs while mobile shall tie the antenna so that the end of the antenna is not a hazard to pedestrians. Unless a vehicular radio set must operate while mobile, all vehicular antenna shall be removed.
- n. All main power lines will be strung with AWG No. 10 three conductor wire. All "saddles" and "drop" lines will be strung with AWG No. 12 three conductor wire.
- o. Only authorized personnel will make electrical installations or connections.
- p. The wearing of climbing gaffs shall be prohibited unless actually engaged in climbing.

q. Side arms shall be the only weapons carried when engaged in pole or tree climbing. Since the T/O weapon of the wire arm is normally a rifle, the climber will be provided with an armed guard who will remain on the ground in the vicinity, during tactical exercises or operations.

r. Inspect belts and climbers each time before use. Ascertain that there are no loose rivets, broken or rotted stitching, cracks or cuts that would cause leather to tear and no defective steel reinforcing plate or folding "D" rings on body belts.

s. All poles used in construction of wire lines will be triple guyed and all guys will be marked.

t. When crossing roadways overhead, a minimum vertical clearance of twelve feet will be maintained. Road crossings that are buried will be at least one foot deep.

u. No wire/teletype/remote lines will be constructed on poles which have electrical power lines on them while in garrison. At no time will wire be strung on telephone poles or power line poles installed by Base Communications.

v. All overhead construction will be marked with VS-4/VS-6 panel markers at all road crossings and every other span within the CP area.

w. Field wire shall never be suspended over or across power or other garrison telephone lines. The minimum distance from any fixed power or telephone line to field communication lines shall be six feet. Caution shall be exercised when laying field wire parallel and in proximity to power lines due to the inductive effect.

x. Installation of field wire on steel power poles or structures is prohibited.

y. Extreme caution must be exercised when laying wire by helicopter or other aircraft. The route must be carefully chosen to avoid high tension lines, roadways, or populated areas.

z. All switchboards and terminal equipment shall be adequately grounded according to the instructions contained in appropriate technical manuals. Ensure that lightning arresters are installed on all switchboards.

(1) Provide adequate notices and signs to warn personnel of existing dangers.

(2) When practicable, never work alone on electronic equipment.

(3) Personnel will obtain permission from their NCOIC to work on energized equipment, and then they will work in teams of two persons.

(4) Personnel will use only one hand when making measurements or tests inside energized equipment.

(5) Remove identification (dog) tags and loose metal objects from clothing before working on equipment.

(6) Discharge capacitors before working on de-energized equipment.

(7) Remove primary power before disconnecting components.

(8) Utilize approved rubber mats on floor in appropriate areas.

(9) Be familiar with rescue, artificial respiration, and closed chest heart massage procedures.

(10) Under no circumstances will a cleaning solvent be applied to an equipment which is energized.

(11) Only authorized cleaning materials will be used in conjunction with cleaning of electronic equipment.

(12) Carbon tetrachloride is extremely hazardous and will NOT be used. Prolonged or repeated inhalation of carbon tetrachloride vapor, contact of the liquid with the skin or mucous membranes, taken internally will cause acute or chronic poisoning resulting in damage to the central nervous system, liver and kidneys. These effects are cumulative and the damage may result as a consequence of repeated exposure. CAUTION: Solvents and their vapors may cause distinct changes to insulation, installed wiring, and other susceptible parts of critical modern electronic equipment and must be used with extreme care.

(13) Personnel will be prohibited from performing any work in the field of radiation of any energized antenna, wave guide, feeder horn structure or transmission line where the measured power density exceeds 0.01 watts per square centimeter unless personnel safety equipment is used. This includes eye protection equipment with screen.

(14) During charging, silver-zinc batteries generate hydrogen gas. "NO SMOKING" signs will be posted in charging areas and smoking rules enforced at all times by personnel within the charging areas.

(15) Personnel will wear protective clothing during initial filling and at anytime electrolyte is added to the cells.

(16) Fire extinguishers of the proper type for electrical fires (CO2 extinguishers only shall be used on electrical fires) will be available in all areas where electrical or electronic equipment is either stored or used.

(17) Fire extinguishers in communications areas should be marked to indicate the type of application authorized.

(18) DO NOT ATTEMPT TO ADMINISTER FIRST AID OR COME IN PHYSICAL CONTACT WITH AN ELECTRIC SHOCK VICTIM BEFORE THE VOLTAGE IS CUT OFF OR THE VICTIM HAS BEEN REMOVED FROM THE ELECTRICAL SOURCE.

5. Flammable Liquids

- a. Gasoline and other flammable liquids shall not be left standing in unlabeled containers.
- b. Combustible material will not be stored within 50 feet of any tent or building. (Gasoline, oil, etc.).
- c. All fuel containers will be marked gas, oil, etc.
- d. Liquid flammables will be carried only in sealed drums and safety or expeditionary cans. The use of open containers is prohibited.

6. Heavy Equipment

- a. Forklifts will never be used for personal convenience.
- b. Forklifts will be operated only by authorized operators who are qualified and licensed.
- c. No Marine other than the driver shall ride on forklifts unless a permanent seat is provided.
- d. Forklift operators should inspect and secure all questionable loads and shall refuse to transport unsafe or prohibited loads.
- e. Never fill equipment with fuel while the engine is running.
- f. Personnel will never crawl or work under the dozer blade of a tractor unless the blade is safely blocked up.
- g. Personnel will not mount or dismount from a tractor until the transmission is disengaged, the master clutch is engaged and the blade is dropped.
- h. Personnel will not mount or dismount from a tractor while it is in motion.

- i. When towing of engineer equipment is required, a 3/4 inch minimum diameter cable will be used. Cables will be checked to ensure serviceability prior to use.
- j. Personnel will not attempt to make repairs, clean, or grease any part of a tractor while it is in motion.
- k. When cable is being rewound onto a drum, under no circumstances will the hand be used to guide the cable onto the drum.
- l. Operators of engineer equipment and vehicles will operate equipment with utmost caution during blackout conditions. Equipment/vehicles moved during blackouts will be preceded by a guide walking on foot in the path to be taken by the equipment/vehicle to ensure that the path is clear of personnel and obstacles.
- m. Skids or loading ramps will be used at all times to load or unload equipment from machinery trailers.
- n. When equipment is being moved, the operator will walk around the equipment and inspect for obstructions, clearance, personnel and movement of other equipment before moving. A signal man will be used when backing or moving equipment to the rear where visibility is restricted.
- o. Equipment/vehicles will not be cleaned with gasoline, diesel fuel or other flammable liquid.
- p. Personnel will not attempt repairs on an engine while it is running except in specific cases where the operator's manual authorizes engine operation for adjustment.
- q. No person will operate equipment unless specifically authorized to do so.
- r. Every vehicle powered by an internal combustion engine will be equipped with a serviceable, approved fire extinguisher of the dry chemical, gas pressure, carbon dioxide or other type, suitable for extinguishing flammable liquid fires. Extinguishers will be protected from damage, securely mounted in an accessible place and kept in good operational condition at all times.
- s. No person will operate motor vehicles unless specifically authorized to do so.
- t. Smoking is prohibited during the operation, service or repair of fuel consuming vehicles.
- u. Equipment will not be started or run while wet with gasoline.

v. Personnel will not stand or walk under loads being lifted or moved by a crane or any other lifting device.

w. Operators of tractors, cranes and/or vehicles will remain seated when their equipment is in motion.

x. When making heavy lifts, raise the boom as high as possible and use outriggers at all times. Do not raise the load higher than required to accomplish the job. Z

7. Motor Vehicles

a. Do not sleep near vehicles.

b. Do not drive vehicles in C.P. areas without ground guides.

c. Always fasten safety belts.

d. Do not overload with personnel.

e. Ensure seats are secure on M151 jeeps.

f. When riding in vehicles, hold rifles between legs with muzzle up.

g. Do not sit or sleep on top of loaded vehicles.

h. Do not ride standing up in vehicles.

i. Lift small batteries with battery straps designed for this purpose.

j. No fuel consuming vehicle will be operated without a filled and serviceable fire extinguisher mounted thereon.

k. When operating a power winch the operator will clear all personnel away from the cable to ensure that they cannot be struck by it if it should part.

l. Extreme caution will be exercised when removing the caps from radiators.

m. Commanding officers, officers and noncommissioned officers in charge of government vehicles transporting ammunition, explosives and flammables will ensure that the drivers operating the vehicles are licensed to transport such items and that they are thoroughly familiar with instructions set forth in publications, laws, and regulations.

n. Drivers of vehicles detailed to transport flammable chemicals, explosives, and ammunition will be instructed by the

parent organization of hazards pertaining to such items prior to loading. Vehicles will be marked with the appropriate type signs.

o. No person other than the authorized driver and one helper shall be permitted to ride in a vehicle transporting explosives.

p. The carrier, light weapons, 4X4, M274 may be used to carry normal infantry battalion Class V (small arms) loads during training provided:

(1) The load is secured to prevent shifting while in transit.

(2) Ammunition and/or explosives are in the original packing wooden and fiberboard containers only.

(3) That pertinent inspection procedures and fire safety regulations are conformed with prior to any such use of the vehicle.

q. Smoking within one hundred feet of a vehicle loaded with ammunition or explosives is prohibited.

r. Vehicles will not be refueled while loaded with ammunition or explosives, except in an emergency.

s. Liquid flammables will be carried only in sealed drums, safety or expeditionary cans. The use of open containers is prohibited.

t. When a vehicle is lifted and held by a trestle, ensure there is support (dual tires, etc.) used in addition to the trestle itself.

u. Vehicle safety checks shall be performed at the motor pool before dispatching and during operation of the vehicle. Check the following as appropriate:

- (1) Brakes (foot and hand).
- (2) Signals (turn, operative).
- (3) Steering mechanism.
- (4) Lights (head, tail, blackout) (clean and operative).
- (5) Horn.
- (6) Rear view mirrors (inside, outside).
- (7) Safety straps (side, rear).

- (8) Windshield (clean, cracked).
 - (9) Vehicle bumper markings.
 - (10) First aid kit.
 - (11) Fire extinguisher.
 - (12) Highway warning kits.
 - (13) Adequate seating.
 - (14) Tarpaulin and camouflage nets.
 - (15) Tire condition.
 - (16) Fuel lines.
 - (17) Exhaust system.
 - (18) Lubrication.
 - (19) Cooling system.
 - (20) Trailer couplings.
 - (21) Tow bars.
 - (22) Safety chains and devices.
 - (23) Mechanical linkage.
 - (24) License check.
- v. Assign assistant drivers with relief schedules during continuous operations.
- w. Identify vehicle hazardous areas on strip maps.
- x. Assign responsibility for conduct of passengers to truck commanders.
- y. Establish and enforce convoy discipline, proper vehicle spacing, safe speed, blackout driving, halts, conduct of personnel and adequate relief drivers.
- z. Ensure accident reports are available and drivers are trained to complete them.
- (1) "Danger High Voltage" signs shall be displayed on high powered vehicular radio sets.

(2) Mobile antenna height will not be more than twelve feet and will not be erected during electrical storms.

8. Sanitation

a. To prevent food-borne illness, strict precautions will be taken when preparing, cooking and serving food under field conditions to ensure that the food is wholesome, clean and free of contamination.

b. Space utilized for preparation, cooking, and serving will be screened or otherwise enclosed to exclude flies and rodents.

c. No local or native foods or beverages will be brought, eaten, or allowed within the confines of camp, bivouac, or billeting areas until the item of food or drink and the source of procurement have been investigated and approved by the Division Preventive Medicine Officer or, for units operating independently, by the unit medical officer.

d. No water, raw or from established systems, shall be used for drinking, cooking, bathing, or washing clothes or vehicles until approved by the Preventive Medicine Officer or, for units operating independently, by the unit medical officer. Normally, all raw water will be treated before use as potable water, and in some cases, water from established systems in overseas areas will also be treated by water supply sections.

e. Use water purification tablets to make water safe for drinking when no treated water is available.

f. Bury empty ration cans. They provide breeding places for disease-carrying insects and rodents.

g. Be especially careful not to relieve yourself except in the head designated in each company area. In a short bivouac situation where time does not allow for digging deep pit trenches used in more permanent camp sites, straddle trench sites should be constructed immediately after arriving on location.

9. Tools

a. Keep tools and materials in their proper place when not in use.

b. Use only the correct tools for a particular job. Use wrenches that are the right type and size for the job. Never place pieces of pipe on wrench handles to gain additional leverage.

c. There should be a securely fitting, substantial handle on each file you use.

d. Use only tools in good condition. Never use a burred chisel or hammer with a mushroomed head. Saw teeth can make a worse cut than a sharp knife. Handle with care.

e. Cold chisels shall be held in the safest way possible, between the thumb and other four fingers; on horizontal cuts, the palm should be up and pressure exerted away from the body.

f. Make sure the head of the hammer is wedged securely and squarely on the handle, and the head and handle are not chipped or broken.

g. Keep the hammer clean and free from oil and grease which might cause the handle to slip out of your grasp, or the face to glance from an object being struck.

h. To reduce the hazard of flying nails, make sure the nail is well started in the material before releasing it.

i. Screw drivers with split or splintered handles will not be used.

j. Do not use a wrench as a hammer.

k. Floor jacks and vehicle stands used in maintenance should be stenciled with capacity, and blocked when in use.

l. Use each tool only for its intended use, or purpose.

10. Training Ranges

a. All personnel designated as range safety officers and/or officers in charge of field training facilities, live field firing ranges, and maneuver areas shall strictly adhere to the safety precautions promulgated in Base Order P11102.1H, and other applicable directives.

b. Designated safety equipment must be available during all exercises.

c. Establish an emergency procedure plan before exercises commence and review plans with all participating personnel. Emergency plans must include already established procedures.

d. "Duds" will be reported immediately to the range control duty officer.

e. Ensure that all warning signs are in place before commencing exercise.

f. Demolition used to simulate support fires and to provide realism in training, when authorized, will be limited to use of 1/4 lb. blocks of T.N.T.

g. Range safety officers will be designated whenever fire and maneuver exercises are conducted.

h. Under no circumstances will personnel other than those designated as explosive ordnance disposal technicians handle, remove, or attempt to destroy duds.

i. The range safety officer is assigned by the officer in charge to assist in enforcing all safety measures within the air/surface danger area. The officer in charge has the ultimate responsibility for the safe conduct of the exercise.

j. Ear protection must be worn when firing on rifle, pistol and crew-served weapon ranges.

11. Weapons

a. Consider every weapon to be loaded until you examine it and find it to be unloaded. Never trust your memory in this respect.

b. Never point a weapon at anyone you do not intend to shoot, or in a direction where an accidental discharge may do harm.

c. Always clear (in a safe direction) any weapon you pick up, and inspect it to ensure the chamber is empty and the bore is clear.

d. Never place a cartridge in a hot chamber unless you intend to fire it immediately. Excessive heat may cause the cartridge to ignite, resulting in an accidental discharge.

e. Always unload your weapon if you leave it where someone else may pick it up.

f. Whenever you handle a weapon T-H-I-N-K of what you are doing. Accidents don't just happen; they are usually caused.

g. Use a minimum safe distance of 25 meters when firing blank ammunition. The muzzle of the weapon must be elevated to approximately 50 90 degrees from distances of 0 to 24 meters.

12. Welding

a. Never strike an arc or weld on a sealed container, clutch, gear housing or enclosed structure without checking the contents first.

b. Welder operators will wear flame proof gauntlet gloves and appropriate goggles when operating the welder.

c. Protective clothing will be worn in all welding operations. This clothing consists of flame proof aprons, jackets with sleeves and leggings made of leather, asbestos, or other suitable material that give protection against radiated heat, sparks, and molten metal.

d. When personnel other than the welder are required to remain in the vicinity of the welding or cutting operations, they will use suitable protective equipment as required. This equipment (helmets, hand shields, goggles, and protective clothing) will be utilized to prevent accidents caused by sparks, flashes, reflected heat, glare and flying particles.

e. Motor generator type welding machines will not be operated without being grounded.

f. When welding is done near other people, screens will be used to protect their eyes from the arc. If this is not possible, the welder is responsible for warning others nearby to not look at the arc.

g. All cylinder bottles will be:

- (1) Stored in an upright position.
- (2) Secured to prevent tipping over.
- (3) Segregated by type.
- (4) Tagged and segregated when empty.
- (5) Kept free from possible external damage.
- (6) Kept away from other combustible material.

(7) Kept far enough away from actual operation to prevent sparks, hot slag or the flame from reaching them.

h. If acetylene cylinders must be stored on their side, they are to be placed in a vertical position two hours before use.

i. Operating procedures and safety regulations must be posted in the welding shop.

j. Welding must be done in well ventilated areas.

k. Appropriate fire extinguishers must be kept in close proximity to all welding operations.

13. Water Safety

- a. Use designated swimming areas and use the buddy system.
- b. Check the availability of life preservers, safety lines, life buoys and boat hooks.
- c. Designated life guards and have personnel trained in mouth-to-mouth resuscitation available.
- d. Use power boats as safety crafts in river crossings whenever possible.

14. General Housekeeping

- a. Offices and work areas will be arranged and spaced to avoid congestion.
- b. Floors will be kept clean, smooth and free of obstructions.
- c. Only nonskid wax will be used on floors.
- d. All areas around sprinkler control valves, fuse boxes, and electrical switch panels are to be kept clear.
- e. Desks, work benches and work areas will be organized beneath overhead lights to afford maximum use of available lighting. Windows will not be painted without written authorization from commanding officers and analysis by safety officers.

15. Tactical Vehicle Road Crossing

- a. When tracked or wheeled vehicles cross hard surface roads (HIGHWAYS) during tactical exercises or administrative road marches, road guards will be positioned on both sides of the crossing site at a distance sufficient to stop oncoming traffic (a minimum of 100 yards on 55 MPH roads and 50 yards on 35 MPH roads). No vehicle will begin crossing the highway until the road guards are in position and positive communications has been established between the road guards and the vehicle/convoy crossing the highway.
- b. Road guards will remain in position while the vehicles are crossing the highway and until all debris (i.e. dirt, mud) has been cleaned from the highway, shoulders, and crossing pads, if applicable.
- c. During the hours of darkness or restricted visibility, road guards will be equipped with reflective guard vests, flashlights,

and flares and position themselves so as to ensure all traffic is stopped before any vehicle enters the highway. Flares will be positioned twenty (20) yards in front of the road guard so oncoming traffic can have an unobstructed view of both the flares and the road guard.

d. During night training exercises in the Camp Lejeune area, vehicles will have headlights on whenever crossing hard surface roads. In addition, the crossing point will be illuminated with jeep or truck headlights, if possible. The Base Provost Marshal will provide traffic control, if requested.

e. Tracked vehicles will ensure that crossing pads are thoroughly cleaned and shoulders restored immediately after their crossing is completed.

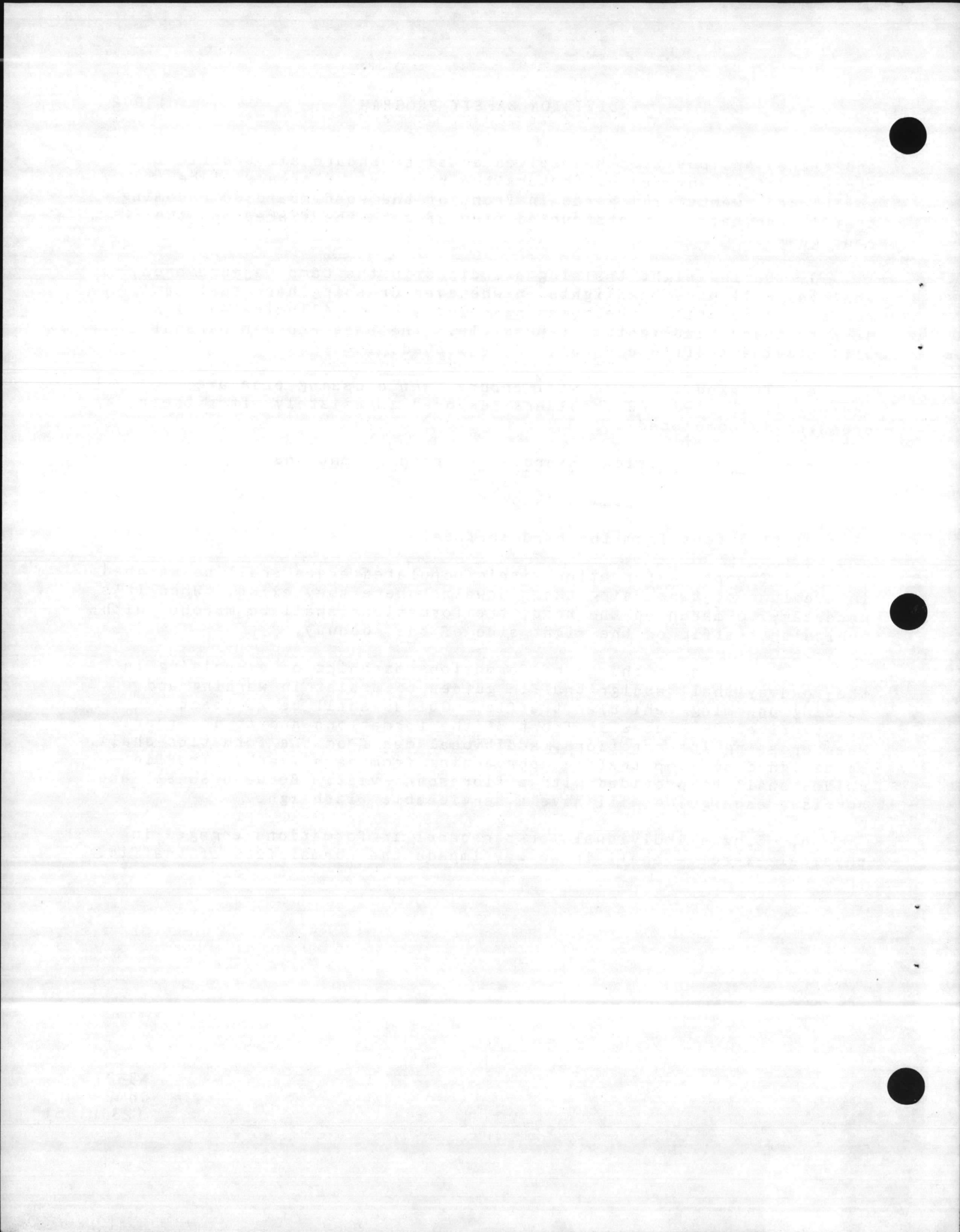
16. Marching or Physical Exercising Troop Formations

a. Formations shall walk or run on the left side of the roadway facing oncoming traffic and shall be at a distance of no less than six (6) feet from the hard surface.

b. Troops in formation within populated areas shall be marched in a column of twos using the sidewalks where they exist. When it's necessary to march on the road, the formations shall be marched with vehicular traffic on the right side of the roadway.

c. Persons in charge of formations marching or exercising in the roadway shall assign traffic guides to assist in warning and guiding oncoming vehicular traffic. Guides shall be at least twenty-five (25) paces in front of the formations and at its rear. When crossing intersections, additional men from the formation shall be assigned to stop traffic approaching from each flank. Traffic guides shall be provided with a florescent vest. Between sunset and sunrise, each guide will have a serviceable flashlight.

d. Single individuals or personnel in formations engaged in physical exercise shall in no way impede the normal flow of traffic.



DIVISION SAFETY PROGRAM

CHAPTER 14

SAFETY REFERENCES

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MAISON VERMOREL

1880

1880

1880

1880

1880

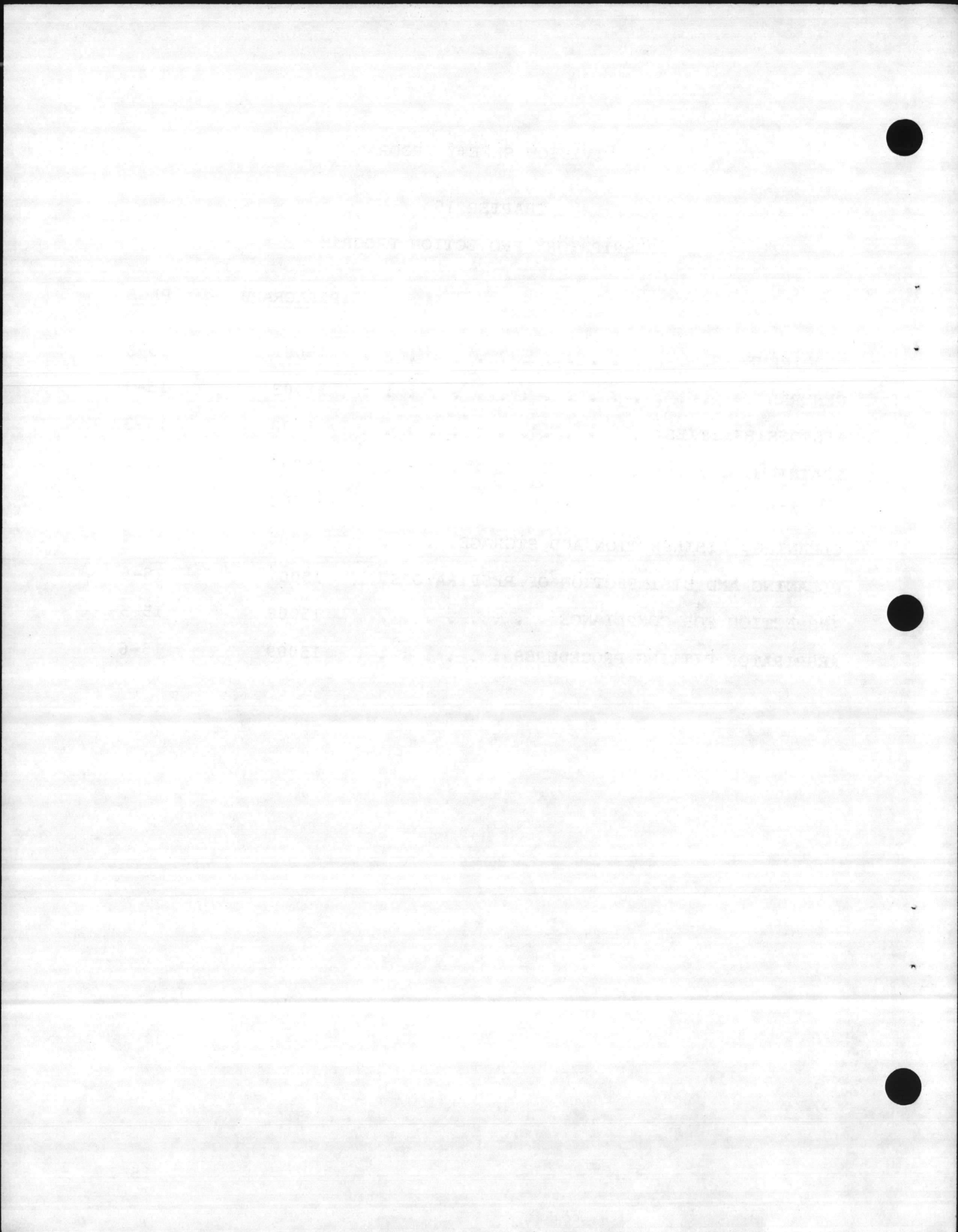


DIVISION SAFETY PROGRAM

CHAPTER 15

RESPIRATORY PROTECTION PROGRAM

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DIVISION SAFETY PROGRAM

CHAPTER 15

RESPIRATORY PROTECTION PROGRAM

15001. REQUIREMENTS. To establish standard operating procedures for the selection, use, care and maintenance of respirators, and the training of respirator wearers within the Division.

15002. GENERAL. In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fumes, sprays, mists, fogs, smokes, vapors, or gases, the primary objective shall be to prevent atmospheric contamination. It is one of the fundamentals of industrial hygiene that personal protective devices are "last resort" type controls to be used only where engineering controls cannot be used or made adequate. Engineering type controls are accomplished slowly, and more often than not, personal protective measures are the only choice when a job must be done or threaten the mission or operational readiness. Respirators are designed to protect only against specific types of substances, in certain concentrations, for a certain period of time, and must be matched exactly to the process and type of contaminant. For example, a respirator supplied with cartridges designed to protect the wearer against carbon monoxide would not protect against ammonia gas. The MARK V GAS MASK will only filter particles 0.4 microns in size or larger (mists) and it is to be used only against chemical warfare agents. The mask gives no protection against ammonia, acetylene, carbon monoxide, carbon dioxide, sulfur dioxide, gases produced by burning by burning JP-5 or diesel fuel or gases that displace oxygen. The MARK V GAS MASK IS NO SUBSTITUTE FOR A RESPIRATOR.

15003. RESPONSIBILITIES. It is the responsibility of commanding officers to ensure that Marines wear the proper respiratory protective equipment when engaged in hazardous operations.

1. Unit medical officers are responsible for conducting physical examinations to determine whether or not a person may be assigned to a task requiring the use of a respirator. This determination shall be reviewed at least annually.

2. The Division Safety Manager shall coordinate the administration of the Respiratory Protection Program in close liaison with the Medical Department. Unit Safety Officers and NCO's will ensure compliance with the provisions of this SOP throughout their areas of responsibility.

15004. TRAINING

1. The Division Safety Manager shall arrange for annual training of respirator wearers, supervisors, and personnel issuing respirators through liaison with the Industrial Hygiene Branch, Occupational and Preventive Medicine Department, Naval Hospital,

Camp Lejeune. Written records shall be kept of the names of persons trained and the dates when training occurred.

2. Training of supervisors. A supervisor, that is, a person who has the responsibility of overseeing the work activities of one or more persons who must wear respirators, shall be given adequate training to ensure the proper use of respirators. Supervisor training shall include, but shall not necessarily be limited to, the following subjects:

- a. The basic respiratory-protection practices.
- b. The nature and extent of respiratory hazards to which persons under his supervision may be exposed.
- c. The principles and criteria for selecting respirators.
- d. The training of respirator wearers.
- e. The issuance of respirators.
- f. The inspection of respirators.
- g. The use of respirators, including the monitoring of such use.
- h. The maintenance and storage of respirators.
- i. The regulations concerning respirator use.
- j. Instructions, as needed, in special respirator use.
- k. Regulations concerning respirator use.

5. Wearing instructions and training. Wearing instructions and training, including practice demonstrations, shall be given to each respirator wearer and shall cover:

- a. Donning, wearing and removing the respirator.
- b. Adjusting the respirator so that its respiratory inlet covering is properly fitted on the wearer and so that the respirator causes a minimum of discomfort to the wearer.
- c. Allowing the respirator wearer to wear the respirator in a safe atmosphere for an adequate period of time to ensure that the wearer is familiar with the operational characteristics of the respirator.
- d. Providing the respirator wearer an opportunity to wear the respirator in a test atmosphere to demonstrate that the respirator provides protection to the wearer. A test atmosphere is any atmosphere in which the wearer can carry out activities simulating work movements and respirator leakage or respirator malfunction can be detected by the wearer.

15005. RETRAINING. Each respirator wearer shall be retrained at least annually.

15006. CLEANING, DISINFECTION AND STORAGE. All nondisposable respiratory protective equipment must be properly cleaned and disinfected after each use or before reissue to another Marine. Facilities will be provided by the department/section concerned. paragraph 15007 outlines cleaning and disinfecting procedures for respiratory protective equipment. Disposable equipment is not recoverable/reissueable. Respirators shall be stored in zip-lock bags or other suitable packaging material in a clean, dry, sanitary location to prevent atmospheric contamination. Proper storage shall be the responsibility of the department/section supervisor.

15007. CLEANING AND DISINFECTION OF RESPIRATORS

1. Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use, or more often if necessary. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.

2. Too frequently observed are dirty, deteriorated respirators, laying on the deck, parts or straps missing. Any shop whose jobs require the use of a respirator should follow these guidelines on the cleaning and disinfection of their respiratory protective equipment.

- a. Remove any filters, cartridges or cannisters.
- b. Wash face piece and breathing tube in a cleaner-disinfectant or detergent solution. Use a hand brush to remove dirt.
- c. Rinse completely in clean, war water.
- d. Air dry in a clean area.
- e. Inspect valves, headstraps, and other parts, and replace with new parts if defective.
- f. Insert new filters, cartridges or cannisters and make sure seal is tight.
- g. Place in plastic zip-lock bag or container for storage. Strong cleaning and disinfecting agents can damage respirator parts. Temperatures above 185 °F, and vigorous mechanical agitation should not be used. Solvents which can affect rubber parts should be used with caution. For protection against pesticide residues, wash with alkaline soap and rinse with 50% ethyl or isopropyl alcohol.

15008. INSPECTION FOR COMPLIANCE. Regular inspection for compliance with the provisions of the SOP shall be the responsibility of unit safety personnel. Additionally, the Division Safety Manager shall inspect for compliance as an integral part of the periodic CEP inspections throughout the Division.

15009. RESPIRATOR FITTING PROCEDURES

1. The respirator cannot function properly unless it excludes all of the contaminated atmosphere. To do this, the respirator must be properly fitted to the individual. The following procedure should be used to ensure an adequate fit:

2. When fitted properly to the face, the narrow part of the device should fit over the bridge of the nose (not too high), with the chin cup contacting the underside of the chin. Adjust the headbands around the neck and the crown of the head, snug enough to ensure a tight but comfortable seal.

a. The face piece seal should be checked by the wearer each time the respirator is used.

b. To check face seal:

(1) A positive or negative pressure test may be used.

(2) For positive-pressure, place the palm of the hand or thumb over the exhalation valve and press slightly. Exhale gently to cause a pressure inside the face piece. The respirator is fitted properly if no air leaks out around the edges.

(3) For negative-pressure, inhale while holding the cartridges covered with the hands. No air should leak into the mask.

c. Respirators should not be worn when conditions prevent a good seal. Such conditions may be growth of beard or sideburns, a skull cap projecting below straps, or the temple piece on glasses.

d. Respirator face pieces come in small, medium and large sizes to accommodate most face shapes. The respirator can only do its job when fitted properly.

e. Training of Persons Issuing Respirators. A person assigned the task of issuing respirators to persons who must wear respirators for protection against harmful atmospheres shall be given adequate training to ensure that the correct respirator is issued for each application in accordance with this SOP. Appendix H shall be used as a guide in selecting the proper respirator for the job to be accomplished.

f. Training of Respirator Wearers. To ensure the proper and safe use of respirators, the minimum training of each respirator wearer shall include the following elements:

MEMORANDUM FOR THE DIRECTOR, FBI
FROM: SAC, [illegible]
SUBJECT: [illegible]



DIVISION SAFETY PROGRAM

APPENDIX A

INSPECTION CHECKLIST

DIVISION SAFETY OFFICE
2d Marine Division, FMF
Camp Lejeune, North Carolina 28542

To: _____

(Name) (Rank) (SSN)

(Organization)

(Make of Vehicle) (Year) (Base Tags) (State Tags)

The following discrepancies were found in a safety inspection of your privately owned vehicle by the Battalion Safety Officer.

- | | |
|---------------------------|--|
| 1. License plate _____ | 11. Tail Lights _____ |
| 2. Horn _____ | 12. Stop Lights _____ |
| 3. Mirror _____ | 13. Head Lights _____ |
| 4. Windshield Wiper _____ | 14. Parking Lights _____ |
| 5. Windshield Glass _____ | 15. Rear and Side Glass _____ |
| 6. Parking Brake _____ | 16. Exhaust/Muffler System _____ |
| 7. Brake Pedal _____ | 17. General Condition of vehicle _____ |
| 8. Steering _____ | 18. State driver's license _____ |
| 9. Tires _____ | 19. State and Base Registration _____ |
| 10. Turn signals _____ | |

Comments

(Date of Inspection) (Inspector)

DIVISION SAFETY PROGRAM

APPENDIX B

FLASH REPORT OF FATAL ACCIDENT

A. NAME/GRADE/SSN (FATALITY): _____

B. ORGANIZATION: _____

C. LOCATION OF ACCIDENT: _____

(Give City, State or geographic location, such as: 8 miles North of Smithfield, NC on NC 301 at intersection with RPR 2850)

E. DESCRIPTION OF ACCIDENT: _____

F. EXTENT OF DAMAGES TO GOVERNMENT OR PRIVATE PROPERTY: _____

G. NAME, GRADE, ORGANIZATION AND EXTENT OF INJURIES OF OTHER PERSONS. IN THE EVENT CIVILIANS ARE INVOLVED IN THE ACCIDENT, GIVE MANNER AND EXTENT OF INVOLVEMENT: _____

H. ACCIDENT IS BEING INVESTIGATED BY: _____

I. VIOLATIONS (IF ANY): _____
ISSUED AGAINST: _____

J. AMPLIFYING INFORMATION: _____
DRIVER TRAINING COMPLETED: _____

K. DATE AND TIME OF REPORT: _____
BY: _____

2D MARINE DIVISION GROUND MISHAP REPORTING DIV FORM 5101/01

Unit Reporting

To: Division Safety Office

Via: _____ Regimental Safety Officer

Subj: MISHAP REPORTING

A. MCO 5101.8

B. DIVO P5100.9

1. Brief description:

2. Mishap information:

a. Company _____ and platoon _____

b. Class of Mishap: _____

c. Type of Mishap: _____

d. Date: _____ Time: _____ Day of Week _____

e. Location of mishap: City: _____

state _____ and installation _____

f. Specific location: _____

g. Activity at time of mishap: _____

h. Weather conditions: _____

3. NOK notified: _____

a. Fatality

Name _____ Grade _____ MOS _____

age _____ sex _____

duty status: _____

Number of months experience: GOV only

activity at time of mishap:

b. Injury

Name _____ Grade _____ MOS _____

age _____ sex _____.

Duty Status: _____

diagnosis: _____

Disability: Permanent or Partial or NO, likely,

Hospitalized days: _____

lost work days: _____

c. Witness: Name: _____ address: _____

_____ telephone no. () _____

4. Government Property Damage:

a. Cost: _____

b. Man-hour Cost: _____

5. Non-government Property Damage:

a. Cost: _____

b. Man-hour Cost: _____

6. POC: Name: _____ Grade: _____

telephone no. () _____ AV and comm prefix: _____

7. Narrative:

8. Additional Information:

a. Qualifications

b. Personnel Protective

c. Motor Vehicle Mishap

(1) Type of vehicle: year _____ make _____

(2) Operator Permit _____

(3) Operator Training _____

(4) Driver Condition _____

d. For all mishaps

9. Cause factor of mishap.

a. Personnel factors _____

b. Supervisory factor _____

10. Corrective action



DIVISION SAFETY PROGRAM

ANNEX D

INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT		Please read the Privacy Act Statement at the bottom.		1. DEPARTMENT OR AGENCY		2. REPORTING UNIT (Name and location)		
				U. S. MARINE CORP		H/S CO, 28TH MAR 4TH MARDIV 18TH MAB EMBARKED		
3. GENERAL LOCATION OF ACCIDENT (If accident was in the city, complete item 3a; if outside city limits, complete a, b, c and d.)						4. EXACT TIME OF ACCIDENT		
a. CITY OR TOWN, COUNTY AND STATE		b. MILES	c. DIRECTION	d. FROM CITY/TOWN (shown in a)	e. DATE (Day, Mo., Yr.)	f. DAY OF THE WEEK	g. HOUR	
MARSEILLES FRANCE		1.5	E	<input type="checkbox"/> LIMITS <input checked="" type="checkbox"/> CENTER	14 MARCH	SUNDAY	1330 A.M.	
6. EXACT LOCATION OF ACCIDENT	a. ACCIDENT OCCURRED ON (Street name)				Mark 5b or c and complete appropriate information. "Other identity" could be: nearest intersecting street, house number, power or telephone pole (give number), highway curve, bridge, railroad crossing, filling station, alley, driveway, culvert, guardrail, milepost, underpass, or other identifying landmark.			
	b. AT INTERSECTION (Street name, alley or highway identification)							
	X PROMENADES DES PARADES							
	X BOULEVARD DE MILITAIRE							
7. FEDERAL VEHICLE (Fed.)	a. YEAR	b. MAKE	c. BODY TYPE	d. NO. OF PASSENGERS	e. KIND OF CARGO	f. EXTENT OF CARGO DAMAGE (If none, so state)		
	1972	RENAULT	SEDAN		NONE	N/A		
(Includes privately owned Federally operated)	g. REGISTRATION NUMBER		h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE					
	F 1232		LEFT FRONT FENDER LEFT FRONT WHEEL					
i. OPERATOR'S PERMIT (State and number)			j. LIMITATION OF PERMIT					
FRINCH LICENSE			GLASSES					
k. TRAVELING DIRECTION			l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING					
NORTH			BOULIDE MILITAIRE					
m. TYPE PERMIT	n. YEARS DRIVING EXPERIENCE	o. NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED	p. DISTANCE DANGER WAS NOTICED		r. ESTIMATED SPEED THEN	s. LAWFUL SPEED	t. LAWFUL SPEED	
			20	20			20	20
<input checked="" type="checkbox"/> OPERATOR	TOTAL	TYPE VEHICLE IN WHICH ACCIDENT OCCURRED	q. ESTIMATED SPEED AT IMPACT		u. MAXIMUM SAFE SPEED			
<input type="checkbox"/> TRUCK DRIVER	N/A	POV	20		20			
<input type="checkbox"/> CHAUFFEUR			r. ESTIMATED SPEED AT IMPACT		s. LAWFUL SPEED			
			20		20			
v. DRIVER (Name)			w. DRIVER'S ADDRESS					
MARCEL DEGAULLE			BOULDES MEDITERRAN 3		MARSEILLES FRANCE			
			AGE					
			30					
Use page 4 for continuation of any item requiring additional space.								
7. OTHER VEHICLE (If 96)	a. YEAR	b. MAKE	c. BODY TYPE	d. NO. OF PASSENGERS	e. KIND OF CARGO	f. EXTENT OF CARGO DAMAGE (If none, so state)		
	1969	CITROC	TAXI	1	PASS	N/A		
g. REGISTRATION NUMBER		h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE						
M 2222		RIGHT REAR QUARTER REAR BUMPER						
i. OPERATOR'S PERMIT (State and number)			j. LIMITATION OF PERMIT					
FRINCH LICENSE			NONE					
k. TRAVELING DIRECTION			l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING					
EAST			PROMDES PARADES					
m. TYPE PERMIT	n. YEARS DRIVING EXPERIENCE	o. NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED	p. DISTANCE DANGER WAS NOTICED		r. ESTIMATED SPEED THEN	s. LAWFUL SPEED	t. LAWFUL SPEED	
			5	20			22	20
<input type="checkbox"/> OPERATOR	TOTAL	TYPE VEHICLE IN WHICH ACCIDENT OCCURRED	q. ESTIMATED SPEED AT IMPACT		u. MAXIMUM SAFE SPEED			
<input type="checkbox"/> TRUCK DRIVER	13	GOV	20		20			
<input type="checkbox"/> CHAUFFEUR			r. ESTIMATED SPEED AT IMPACT		s. LAWFUL SPEED			
			20		20			
v. DRIVER (Name)			w. DRIVER'S ADDRESS					
GEORGE POMPOSES			ALLEE DES NORIES		MARSEILLES FRANCE			
			AGE					
			20					
8. WITNESSES (Name)				ADDRESS		TELEPHONE NO.		LOCATION AT TIME OF ACCIDENT
A PVT. I. M. WITNESS				H/S CO 28TH MAR 4TH MARDIV 18TH MAB EMBARKED		554 57		ON SIDEWALK
B YVETTE LAFONTAINER				AVE DEFILLES JOYOUKES MARSEILLES FRANCES		M34 56		IN CAR BEHIND VEH 1

In compliance with the Privacy Act of 1974, the following information is provided:
Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

DIVISION SAFETY PROGRAM

8. KILLED OR INJURED			
a. NAME MARCEL MEGAULE		SEX M	b. ADDRESS BOULDES FRANCES
		AGE 20	
c. Mark "X" in two appropriate boxes <input type="checkbox"/> KILLED <input checked="" type="checkbox"/> INJURED		d. IN WHICH VEHICLE <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN	e. LOCATION IN VEHICLE DRIVER
		f. OTHER (2) <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	i. FIRST AID GIVEN BY MARSEILLES CITY POLICE
g. TAKEN BY		h. TAKEN TO MARSEILLEA CITY HOSP	
		i. REGISTRATION NUMBER	
a. NAME H.S. HURT PFC		SEX M	b. ADDRESS USE GUADAL CANAL
		AGE 20	
c. Mark "X" in the two appropriate boxes <input checked="" type="checkbox"/> KILLED <input type="checkbox"/> INJURED		d. IN WHICH VEHICLE <input type="checkbox"/> DRIVER <input checked="" type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN	e. LOCATION IN VEHICLE
		f. OTHER (2) <input checked="" type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	i. FIRST AID GIVEN BY MARSEILLES POLICES
g. TAKEN BY		h. TAKEN TO USS GUADALCANAL	
		i. REGISTRATION NUMBER	
10. PEDESTRIAN	a. DIRECTION PEDESTRIAN WAS GOING	b. <input type="checkbox"/> ON <input type="checkbox"/> ACROSS Street name or highway	c. WHERE WAS PEDESTRIAN GOING/SW corner to NE corner, E side to W side, etc.) FROM TO
d. DESCRIBE WHAT PEDESTRIAN WAS DOING AT THE TIME OF THE ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway working, playing, walking, hitching on vehicle; etc.)			

11. DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES OR CARGO (Name objects, show ownership, state nature of damage)

FIRE HYDRANT, CITY PROPERTY, BROKEN OFF

12. KIND OF LOCALITY (Mark one) <input checked="" type="checkbox"/> a. Manufacturing/industrial <input type="checkbox"/> b. Shopping/business <input type="checkbox"/> c. Residential <input type="checkbox"/> d. School/playground <input type="checkbox"/> e. Open country <input type="checkbox"/> f. Industrial premises <input type="checkbox"/> g. Home/domestic premises <input type="checkbox"/> h. Other (specify)		16. CONDITION OF VEHICLES FED 2 Mark one or more for each vehicle <input checked="" type="checkbox"/> a. Detective brakes <input type="checkbox"/> b. Headlights out <input type="checkbox"/> One <input type="checkbox"/> Both <input type="checkbox"/> c. Taillight out or obscured <input type="checkbox"/> d. Dim, dim or tender lights only <input type="checkbox"/> e. Signal lights defective <input type="checkbox"/> f. Other lights/reflector defective <input type="checkbox"/> g. Tire blow out <input type="checkbox"/> h. Defective steering mechanism <input checked="" type="checkbox"/> i. No apparent defects <input type="checkbox"/> j. Other defects (Specify)		ROAD CONDITIONS. Cont'd - Mark one or more <input type="checkbox"/> f. Loose material on surface <input type="checkbox"/> g. Holes, deep ruts <input type="checkbox"/> h. Defective shoulders <input type="checkbox"/> i. No defects <input type="checkbox"/> j. Other defects (Specify) <input type="checkbox"/> k. Road under construction or repair <input type="checkbox"/> YES <input type="checkbox"/> NO																												
13. LIGHT (Mark one) <input checked="" type="checkbox"/> a. Daylight <input type="checkbox"/> d. Darkness with: <input type="checkbox"/> b. Dusk (1) Artificial light <input type="checkbox"/> c. Dawn (2) No artificial light		17. VISION OBSCURED BY FED 2 Mark one or more applicable <input type="checkbox"/> a. Rain, snow, etc. on windshield <input type="checkbox"/> b. Cracked windshield <input type="checkbox"/> c. Dirty windshield/windows <input type="checkbox"/> d. Windows/windshield not glass <input type="checkbox"/> e. Trees, crops, etc. <input type="checkbox"/> f. Building <input type="checkbox"/> g. Embankment <input type="checkbox"/> h. Signboards <input type="checkbox"/> i. Parked vehicle <input type="checkbox"/> j. Moving vehicle <input type="checkbox"/> k. Other (Specify)		18. TRAFFIC CONTROLS <table border="1"> <tr> <th>FUNCTIONING</th> <th>NOT FUNCTIONING</th> <th>Mark appropriate column for each control present</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>a. Railroad crossing gates</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>b. Railroad automatic signal</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>c. Officer or watchman</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>d. Stop and go light</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>e. Stop sign</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>f. Warning sign or signal</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>g. Flags or bars</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>h. No controls present</td> </tr> </table>		FUNCTIONING	NOT FUNCTIONING	Mark appropriate column for each control present	<input type="checkbox"/>	<input type="checkbox"/>	a. Railroad crossing gates	<input type="checkbox"/>	<input type="checkbox"/>	b. Railroad automatic signal	<input type="checkbox"/>	<input type="checkbox"/>	c. Officer or watchman	<input type="checkbox"/>	<input type="checkbox"/>	d. Stop and go light	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Stop sign	<input type="checkbox"/>	<input type="checkbox"/>	f. Warning sign or signal	<input type="checkbox"/>	<input type="checkbox"/>	g. Flags or bars	<input type="checkbox"/>	<input type="checkbox"/>	h. No controls present
FUNCTIONING	NOT FUNCTIONING	Mark appropriate column for each control present																														
<input type="checkbox"/>	<input type="checkbox"/>	a. Railroad crossing gates																														
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<input type="checkbox"/>	<input type="checkbox"/>	c. Officer or watchman																														
<input type="checkbox"/>	<input type="checkbox"/>	d. Stop and go light																														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Stop sign																														
<input type="checkbox"/>	<input type="checkbox"/>	f. Warning sign or signal																														
<input type="checkbox"/>	<input type="checkbox"/>	g. Flags or bars																														
<input type="checkbox"/>	<input type="checkbox"/>	h. No controls present																														
15. CONDITION OF DRIVERS AND PEDESTRIAN FED 2 FED Mark one for each person <input checked="" type="checkbox"/> a. Had not been drinking <input checked="" type="checkbox"/> b. Had been drinking ("Mark (1), (2), or (3) below") <input type="checkbox"/> (1) Ability impaired <input type="checkbox"/> (2) Ability not impaired <input type="checkbox"/> (3) Not known whether impaired <input checked="" type="checkbox"/> c. Physical defect <input type="checkbox"/> d. Other handicaps, carrying bundles, umbrellas, etc. <input type="checkbox"/> e. Sleepy, fatigued, etc. <input type="checkbox"/> f. Apparently asleep <input type="checkbox"/> g. Apparently normal		19. ROAD DESCRIPTION a. WIDTH OF ROAD OR PAVEMENT <p style="text-align: center;">20 FT</p> b. NUMBER OF LANES <p style="text-align: center;">2</p> c. LANES MARKED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		d. LANES SEPARATED <input type="checkbox"/> NO <input type="checkbox"/> YES If "Yes," describe separation:																												
14. WEATHER (Mark one) <input checked="" type="checkbox"/> a. Clear <input type="checkbox"/> d. Fog <input type="checkbox"/> b. Raining <input type="checkbox"/> e. Other (specify) <input type="checkbox"/> c. Snowing		16. ROAD CONDITIONS (Mark one) <input checked="" type="checkbox"/> a. Dry <input type="checkbox"/> d. Snowy <input type="checkbox"/> b. Wet <input type="checkbox"/> e. Icy <input type="checkbox"/> c. Muddy <input type="checkbox"/> f. Other (Specify)																														

STANDARD FORM 61-A PAGE 2 (REV. 6-76)

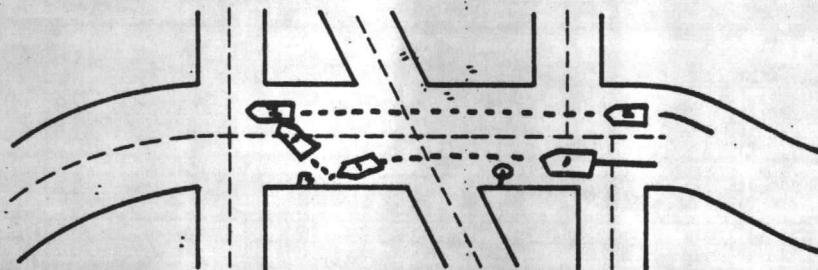
DIVISION SAFETY PROGRAM

21. DRIVER ACTIONS		DRIVER'S ACTIONS, Continued		1. OTHER IMPROPER ACTION (Specify)	
FED	2	FED	2	FED	2
	Mark one for each driver		Mark if applicable		
	a. Making right turn		l. Skidding		
	b. Making left turn		m. Avoiding vehicle, object or pedestrian		
	c. Making U turn		n. Emerging from alley or driveway		
<input checked="" type="checkbox"/>	d. Going straight ahead		o. Disabled vehicle parked		
	e. Slowing down/stopping		p. Gave warning (horn, signal, indicator)		
	f. Overtaking/passing	22. VIOLATIONS		23. POLICE ACTION (If any)	
	g. Forward from parking space		FED 2	a. CHARGE	
	h. Backward from parking space		Mark one or more	DRIVING WHILE	
	i. Other backing		a. Exceeding lawful speed	INTOXICATED	
	j. Stopped in traffic lane		b. Following too closely	b. NAME OF PERSON CHARGED	
	k. Other (Specify)	<input checked="" type="checkbox"/>	c. Disregarded stop sign	MARCEL DEGAULLE	
			d. Disregarded stop/go signal	c. POLICE OFFICER'S NAME	
			e. Disregarded police officer	JOHN CONWAY	
				d. BADGE NO.	
				897	
				e. POLICE OFFICER'S DEPARTMENT	

24. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

- a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3, and show direction of travel with arrow.
Example:
- b. Use solid line to show path before accident and broken line the accident
- c. Show pedestrian by
- d. Show railroad by
- e. Place arrow in this circle to indicate NORTH



25. POINT OF IMPACT:

FED	2	Mark one for each vehicle
		a. Front
		b. Right front
		c. Left front
		d. Rear
		e. Right rear
		f. Left rear
		g. Right side
		h. Left side

26. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed" and "2")

1 AND 2 WERE TRAVELING EAST WHEN VEH 2 ATTEMPTED TO PASS. AT THIS TIME VEH 1 FAILED TO STOP AT STOP SIGN AND SWERVED INTO A FIRE HTDRANT, THE DRIVER TRYING TO REGAIN CONTROL OF VEHICLE SWERVED BACK INTO THE OPPOSITE LANE HITTING VEH 2 CAUSING DAMAGE TO THE REAR OF VEH 2

27. REVIEWING OFFICIAL'S STATEMENT (The back of this form may be used for additional space to continue any item).

a. SHOW CONSEQUENCES OF ACCIDENT AFFECTING AGENCY PERSONNEL SHOWN IN ITEM 9. BY COMPLETING ITEMS BELOW.

b. REMARKS (if any)

A	TYPE OF PERSONNEL <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	PROBABLE DISABILITY N/A	
	DATE STOPPED WORK N/A	NATURE OF INJURY AND PART OF BODY MINOR LACERATION TO FOREHEAD	
	DATE RESUMED WORK N/A		
B	TYPE OF PERSONNEL	PROBABLE DISABILITY	
	DATE STOPPED WORK N/A	NATURE OF INJURY AND PART OF BODY TRAUMA TO L ARM	
	DATE RESUMED WORK N/A		

c. REVIEWING OFFICIAL	SIGNATURE	TITLE (Military or civilian)	DATE
-----------------------	-----------	------------------------------	------

DATE	DESCRIPTION	AMOUNT
1950-01-01
1950-01-15
1950-02-01
1950-02-15
1950-03-01
1950-03-15
1950-04-01
1950-04-15
1950-05-01
1950-05-15
1950-06-01
1950-06-15
1950-07-01
1950-07-15
1950-08-01
1950-08-15
1950-09-01
1950-09-15
1950-10-01
1950-10-15
1950-11-01
1950-11-15
1950-12-01
1950-12-15
1950-12-31

...

DIVISION SAFETY PROGRAM

ANNEX E

SAMPLE SAFETY ANNEX TO OP PLAN

CLASSIFICATION

Copy ___ of ___ copies
28th Marines (Rein)
Beaufort, S. C.
Date/time group, Mo Yr
Msg ref no.

Annex ___ (Safety) to Operation Plan 1-7

Ref: (a) MCO 5100.8E
(b) MCO 5101.8D
(c) ForO P5100.6
(d) Unit Safety SOP
(e) Map: (If applicable)

Time Zone: _____

1. SITUATION

a. Brief description of the exercise, embarkation or deployment.

b. Hazards to be encountered:

(1) Natural Hazards.

(a) Flora and Fauna.

(b) Terrain hazards (refer to map if possible, giving location of hazard).

(c) Seasonal weather hazards (frost, flood, thunderstorms, lightning, winds, etc.).

(2) Occupational/Training Hazards.

(a) Shipboard hazards (if applicable).

(b) Operational hazards.

(c) Traffic hazards (dangerous road segments, bridges, intersections, crossings, native/local traffic, etc.).

(Refer to map, indicating exact locations, if possible).

(Refer to Intelligence Annex, if necessary).

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2. MISSION. Organization for safety.

- a. Designation of safety personnel.
- b. Location of contact points.

3. EXECUTIVE

a. Preventive measures to be employed:

(1) Traffic Safety.

(a) Convoy control.

(b) Speed limits on reservation and on public highways.

(c) Rest, refueling and emergency stops. (Refer to map or Intelligence Annex to indicate rest and refueling stops, locations).

(d) Procedures to be employed in the event of emergencies.

(2) Control of flammable and hazardous materials.

(a) Use restrictions.

(b) Storage.

(c) Prohibitions.

(3) Environmental controls.

(a) Water (refer to map, Intelligence Annex or logistics Annex to indicate locations of unsafe water).

(b) Terrain hazard avoidances.

(c) Guarding against poisonous plants, snakes, insects, animal life and substances.

b. Shipboard safety measures.

(1) Arrangements for briefing by ship's safety officer.

(2) Embarkation hazards.

(3) Known shipboard hazards.

(4) Control of flammable, toxic and otherwise hazardous materials (include prohibitions against the embarkation for same, when such prohibitions exist).

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- (5) Debarkation hazards.
- (6) Pre-port call briefings.

4. ACCIDENT REPORTING

a. Reports required.

- (1) Investigation Report of Motor Vehicle Accident (SF-91A).
- (2) Accident and Injury Report (NAVMC 10767). If accident is caused by equipment/weapon failure, a UER must also be completed.
- (3) "Post Exercise" or "After Action" Report.

b. Copy to 2d Marine Division Safety Manager.

I. M. SAFE
Brigadier General, U. S. Marine Corps
Chief of Staff

APPENDIXES: (if any)

- 1. Include sample SF-91A
- 2. Include sample NAVMC 10767

DISTRIBUTION: Annex ___ (Distribution) to Operation Plan 1-7__.



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APPENDIX F

HAZARDOUS SITUATION REPORT

a. UNIT: _____

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

c. DATE/TIME REPORTED: _____

d. SUSPECTED NATURE OF PROBLEM: _____

e. SEVERITY: IMMINENT; SERIOUS; NON-SERIOUS

f. IMMEDIATE ACTION TAKEN: _____

g. CAUSATIVE FACTORS: (Reason problem exists) _____

h. COUNTERMEASURE(S): _____

i. ESTIMATED LENGTH OF TIME SITUATION EXISTED: _____

j. ADDITIONAL COMMENTS/REMARKS/CONCLUSIONS: _____

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



PROTECTIVE CLOTHING AND EQUIPMENT TABLE

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APPENDIX G

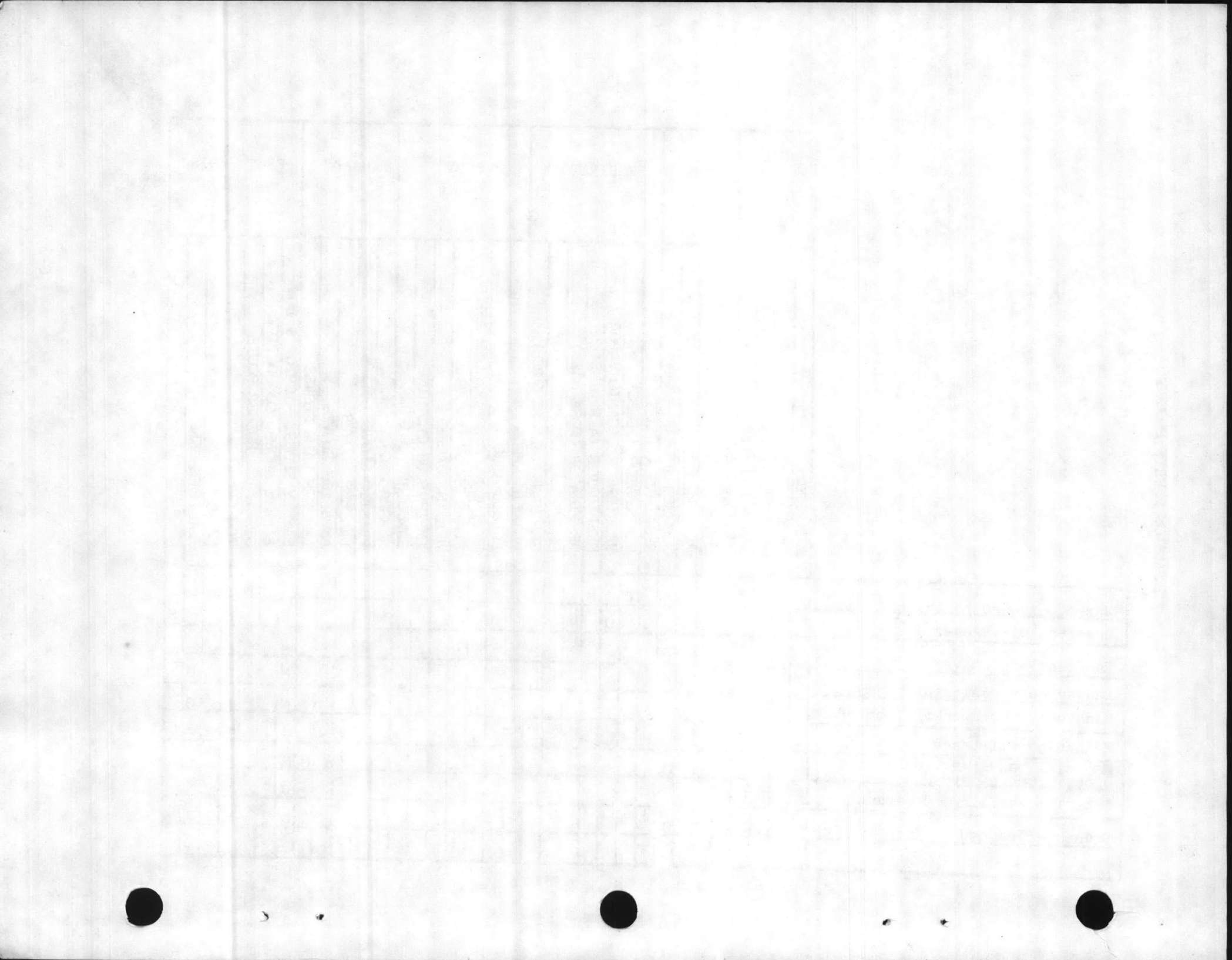
	HEAD & FACE	EYES	RESPIRATORY	BODY	HANDS	FEET	MISC
	HARD HAT						
	FACE SHIELD						
	WELDER'S HELMET						
	SANDBLAST HOOD						
	GOGGLES CHEMICAL						
	GOGGLES SHADED						
	FACE SHIELD						
	GOGGLES (CLEAR)						
	RESPIRATOR (DUST)						
	RESPIRATOR (FUMES)						
	RESPIRATOR ORGANIC VAPOR						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

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

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



DIVISION SAFETY PROGRAM

APPENDIX H

RESPIRATORY PROTECTION SELECTION GUIDE

JOB/MATERIAL	CARTRIDGE COLOR CODE	APPROVED RESPRIATOR	NSN/UI
ORGANIC VAPORS		DISPOSABLE 3M #8741	
SOLVENTS, PAINTS DEGREASERS, THINNERS, DRY CLEANING SOLVENT PD 680	BLACK	ORGANIC VAPOR/SPRAY PAINT ASSEMBLY WITH PRE-FILTERS *	4240-01-131-9722
CLEANING PAINT BRUSHED BRUSH OR SPRAY PAINTING		DISPOSABLE NORTON #10041M ORGANIC VAPOR MASK WITH PRE-FILTERS*	OPEN PURCHASE
FUEL VAPORS ENAMERL AND ACRYLIC PAINTS		DISPOSABLE ORGANIC VAPOR RESPIRATOR 3M #8712 WITHOUT PRE-FILTERS	4240-01-074-8390
GRINDING/CHIPPING FLAP BRUSHING FIBERGLASS WORK WOOD SANDING	GRAY TOP CARTRIDGE	DUST/MIST/FUME DUAL FILTER (CARTRIDGE MASK)	4240-00-099-6939
SAW DUST NUISANCE DUSTS ASBESTOS- LOW LEVELS	WHITE PAPER	DISPOSABLE DUST MASK 3M #8710	4240-00-629-8199 BOX OF 20
METAL DUSTS (LEAD)		DISPOSABLE DUST/MIST MASK 3M #9910	4240-01-081-6433
WELDING- METAL FUMES BRAZING SOLDERING CUTTING METALS	GRAY TOP CARTRIDGE PAPER	DUST/MIST/FUME DUAL FILTER (CARTRIDGE MASK) DISPOSABLE 3M #9920 DUST/MIST/FUME MASK	4240-01-108-4171 4240-00-099-6939
BERYLLIUM METAL DUST		HEPA CARTRIDGE TYPE	OPEN PURCHASE
TICONIUM PROS- THETICS S-3/F-14 BRAKE PARTS CADMIUM DUST	MAGENTA (PURPLE)	DISPOSAL 3M #9940 DISPOSAL NORTON #10030M	OPEN PURCHASE

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PESTICIDES
4240-01-035-9250

BLACK	PESTICIDE CARTRIDGE	
CARTRIDGE		
WITH	DISPOSABLE 3M #8751	OPEN PURCHASE
PRE-	DISPOSABLE NORTON	
FILTER	#10041M	

BATTERY
PURCHASE
CHARGING
ACID MISTS
ACID CLEANING

WHITE	ACID-GAS CARTRIDGE	OPEN
YELLOW**	DISPOSABLE 3M #8714	
	DISPOSABLE NORTON	
	#10002M	

* PRE-FILTERS ONLY REQUIRED FOR SPRAY PAINTING OPERATIONS
** ORGANIC VAPOR-ACID GAS COMBINATION CARTRIDGE
STOCK NUMBERS/PRICES VERIFIED NSC NORVA OCT 82

NOTE: ITEMS PROVIDE MINIMUM PROTECTION FOR AIR CONTAMINATE LISTED. CONSULT LOCAL INDUSTRIAL HYGIENIST FOR ASSISTANCE IN SELECTION IF NEEDED. USE OF DISPOSABLE USUALLY FOUND MORE COST EFFECTIVE THAN DUAL CARTRIDGE TYPE REPLACEABLE CARTRIDGE RESPIRATORS.

OPEN PURCHASE ITEMS MAY BE PROCURED LOCALLY FROM A SAFETY SUPPLY COMPANY.