



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
5100
B 07-4
FEB 07 2020

POLICY LETTER 1-20

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: BATTALION SAFETY PROGRAM

Ref: (a) MCO 5100.29B Marine Corps Safety Program
(b) MCO 5100.19F Marine Corps Traffic Safety Program
(c) MCO P5102.1B Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual
(d) BnO 5100.19 HQSVC BN Traffic and Motorcycle Safety Program
(e) BnO 1500.60 Force Preservation Council (FPC)
(f) BnO 5300.17 Substance Abuse Control Program

Encl: (1) Risk Management Process and Levels
(2) DoD and DON Mishap Classifications
(3) Command Safety Structure

1. Purpose. This policy letter establishes Headquarters and Service Battalion's (HQSVC Bn) safety program for the purpose of protecting the force and ensuring individual readiness. This program implements the requirements set forth in references (a) through (c).

2. Background. HQSVC Bn is responsible for the administration, training, discipline, morale, welfare, and safety of the 2,600 Marines assigned to MCB Quantico and our supported organizations. In terms of safety, this includes the requirements set forth in references (a) through (c). HQSVC Bn Safety Program implements the references above by prescribing program components and roles and responsibilities for carrying out these components. Our program components include: Training, Risk Management, Force Preservation Council, Quarterly Safety Council, Traffic/Motorcycle Safety, Liberty, and Mishap/Hazard Reporting.

3. Cancellation. This policy cancels the following Battalion policy letters:

- a. Policy Letter 2-11
- b. Policy Letter 3-12
- c. Policy Letter 2-17
- d. Policy Letter 2-19

4. Program Components

a. Training/Resources. It is imperative that we train our Marines. This is one of the primary missions of HQSVC Bn. Leaders are accountable for ensuring their Marines are properly trained. Safety related training requirements include supervisor safety training, bi-annual risk management training and hearing conservation training. A key tool utilized at the Battalion to execute training and track safety requirements is the Enterprise Safety and Management System (ESAMS). This online module can be utilized to complete web training, track motorcycle riders, document safety briefs, among

Subj: BATTALION SAFETY PROGRAM

other tasks. Below details safety training requirements and resources to complete the training:

(1) Risk Management (RM)

(a) Provided monthly via annual training at Little Hall.

(b) Marine Net Courses: SDRMGTSUL0, SDRMGTSEN0, and SDRMGTE130

(c) Leader led guided discussion.

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

(2) Supervisor Safety Training

(a) Brief from Bn Safety Officer or Unit Safety Representative.

(b) Online via ESAMS.

(3) Hearing Conservation Training

(a) Provided during annual audiogram.

(b) Brief from Bn Safety Officer or Unit Safety Representative.

(c) Online via ESAMS.

For more information on safety training and other tools please contact the Battalion Safety Officer or your unit safety representative.

b. Risk Management (RM). Through training, our Marines will learn to identify risks inherent in their daily duties and off-duty activities and utilize the different levels of RM and five step risk management process to mitigate those risks (Enclosure 1). All Battalion sponsored training and readiness events require the completion of a RM worksheet during the planning process.

c. Force Preservation Council. Training Marines requires a challenging and intensive training plan, which involves risk. Our responsibility is to use the components of this plan to mitigate and control those risks so that we can keep our Marines safe while completing our mission. The other side of force preservation is acknowledge the risk factors and stressors that are affecting Marines and Sailors in their everyday lives. Utilizing the concepts of holistic risk management the Battalion must work, all the way down to lowest level, to increase engagement and ensuring that we are optimizing each Marine or Sailor's potential. The Battalion will publish formal procedures (reference e) for execution of a Battalion Force Preservation Council (FPC), a tool that allows us to improve individual and unit readiness.

d. Quarterly Safety Council. The Battalion Safety Officer will host a safety council, chaired by the Executive Officer, on a quarterly basis. The council will analyze and assess safety challenges, current trends, hazard corrective actions, local traffic safety issues, on and off duty mishaps, hearing readiness, and other force preservation and readiness issues.

Subj: BATTALION SAFETY PROGRAM

e. Traffic/Motorcycle Safety. In recent years the Marine Corps has seen an increase in motorcycle related mishaps. It is imperative that leaders know if their Marines are riders and that all riders understand the expectations and requirements to own and operate a motorcycle. The Battalion will publish a traffic safety order (reference d) which will provide more detailed policies and procedures in terms of motor vehicle safety, to include motorcycle safety requirements.

f. Liberty. Safety must be part of our everyday lives to include liberty. As leaders, we need to set the example and reinforce the importance of safe driving practices, well developed leave travel plans, and responsible alcohol consumption while on liberty. It is directed that all leaders complete and document safety briefs prior to all periods of weekend or extended liberty. Reference (f) the Battalion Substance Abuse Control Program order establishes guidance and responsibilities for the responsible consumption of alcohol while on liberty.

g. Mishap/Hazard Reporting. A mishap is an unplanned event or series of events that results in damage to DoD property; occupational illness to DoD personnel; injury to on or off duty military personnel; injury to on-duty DoD civilian personnel; or injury or illness to non DoD personnel caused by DoD activities. Mishaps range in a classification from A to D. See enclosure (2) for detailed criteria of mishap classes. In the event of a mishap or actions occur that could have caused a mishap, it is crucial that it is reported in a timely manner. All mishaps from class D through A will be reported to the Battalion Safety Officer, Unit Safety Representative or Command specific safety office. For more details on what constitutes a mishap or reporting procedures please contact the Battalion Safety Officer, Unit Safety Representative or Command specific safety office. See references (a) and (c) for further details on mishap reporting.

5. Roles and Responsibilities

a. Command Safety Program Manager

- (1) Responsible for the command's safety program.
- (2) Advise and utilize the Battalion Safety Officer to execute the command's safety program and ensure that it is in compliance with references (a) through (c).
- (3) Will be appointed in writing by the Commanding Officer.

b. Battalion Safety Officer

- (1) Act as the lead action officer for Battalion Safety Program, under the guidance of the Command Safety Program Manager and the references.
- (2) Will be appointed in writing by the Commanding Officer.
- (3) Will complete "Ground Safety for Marines (GSM)" and "Ground Mishap Investigators Course (GMIC)" upon appointment.

c. Assistant Battalion Safety Officer.

- (1) Assist the Battalion Safety Officer in the execution of the requirements set forth in the above references.

Subj: BATTALION SAFETY PROGRAM

(2) Will be appointed in writing by the Commanding Officer.

d. Supported Organization Safety Officers. Establish, manage, and execute their own safety programs for their supported organizations as agreed to in active memorandums of agreements. Supported Organization Safety Officers are encouraged to participate in the Battalion Quarterly Safety Council.

e. S-1. Complete all additional reporting requirements for class A and B mishaps (i.e. SIR, PCR, and/or 8-day brief).

f. S-3. Plan and execute safe training and readiness events. Require and complete a RM worksheet for all Battalion sponsored training and readiness events.

g. S-4. Procure personal protective equipment necessary for the safe execution of the battalion's mission.

h. OICs/SNCOICs. Ensure that the Marines and Sailors under your charge are in compliance with the program established in this policy and the above references.

i. All hands. Ensure that you are in compliance with the program established in this policy and the above references. Execute "on the run" RM in all your activities both on and off duty and on and off base. Safety is an "All Hands" responsibility and every member of the Battalion, regardless of rank or billet, is expected to apply appropriate RM and intervene and report when an unsafe condition is observed.

6. Point of contact for this policy is Captain Maxwell A. Chmelik, Battalion Safety Officer, at (703) 784-4716 or maxwell.chmelik@usmc.mil.

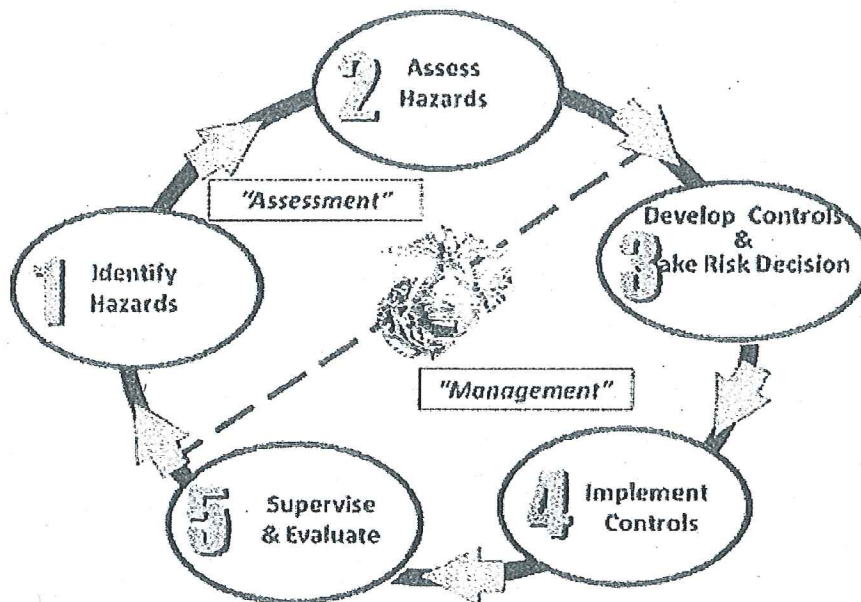


E. J. DANIELSON

Three Levels of the RM Process

- In-depth - The in-depth level refers to situations when available time for planning is not a limiting factor and involves a very thorough risk assessment.
- Deliberate - refers to situations when there is ample time to apply the RM process to the mission planning evolution.
- Time Critical ("On the run") - This is the level at which personnel operate on a daily basis both on and off duty.

The 5-Step Systemic Process



DoD and DON Mishap Classifications

Mishap Class	Property Damage	Injury or Illness
A	\$2,000,000 or greater	<p style="text-align: center;">Fatality or a Permanent Total Disability (PTD) resulting from injury or an occupational related illness causing</p> <p><i>PTD: Any nonfatal injury or occupational illness that in the opinion of competent medical authority permanently or totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge or civilian equivalent. Also, the loss of the following body parts or the use thereof during a single mishap is a permanent total disability:</i></p> <ul style="list-style-type: none"> ➤ Both hands ➤ Both feet ➤ Both eyes ➤ A combination of any two of these body parts.
B	\$500,000 to \$1,999,999	<p style="text-align: center;">Hospitalization of 3 or more personnel ** in same mishap or a Permanent Partial Disability (PPD) resulting from an injury or occupational related illness.</p> <p><i>PPD: An injury or occupational illness that results in permanent impairment or loss of any part of the body such as, but limited to:</i></p> <ul style="list-style-type: none"> ➤ loss of the great toe or thumb, ➤ non-repairable inguinal hernia, ➤ traumatic acute hearing loss of 10 dB or greater documented by medical authority. <p><i>Exceptions include the following:</i></p> <ul style="list-style-type: none"> ➤ loss of teeth. ➤ loss of tips of fingers/toes <u>without</u> bone loss. ➤ repairable hernia. ➤ disfigurement. ➤ sprains or strains that do not cause permanent limitation of motion.
C	\$50,000 to \$499,999	<p><u>Military:</u> An injury (on-or off-duty) causing a minimum of one (1) lost workday beyond the day of the injury.</p> <p style="text-align: center;">or</p> <p><u>DoD civilian & military:</u> An occupational related illness or injury causing one or more days away from work beyond the day or shift on which the injury occurred or the illness was diagnosed.</p> <p>Lost workdays *** include;</p> <ul style="list-style-type: none"> ➤ SIQ for 24 hours or more ➤ Hospitalization as an inpatient, beyond the day of mishap. ➤ Mishap related convalescent leave.
D	\$20,000 to \$49,999	<p style="text-align: center;"><u>Military:</u> An injury or illness resulting in light duty or limited duty</p> <p style="text-align: center;"><u>DoD Civilians:</u> An injury or illness resulting in restricted work, transfer to another job</p> <p>Also includes:</p> <ul style="list-style-type: none"> ➤ medical treatment greater than first aid, ➤ needle stick injuries and cuts from sharps that are contaminated from another person's blood or other potentially infectious material, ➤ medical removal under medical surveillance requirements of an OSHA standard, ➤ occupational hearing loss resulting in a Significant Threshold Shift (STS), ➤ A work-related tuberculosis case.
Other	<ul style="list-style-type: none"> - \$5,000 to \$19,999 in GMV/GVO damage (Includes collateral damage costs to other property) - Any Near Miss or identified hazard requires a HAZREP 	

Military Injuries: Include injuries as a result of either on- or off-duty mishaps.

DoD Civilian Injuries: Includes on-duty mishaps. If off-duty, the injury must be the result of a military operation or activity.

Illness: Whether one is DoD civilian or military, the illness must be occupational related in order to meet the mishap classification criteria. (E.g. illness due to an exposure to a workplace health hazard.)

HQSVC BN Safety Structure

