



MCCS SC Near Miss / Mishap Reporting Procedures



The screenshot shows the MCCS SOUTH CAROLINA website with a navigation menu at the top. The main content area is divided into several sections: Contact Us, Orders & Resources, and Resources. The Resources section is expanded, showing a list of links. A red arrow points to the 'Near Miss/Mishap Reporting Form' link, which is highlighted with a red circle. The link is marked with a 'NEW' badge.

MCCS SOUTH CAROLINA Military & Family Dining & Lodging Recreation & Fitness Shopping & Services Resources & Info Eastern Recruiting Region

Contact Us

MCCS Safety Office
Bldg. 564 • Drayton St.
MCAS Beaufort, SC 29904
Safety & Environment Officer
P: ☎ 843-228-6717
E: ✉ [Click Here](#)

MCAS Beaufort Base Safety
P: ☎ 843-228-7804

MCRD Parris Island Base Safety
P: ☎ 843-228-3213

MCAS Beaufort NREAO
Hazardous Material Emergency
P: ☎ 843-228-7347

MCRD Parris Island NREAO
Hazardous Material Emergency
P: ☎ 843-228-4963/3102

MCRD Parris Island HMRC
Hazardous Material Reuse Center
P: ☎ 843-228-4957

Report all Mishaps/Near-Misses:
E: ✉ [Click Here](#)

Orders & Resources

Orders & References

- 29CFR 1910
- NAVMCDIR 5100.8
- OPNAVINST 5100.23G
- NFPA 101
- MCO 4450.12
- MCO 5100.29
- MCO P11000.00
- NAVMC DIR 5100.8
- ASO P5100.24
- CO MCAS Beaufort Policy letter 01-10
- MCCS-SC Policy Letter 2-20

Marine Corps Safety References, for CDC, Youth Center and Playgrounds

- MCNAV 5100.8
- MCO 5100.29A
- DepO 5100.16F
- ASTM Standards F1487-05
- CPSC Handbook for Public Playground Safety
- 29 CFR 1910
- 16 CFR 1303

Resources & Info

- Emergency Contact Information
- MCCS Disclaimer
- MCCS Events Calendar
- MCCS Human Resources (HR) & Job Opportunities
- MCCS Website Search
- Privacy Policy & Security Notice
- Safety Information**
- South Carolina Hurricane Information
- Sponsorship
- Useful Links
- Volunteer Opportunities

Resources

- ▶ Safety and Loss Prevention Requests Procedures **NEW**
- ▶ Safety and Loss Prevention Request Form **NEW**
- ▶ **Near Miss/Mishap Reporting Form** **NEW**
- ▶ MCCS-SC Safety and Loss Prevention Monthly Checklist
- ▶ MCCS-SC Facility Fire Warden Monthly Checklist
- ▶ Enterprise Safety Applications Management System (ESAMS)
- ▶ MCAS Beaufort Safety Office
- ▶ MCAS Beaufort Environmental Policy Statement
- ▶ Marine Corps Safety Office
- ▶ Occupational Safety & Health Administration (OSHA)
- ▶ Step Ladder Safety
- ▶ Lockout/Tagout
- ▶ Emergency Action Plan (EAP)
- ▶ Robbery Procedures

Obtain a Near Miss / Mishap Form found on the MCCS SC on website.



MCCS SC Near Miss / Mishap Form Procedures



Complete front and back of portions of the MCCS SC Near Miss / Mishap form.

CUI
MCCS
MARINE CORPS COMMUNITY SERVICES

NEAR MISS/MISHAP REPORTING FORM – MCCS SOUTH CAROLINA

Near Miss
Mishap Injury
Mishap Death

SECTION A: PERSONAL DATA MCCS-SC Employee Customer Military

Name (Last, First MI)		Affiliation	Sex	DOB
Mailing Address	City	State	Zip Code	
Phone Number	Alternative Number	Email Address (Optional)		

SECTION B: JOB INFORMATION

Activity	Full Time	Part Time	Rate	Title				
Date of Employment (mm/dd/yy)	Days Normally Worked							
Work Shift: Time in:	Time Out:	Mon	Tue	Wed	Thu	Fri	Sat	Sun

SECTION C: WITNESS INFORMATION

Supervisor Name (Last, First MI)		Rank	DOB
Mailing Address	City	State	Zip Code
Phone Number	Alternative Number	Email Address (Optional)	

Witness Name (Last, First MI)		Affiliation	Sex	DOB
Mailing Address	City	State	Zip Code	
Phone Number	Alternative Number	Email Address (Optional)		

SECTION D: INCIDENT DATA

Date of Incident (mm/dd/yy)	Facility where Incident Occurred:
Time of Incident <input type="checkbox"/> Exact <input type="checkbox"/> Approx.	Specific Location Where incident occurred: (Aisle 9 on back side)
Type of Mishap:	Alleged injury: Body Part: <input type="checkbox"/> R <input type="checkbox"/> L N/A
Chemical(s) involved?	Chemical(s) Information or comments:

Was PPE required?	Was PPE used?	
Did customer refuse medical treatment?	Was First Aid provided? (Band-Aid)	CPR/AED?
Describe Incident in Detail: (Who, What, Where, Why, How)		
Brief description of injured person (This will only be used for video identification purposes)		

SECTION E: Property Damage

What Equipment was involved?	Equipment Details	DOD Property Damage?	NON DOD Property?
Property Details:		Motor Vehicle involved?	
Vehicle 1 information: Year: Make: Model:		Vehicle 2 information: Year: Make: Model:	

SECTION F:

Print Name (Supervisor):	Signature	Date:
Print Name (Employee/Customer):	Signature	Date:
Print Name (Witness 1):	Signature	Date:
Print Name (Witness 2):	Signature	Date:

For Official Use Only

File/Case #:	Is follow-up required: Yes No	Follow up assigned to:	Is video documentation required? Yes No
Additional notes:		Controlled By: DEPARTMENT OF THE NAVY Controlled By: MCCS SC Review and Analysis Division CUI Category: PRVCY Distribution/Dissemination Control: DL ONLY POC: (843) 228-7970 or 6717	

SUBMIT COMPLETED REPORT USING "MCCS-SC HELP CENTER"

Help Center Reporting Procedures



Select the MCCS SC Help Desk Button to begin reporting process



Help Center Reporting Procedures



"MCCS Help Center" - Jira Service Management

https://mccs-sc.atlassian.net/servicedesk/customer/portals

"MCCS Help Center"

Requests

Welcome to the MCCS Help Center

Find help and services

MCCS SC Help Policies and Information

IT Policies and Information
MCCS SC Manager Toolkit

IT Service Desk
Welcome! You can submit an IT Service Desk request from the options provided.

Maintenance
Welcome! You can submit a Maintenance request with the option below.

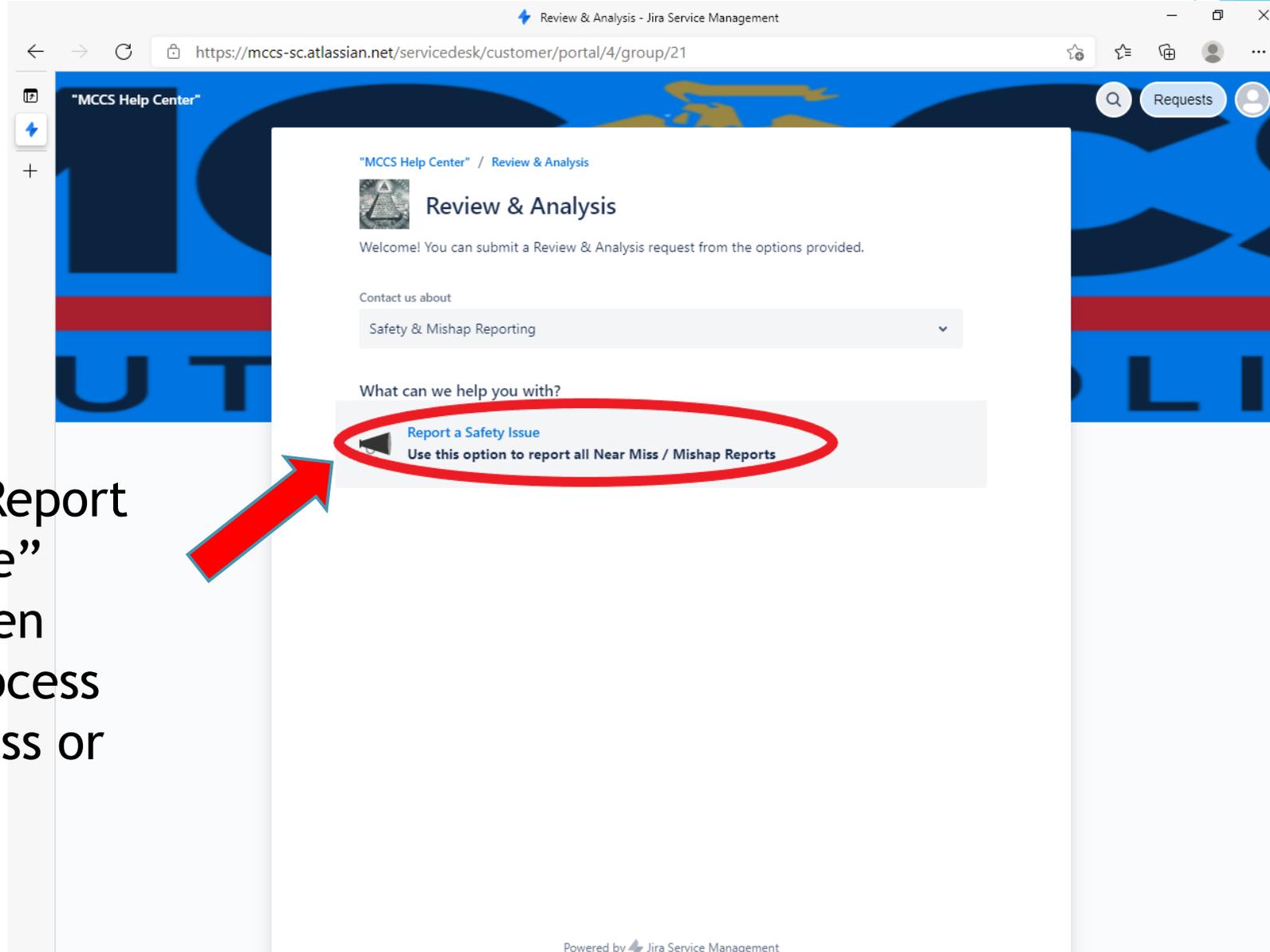
Property
Welcome! You can submit a Property request with the option below.

Review & Analysis
Welcome! You can submit a Review & Analysis request from the options provided.

Marketing
Welcome! Use the link above to submit a Marketing Request

Select the “Review & Analysis” button to begin reporting process for a Near Miss or Mishap.

Help Center Reporting Procedures



Review & Analysis - Jira Service Management

https://mccs-sc.atlassian.net/servicedesk/customer/portal/4/group/21

"MCCS Help Center"

"MCCS Help Center" / Review & Analysis

Review & Analysis

Welcome! You can submit a Review & Analysis request from the options provided.

Contact us about

Safety & Mishap Reporting

What can we help you with?

Report a Safety Issue
Use this option to report all Near Miss / Mishap Reports

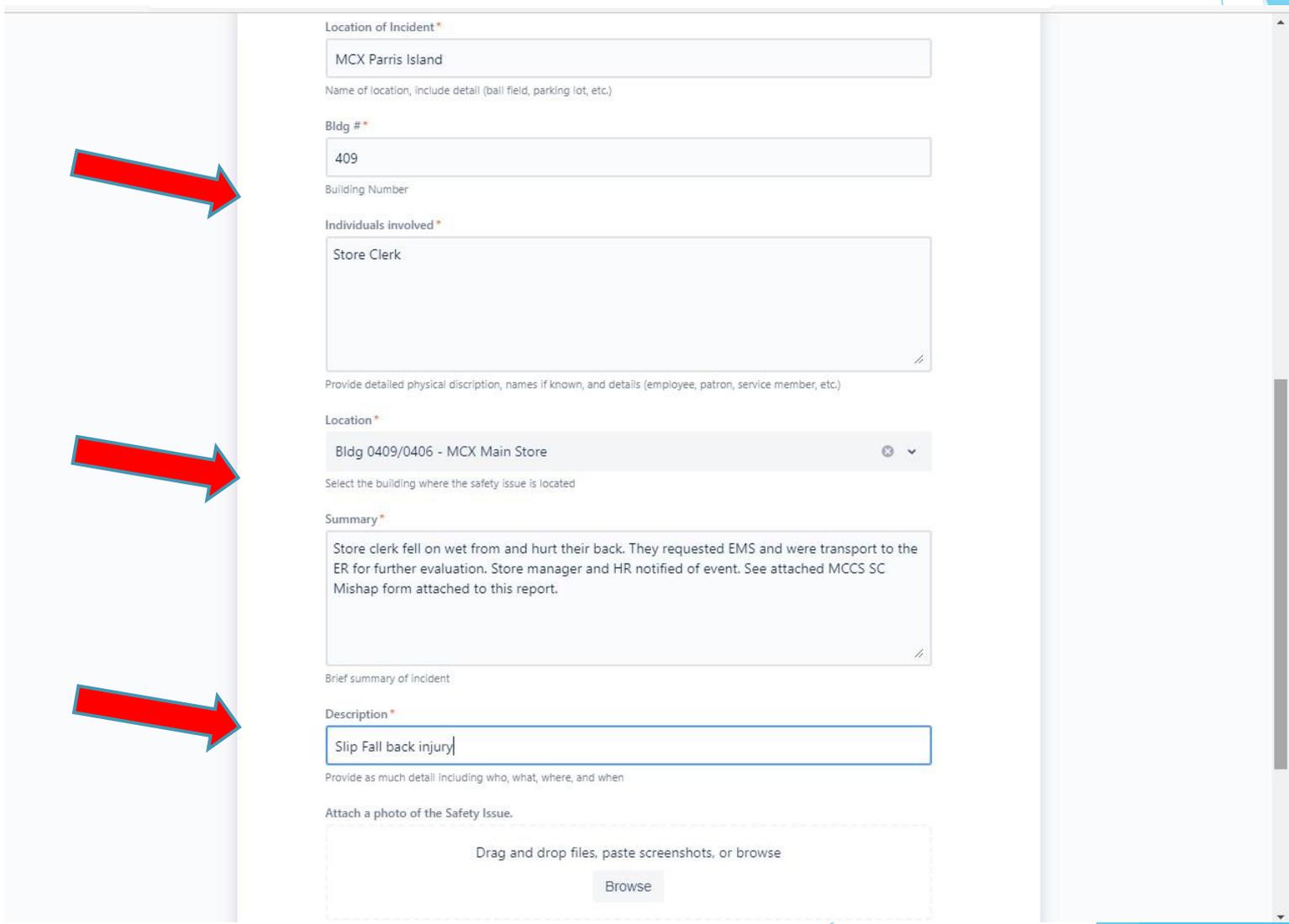
Powered by Jira Service Management

Select the “Report a Safety Issue” button to open reporting process for a Near Miss or Mishap.

Help Center Reporting Procedures



Complete all sections of the MCCS Help Center report.



Location of Incident *

Name of location, include detail (ball field, parking lot, etc.)

Bldg # *

Building Number

Individuals involved *

Provide detailed physical description, names if known, and details (employee, patron, service member, etc.)

Location *

Select the building where the safety issue is located

Summary *

Brief summary of incident

Description *

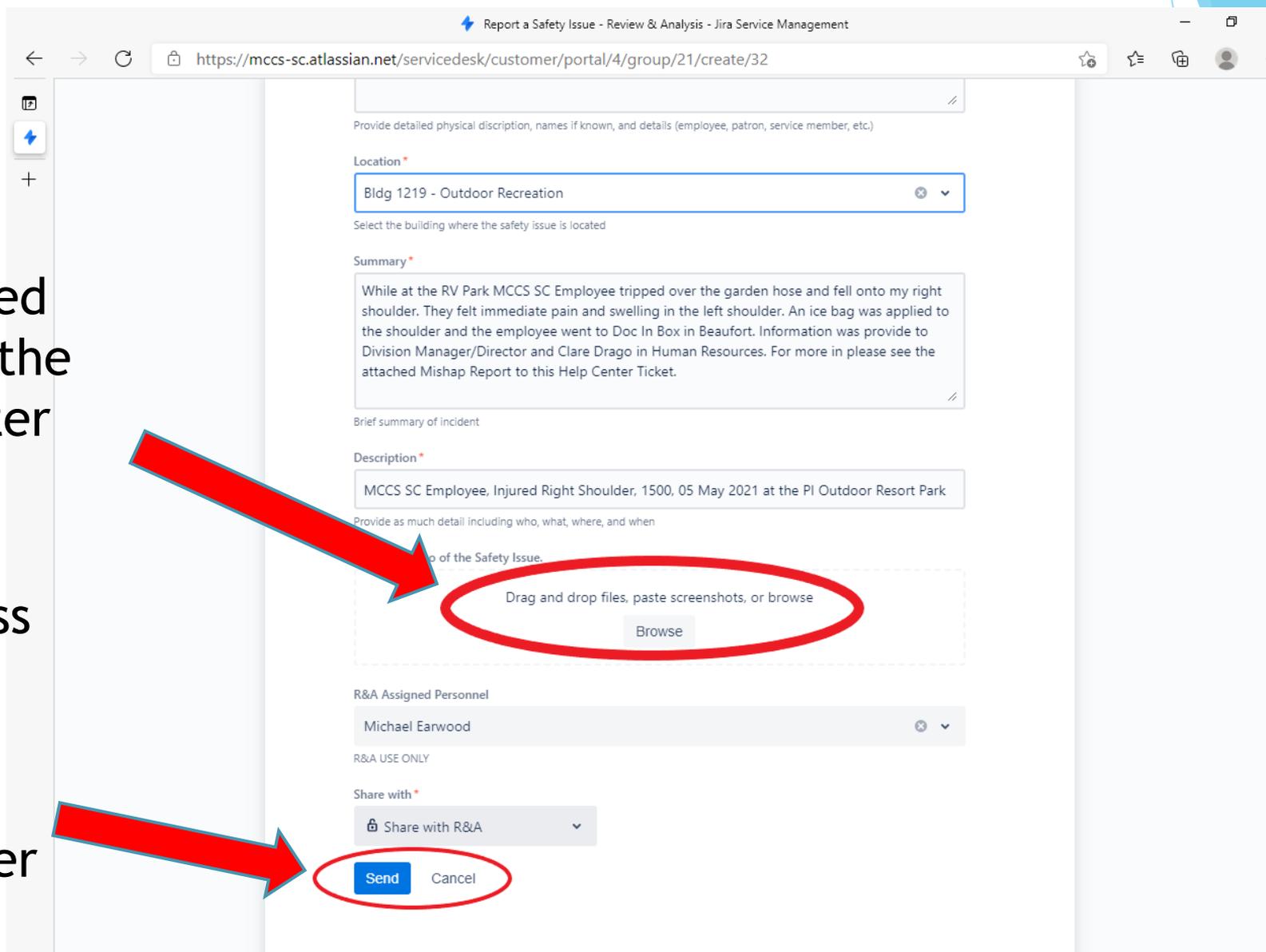
Provide as much detail including who, what, where, and when

Attach a photo of the Safety Issue.

Drag and drop files, paste screenshots, or browse

Browse

Reporting Procedures



Report a Safety Issue - Review & Analysis - Jira Service Management

https://mccs-sc.atlassian.net/servicedesk/customer/portal/4/group/21/create/32

Provide detailed physical description, names if known, and details (employee, patron, service member, etc.)

Location *

Bldg 1219 - Outdoor Recreation

Select the building where the safety issue is located

Summary *

While at the RV Park MCCS SC Employee tripped over the garden hose and fell onto my right shoulder. They felt immediate pain and swelling in the left shoulder. An ice bag was applied to the shoulder and the employee went to Doc In Box in Beaufort. Information was provide to Division Manager/Director and Clare Drago in Human Resources. For more in please see the attached Mishap Report to this Help Center Ticket.

Brief summary of incident

Description *

MCCS SC Employee, Injured Right Shoulder, 1500, 05 May 2021 at the PI Outdoor Resort Park

Provide as much detail including who, what, where, and when

Attachment of the Safety Issue.

Drag and drop files, paste screenshots, or browse

Browse

R&A Assigned Personnel

Michael Earwood

R&A USE ONLY

Share with *

Share with R&A

Send Cancel

Attach completed Mishap form to the MCCS Help Center report.

Complete process by selecting the send button to complete the MCCS Help Center report.



Reporting Procedures



If this the incident is determined by the MCCS SC Safety Officer a recordable incident, it will be entered into ESAMS by the reporting supervisor.