



**MARINE CORPS COMMUNITY SERVICES SOUTH CAROLINA**  
**MARINE CORPS AIR STATION**  
**P.O. BOX 55018**  
**BEAUFORT, SOUTH CAROLINA 29904-5018**

IN REPLY REFER TO:  
5100  
MCCS SC  
05 MAY 2022

POLICY LETTER 05-22

From: Deputy Director, Marine Corps Community Services, South Carolina  
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES, SOUTH CAROLINA (MCCS SC)  
SAFETY PROGRAM PROCEDURES

Ref: (a) MCO 5100.29C, Marine Corps Safety Management System (MCSMS)  
(b) NAVMC DIR 5100.8, Marine Corps Occupational Safety and Health (OSH) Program Manual (Short Title: MARCOR OSH PROGRAM MANUAL) Order  
(c) MCO 5100.8, Marine Corps Occupational Safety and Health (OSH) Policy  
(d) ASO 5100.29D, Occupational Safety and Health (OSH) Program  
(e) MCO 5090.2 Environmental Compliance and Protection Program  
(f) MCCSSCO 5100.24, Occupational Safety and Health (OSH) Program  
(g) Policy Letter 01-10, Required Safety Training for Civilian Employees  
(h) Policy Letter 03-10, Implementation of Occupational Safety and Health (OSH) Performance Standards for Civilian Employees  
(i) RVAN SOP – MCCS SC Safety and Asset Protection Program Standard Operating Procedures and Responsibilities for the Safety Component

Encl: (1) MCCS SC Near-Miss / Mishap Report Form  
(2) MCCS SC Monthly Safety & Asset Protection Inspection Checklist  
(3) MCCS SC Monthly Fire Warden Inspection Checklist

1. Purpose. To publish instructions on the proper policies and procedures for maintaining an effective safety program for Marine Corps Community Services, South Carolina (MCCS SC) Non-Appropriated Fund (NAF) employees in accordance with the references.

2. Mission. To provide clear and consistent safety program procedures for NAF regular full-time (RFT), regular part-time (RPT), crafts and trades (C&T), and flexible (Flex) employees.

3. Execution

a. Director's Intent. Establish guidelines for the safety program procedures for MCCS SC NAF employees. Division Directors will ensure that all Supervisors and Managers understand and adhere to the provisions of the policy letter.

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b. Coordinating Instructions

(1) Reporting Procedures

(a) It is essential that all MCCS SC employees report near-miss and mishap incidents correctly and in a timely manner. When involved or witnessing a “Near-Miss” (an event that had the potential to cause an injury or property damage) or a “Mishap” (any unplanned event that results in personal injury or property damage) ensure it is reported.

(b) Call 911 for all emergency incidents that involve life or limb. Ensure that all instances of known or suspected near-misses, mishaps or other safety concerns are reported to appropriate Department Head through the use of the MCCS SC Help Desk <https://MCCS.SC.atlassian.net/servicedesk/customer/portals>.

(2) Safety and Health Training Requirements

(a) In accordance with reference (f), all civilian employees (both APF and NAF) are required to attend the OSHA 10-Hour General Industry training within one year of employment.

(b) In accordance with reference (f), all Supervisors, Managers, Facility Safety Representatives, and Facility Fire Wardens are required to attend the OSHA 30-Hour General Industry training.

(c) All MCCS SC Facility Safety Representatives and Fire Wardens are required to attend the MCCS SC Quarterly Safety Meetings. Each quarter the MCCS SC Safety Meetings are held aboard MCAS Beaufort and MCRD Parris Island to accommodate staffing shortages and operational commitments. The MCCS SC Quarterly Safety Meetings will be scheduled, coordinated, and facilitated by MCCS SC Safety.

(d) In accordance to reference (e) all MCCS SC facilities/activities that use and/or store petroleum products, cooking oils, or other hazardous products shall have two representatives (one primary and one alternate) attend the Environmental Management (EM101) Stormwater Pollution Prevention, and Spill Prevention Control and Countermeasures training. This training is required and is conducted annually aboard MCRD Parris Island. MCCS SC Safety will coordinate with the Parris Island Environmental Office and publish the required refresher training dates and locations.

(e) Back in the Saddle (BITS) training; the purpose of BITS training is to review, refocus, and recommit to employing home and workplace safe practices for the New Year. This is an annual training requirement conducted in January, directed by Headquarters Marine Corps. BITS training is normally conducted in ETHOS; however, the Base Commander can direct this training to be conducted as an in-person presentation. BITS training information will be disseminated to all MCCS SC employees by MCCS SC Safety.

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(f) 101 Critical Days of Summer; a safety campaign throughout the Department of Defense (DoD), is the title given to the time period between Memorial Day weekend and Labor Day weekend, which tends to have a higher rate of mishaps than the rest of the year. 101 Critical Days of Summer training is normally conducted in ETHOS; however, the Base Commander can direct this training to be conducted as an in-person presentation. 101 Critical Days of Summer training information will be disseminated to all MCCS SC employees by the MCCS SC Safety.

(g) Supervisors and Managers are responsible for ensuring that all MCCS SC employees attend the required Safety and Occupational Health Training. Contact the MCCS SC Safety Help Desk <https://MCCS SC.atlassian.net/servicedesk/customer/portals> for future OSHA training dates and registration procedures.

(3) Facility Safety Binder Requirements

- Warden.
- (a) MCCS SC Safety Program Procedures Policy Letter
  - (b) Appointment Letters; Facility Safety Representatives and Facility Fire
  - (c) Current DoD Safety Policy Letters; CMC, MCIEAST, Local Commander.
  - (d) OSHA Training, copies of completion of certificate or card.

(e) Job Hazard Analysis (JHA), maintain a copy of all MCCS SC Employee JHAs. Ensure that the JHAs are reviewed, updated as needed, and signed by each employee annually.

(f) Monthly Safety Talks; monthly topic documents and attendance roster shall be maintained for one year.

(g) Facility Emergency Action Plan (FEAP), which includes: Fire Evacuation, Bomb Threat, Telephonic Threat Complaint, Active Shooter, Biological Event, Radiation Event, and any additional information that the Supervisor or Manager deems applicable.

(h) Facility Monthly Safety Inspection [Encl (2)] shall be maintained for one year.

(i) Facility Monthly Fire Warden Inspection [Encl (3)] shall be maintained for one year.

(j) Facility Fire Drills; maintain an attendance roster of all individuals that participated, include the time and date of the fire drill. Schedule an additional fire drill(s) for any employees not present, maintain attendance roster, include the time and date of any make-up fire drill(s).

(k) Semiannual MCCS SC Safety Inspection Report shall be maintained for one year.

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- (l) Annual Base Safety Inspection Report, maintain the most current report.
- (m) Annual Base Fire Department Inspection Report, maintain the most current report.
- (n) Safety Data Sheets Binder instructions.
- (o) References; relevant safety references.

(4) Facility Safety Board Requirements

- (a) OSHA Employee Rights and Responsibility Poster.
- (b) Facility Emergency Action Plan which includes: Fire Evacuation, Bomb Threat, Telephonic Threat Complaint, Active Shooter, Biological Event, Radiation Event, and any additional information that the Department Head deems applicable.
- (c) Emergency Phone Numbers; PMO, Base Fire Department, Base Safety Office, MCCS SC Safety & Asset Protection, and any additional emergency numbers that the Supervisor or Manager deems applicable.
- (d) Current DoD Safety Policy Letters; CMC, MCIEAST, Local Commander, and MCCS SC.
- (e) MCCS SC Near-Miss/Mishap Report Form “Blank” [Encl (1)] (display on the facility safety board in a hanging folder, which will allow employees to have access to the form in case of an emergency).

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically via e-mail.

5. Applicability. This Policy Letter is applicable to all MCCS SC activities and facilities located aboard Marine Corps Air Station Beaufort, Marine Corps Recruit Depot, Parris Island and Laurel Bay.

6. Effective Date. This Policy Letter is effective the date signed.



S.F. KIRKPATRICK

DISTRIBUTION: A  
MCCS SC