



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES DIRECTORATE
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788150
TWENTYNINE PALMS, CALIFORNIA 92278-8150

MCCSINST 5100.1B

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MARINE CORPS COMMUNITY SERVICES INSTRUCTION 5100.1B

From: Director, Marine Corps Community Services Directorate
To: Distribution List

Subj: COLLATERAL DUTY SAFETY OFFICER/QUARTERLY SAFETY SELF
INSPECTION

Ref: (a) MCO 5100.8F
(b) CCO P5100.15F
(c) 29 CFR 1910.26 - .1200
(d) NAVMED P5010
(e) OPNAVINST 5100.23E

1. Purpose. The purpose of a safety inspection is to eliminate unsafe conditions, processes or procedures that will or could possibly result in an occupational illness or injury to personnel or damage to property. This instruction will:

a. Establish a program through which the Collateral Duty Safety Officers conduct routine safety inspections of their facilities.

b. Provide Branch Heads with a tool for maintaining compliance with safety regulations.

2. Cancellation. MWRINST 5100.1A

3. Information. The references establish the requirements to provide a safe and healthful work place and are available at the MCCS Safety Office for review.

4. Action.

a. Collateral Duty Safety Officers (CDSO's) will:

(1) Conduct quarterly Safety Inspections and Hazardous Material Inventories of their facilities.

Division facilities. At a minimum, one CDSO per Branch is sufficient.

(2) Review corrective action taken by facility managers and ensure assistance is provided when corrective action is out of the scope of their position.

c. MCCS Safety Office will:

(1) Review reports of unsafe/unhealthful conditions and mishap reports submitted and provide assistance where needed.

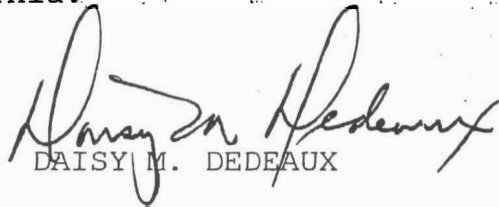
(2) Brief the MCCS Director/Deputy Director on non-compliance and/or unresolved problems.

(3) Conduct semi-annual inspections and spot checks as needed to ensure compliance.

(4) Attend monthly meetings per the current MCCBul 5100 with CDSO members to discuss issues, complaints and concerns at the branch/facility.

5. Summary of Revision. This Instruction contains significant changes concerning the duties and requirements of Collateral Duty Safety Officers, and duties of the MCCS Safety Manager. This instruction should be thoroughly reviewed in its entirety.

6. Applicability. This instruction is applicable to all MCCS facilities located at Marine Air Ground Task Force Training Command, MCAGCC, Twentynine Palms, California.



DAISY M. DEDEAUX

Distribution: "A"