



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

Canc: Feb 05

MCBBul 5420

B 51

19 Feb 04

MARINE CORPS BASE BULLETIN 5420

From: Commander

To: Distribution List

Subj: MCB, QUANTICO SAFETY COUNCIL CHARTER

Ref: (a) MCO P5100.8F
(b) MCBO P5100.1B
(c) MCO 5100. 29
(d) 29 CFR 1960

1. Purpose. To define objectives, goals, and responsibilities of the Base Safety Council and establish its membership.
2. Background. Mishaps result in millions of dollars lost in Marine Corps resources every year. Marine Corps resources lost as a result of mishaps include both personnel and property, which have a direct and negative impact on mission accomplishment. Safety Councils have a positive impact on mishap reduction efforts by providing a forum for commanders and directors to identify and discuss safety related issues that affect their commands. Senior leadership involvement, education, and training will result in a proactive mishap prevention program aboard MCB, Quantico.
3. Council. The Base Safety Council is structured to identify, define and assess safety and occupational health issues, problems, and needs. It recommends corrective measures on behalf of commanders/directors of all organizations aboard the Base. Although this Council may address safe driving issues at times, the Base's Safe Drive Council is primarily responsible for traffic safety issues. The Safe Drive Council functions under a separate charter. The following describes the minimum items to be addressed at the Base Safety Council:
 - a. Consideration of new standards, policies, procedures, recommendations, etc., involving mishap prevention.
 - b. Periodic review of Base mishap experiences and analyses of commands.

c. Recommendation of changes in existing policies or procedures to minimize unsafe acts and strengthen the command safety program.

d. Development of recommendations on physical or structural alterations designed to eliminate or control hazards and unsafe acts.

e. Development of educational and promotional activities that create and maintain an interest in safety and increase the emphasis on mishap prevention.

4. Functions. The Base Safety Council will:

a. Provide program assistance to commanders by proposing safety policy and program objectives.

b. Create and maintain an active interest in safety and occupational health.

c. Serve as a means of communication regarding safety and occupational health for the Base.

5. Membership. The Safety Council is chaired by the C/S MCB by direction of the Comdr MCB per references (a) and (b). The Council will meet on or about the third Thursday of October, January, April, and July at 0900. This meeting is normally held in conjunction with the Command Safe Drive Council in the Lejeune Hall Conference Room (Room 218). The Director, Safety Division will provide members with a proposed agenda approximately 7 days prior to each meeting. Using the guidance in the references, the commanders/directors or their executive officers/deputies identified below are established as members of the Base Safety Council. Attendance and participation by members is crucial to the success of this Council.

- a. C/S MCB (Chairperson).
- b. Director, Safety Division (Recorder).
- c. CO, Headquarters and Service Battalion.
- d. CO, Security Battalion.
- e. AC/S G-1 (Manpower).
- f. AC/S G-3 (Operations).
- g. AC/S G-4 (Logistics).

- h. AC/S G-5 (Facilities).
- i. AC/S G-6 (Communication Electronics).
- j. Head, Facilities and Logistics Services Section
- k. Director, Marine Corps Community Services Division.
- l. Director, Comptroller Division.
- m. Director, Reserve Support Unit.
- n. Command Chaplain.
- o. Inspector.
- p. Health Care Advisor (CO, Naval Medical Clinic).
- q. Staff Judge Advocate.
- r. Public Affairs Officer.
- s. CO, Marine Corps Air Facility (represents HMX-1 Commander as necessary).
- t. Comdr, Marine Corps Systems Command.
- u. CG, Education Command.
- v. CG, Training Command
- w. CO, Basic School.
- x. CO, Officer Candidate School.
- y. CO, Weapons Training Battalion.
- z. Counsel.
- aa. Manpower and Reserve Affairs Division, HQMC.
- bb. Base Fire Chief.
- cc. President, American Federation of Government Employees, Local 1786. (2 seats)

dd. Others as desired or necessary.

6. Goals and Objectives. The Base Safety Council will seek to:

a. Ensure a safe and healthful work environment by reducing mishaps resulting in injuries and/or Marine Corps property damage by at least 50 percent each year. This reduction should be achieved through direct leadership involvement, operational risk management, training, and education.

b. Reduce unsafe acts associated with individual carelessness and procedural errors by at least 20 percent each year through education, training, and supervisor involvement in work related activities.

c. Reduce the costs associated with all injuries by at least 20 percent each year. This reduction should be achieved through the corresponding reduction in mishaps and other efforts to reduce Workers Compensation Costs.

d. Enhance mishap prevention awareness through increased emphasis on education, safety training, the impact on mission accomplishment by accidents, and commander/director involvement.

e. Achieve more direct leadership and supervisory involvement in the Marine Corps mishap prevention process for all organizations/commands located at MCB, Quantico.

f. Inform commanders/directors of mishap prevention trends and program issues.

g. Promote the greater use of mishap prevention processes as a tool to enhance mission readiness by institutionalizing safe practices into the way organizations accomplish their missions.

7. Responsibilities

a. Director, Safety Division will:

(1) Act as recorder and technical advisor to the Comdr MCB and Safety Council for safety issues.

(2) Provide mishap prevention program status briefings and make recommendations to correct any adverse trends.

(3) Prepare and distribute agendas and meeting minutes.

b. Members will:

(1) Establish policy, programs, and procedures for mishap prevention within their respective organizations consistent with the policies established in the references.

(2) Ensure full implementation of safety policies, programs, and procedures to ensure all personnel are in compliance with each aspect of the governing standards.

(3) Ensure compliance with action items as addressed by the Base Safety Council.

(4) Provide status of action items by organization/command as addressed in the previous meeting minutes.

(5) Ensure all personnel within each organization are aware of their responsibilities for the safe conduct of their mission in relation to the references.



R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET