

Naval Safety Center



Safety Checklist

For

High-Risk, Non-Formal Marine Corps Schools

Preface:

Since non-formal (unit type) schools are not subject to a common Marine Corps Order but are driven by local directives, any checklist formulated must be of a general nature and without references. This checklist has been compiled with this in mind.

The references listed below contain information pertaining to training methods to be utilized throughout the Marine Corps and should be incorporated in to local school directives, POIs, course descriptions, lesson plans, critiques, etc. to such extent possible.

References:

MCO 5100.29 Marine Corps Safety Program, dtd 6Sep94

MCO 1553.1B The Marine Corps Training and Education System, dtd 24May91

MCO 1553.3 Marine Corps Unit Training Management (TM), dtd 11Jun91

US Marine Corps Systems Approach to Training (SAT), dtd 19Oct93

Non-Formal Schools

Yes No Remarks

1. Has an SOP been promulgated?

2. Are courses being conducted IAW the SOP and applicable lesson plans?

3. Is the instructor to student ratio appropriate based on the risks involved?

4. Has a course description been published?

5. Does the course description include:

a. Course Title?

b. Course objectives?

c. Scope of course?

d. Target audience?

e. Length?

f. References?

g. Student prerequisites?

h. Reporting Instructions?

i. Class Frequency?

j. Class Capacity?

k. Agency responsible for quota control?

l. Agency responsible for costs of TAD?

m. Billeting and Messing?

6. Has the course of instruction been validated by the commanding officer/school director?

7. Is there a lesson plan for each lesson?

8. Are the lesson plans complete enough to be taught from without additional reference material?

9. Do the lesson plans contain:

a. Title?

b. References?

c. Length of lesson?

d. Type of class (conference, lecture, practical application, etc.)?

e. Training aids required?

10. Are lesson plans reviewed periodically (at least annually) and signed off?

Yes No Remarks

11. Are deviations from the approved lesson plans approved by the school OIC?

12. Is all course reference material on hand and up-to-date?

13. Are course schedules published?

14. Do the course schedules contain:

a. Date and time of each class?

b. Location?

c. Uniform required?

d. Equipment required?

e. Instructor?

15. Do students practice skills under the same conditions and using the same procedures as they would on the job? If this is not possible, is the learning environment as realistic as possible?

16. Are procedures in place to ensure students meet all physical qualifications required prior to commencing training?

17. Are emergency action plans (mishap plans) in place for all high-risk evolutions?

18. Are the emergency action plans sufficiently complete yet simple enough that anyone can use them effectively?

19. As a minimum, does the emergency action plan include:

a. Locations/telephone numbers of emergency response teams as determined by the nature of the training?

b. Identification and location of emergency devices (first aid kits, fire alarms, fire extinguishers, electrical shut-off switches, etc.)?

c. Notification lists of persons/offices to be contacted in the event of a mishap?

d. Lists of persons/offices (with phone numbers) of chain of command interest levels?

e. Provisions for a means of secondary emergency communications?

f. Procedures for emergency operation or shutdown of training equipment?

	<i>Yes</i>	<i>No</i>	<i>Remarks</i>
20. Is the emergency action plan walk through conducted periodically (quarterly) to verify the contents?			
21. Is a copy of the emergency action plan readily available at each site where high risk training is conducted?			
22. Are the students briefed on the emergency actions plan, its location and the actions to be taken in the event of an emergency?			
23. Are periodic tests (drills) done using the emergency action plans?			
24. Are there procedures established (and students informed of) means by which a student (or instructor) can halt a training evolution in the event they are concerned for their personal safety or a need to clarify procedures/requirements?			
25. Are medical facilities or services readily available?			
26. For field evolutions, is there a primary and alternate means of communication available to summon help (medical, fire, etc.) and are they checked to ensure they are in good working condition prior to commencing any high risk evolution?			
27. Are student critiques used?			
28. Do the students submit separate critiques for each instructor and for the course itself (If it is a long course, separate critiques for each block may be used.)?			
29. Are the critiques reviewed and analyzed by the OIC of the school and the instructors?			
30. Are the critique results compiled, kept on file and updated periodically?			
31. Are instructor prerequisites set forth?			
32. Are prospective high risk instructors interviewed (by the school's OIC) to assess their suitability as a high risk instructor?			
33. Does the school OIC review the prospective high risk instructor's medical/service record?			

	<i>Yes</i>	<i>No</i>	<i>Remarks</i>
34. Are high risk instructors critiqued by the school OIC (or someone appointed by him) on a periodic basis?			
35. Have instructors (teaching high-risk courses) received training in first aid and CPR and are their CPR certifications current?			
36. Are supervisory personnel familiar with the mishap reporting and investigation requirements?			
37. Are students briefed (prior to the start of training) to report all mishaps/near misses/unsafe conditions?			
38. Does the school report mishaps IAW MCO P5102.1?			
39. If the school does not report mishaps, are there procedures in place to ensure the parent command is notified and reporting requirements may be complied with?			
40. Does the school compute, maintain, and analyze mishap data for each course?			
41. Does the school liaison with like schools to share methods, techniques, etc.?			
42. Is anyone assigned as the safety person for the school?			
43. Has the safety person received any formal safety training?			
44. Does the safety person periodically observe training and assess compliance with approved training procedures, safety precautions, and emergency procedures?			
45. Does the safety person conduct safety assessments of the training facilities and equipment (at least annually and more frequently for high risk areas)?			
46. Are all training mishaps, near misses, and injuries investigated to determine if inadequate training procedures, safety precautions, emergency procedures, facilities, or equipment contributed to the mishap or injury?			
47. Are OSHA standards being applied to all non-military unique operations and work places?			
48. Are OSHA standards being applied whenever possible to military unique equipment, systems, operations, and work centers?			

