



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
POSTAL SERVICE CENTER BOX 8009
CHERRY POINT, NORTH CAROLINA 28533-0009

MCCSO 5100.1B
MCCS
2 Apr 13

MARINE CORPS COMMUNITY SERVICES ORDER 5100.1B

From: Chief Executive Officer
To: Distribution

Subj: FOOT PROTECTION PROGRAM

Ref: (a) MCO 5100.8
(b) ASO 5100.8B
(c) CFR 9110.136

Encl: (1) MCX Requisition/Receipt for Safety Footwear

1. Cancellation. MCCSO 5100.1A.

2. General. Serious foot/toe injuries continue to occur because of the failure to wear foot protection. Statistics reaffirm the need for a continuing effort to prevent this particular type of mishap/injury. The prevention of such a mishap can be accomplished most effectively by the wearing of safety-toed shoes or safety-toed boots when personnel are involved in foot hazardous occupations, processes or areas.

3. Foot Hazardous Occupations, Processes and Areas. Foot hazardous occupations and areas are those that have a high incidence of or potential for foot or toe injuries. The following list includes, but is not limited to, those employment pursuits that are, by nature, foot hazardous and require the wearing of safety-toed shoes or safety-toed boots:

- a. Construction/Material Handling
- b. Warehousing
- c. Maintenance/Repair
- d. Compressed gas cylinder handlers
- e. Electrical Workers

f. Any other occupation, process or area that requires the manipulation of objects which, if dropped, would or could cause foot or toe injuries; or any machine, dolly, box frame, etc., which during normal or unusual operation, could cause foot or toe injuries.

4. Definition of Safety Shoes. Safety footwear with a built-in protective toe box is intended primarily to provide protection for the toes from impact and compression forces. These shoes shall conform to the requirements of ANSI Z41.1-1999, American National Standard for Personal Protection - Protective Footwear. Safety shoes will provide protection to the toes from impact by the use of a steel cap or box that is incorporated into the shoe during construction and therefore becomes an integral part of the shoe.

5. Instructions for Implementing the Foot Protection Program

a. The foot protection program shall be implemented in accordance with the references and this order to provide foot protection when and where necessary for military and civilian personnel, including temporary employees, while working or engaged in foot hazardous occupations, processes or areas within MCCS.

b. Supervisors shall be responsible for the requisitioning and issuance/replacement of safety shoes as relates to Non-Appropriated fund (NAF) employees and military personnel under their cognizance. Supervisors shall be responsible by example and precept, or enforcing the wearing of safety shoes in areas, processes or occupations designated as "foot hazardous". Failure of workers to comply with the requirement for the wearing of safety shoes may result in disciplinary actions for or against the employee or immediate supervisor.

c. Safety shoes shall be requisitioned for military personnel and civilian employees through the retail safety shoe store (Bldg. 150). The cost of safety shoes shall be absorbed within local operation funds i.e., Operation and Maintenance Funding (O&MMC) for military and civilian personnel.

d. Safety shoes shall be issued as follows: one pair per worker per year. Replacement of shoes determined to be

2 Apr 13

unserviceable because of normal/abnormal wear or damage shall be on a pair for pair, size for size turn-in basis. Supervisors shall inform employees that the replacement of missing, lost or stolen safety shoes shall be the direct responsibility of the employee.

e. Military and civilian supervisors shall implement the following:

(1) Utilize the services of the Station Foot Hazardous Determining Committee to ensure the area in question is truly a foot hazardous area. Areas which have already been established as foot hazardous or which historically are noted for being foot hazardous need not be surveyed/resurveyed. Furthermore, these employees working within areas requiring foot protection as personal protective equipment (PPE) shall have the required foot protection listed within their individual Job Hazardous Analysis (JHA) and maintain this JHA on file as required.

(2) All MCCS personnel occupationally exposed to foot-hazardous operations or areas shall be furnished appropriate safety footwear at organizational expense. Supervisors shall complete MCX Form (enclosure(1)) when requesting safety shoes for military or civilian employees by forwarding the original request through appropriate MCCS funding channels for approval. A copy shall be retained by the requesting Department and used for audit/inspection purposes.



Mike Largent

DISTRIBUTION STATEMENT: Approved for electronic distribution.

