



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE NC 28542-0004

IN REPLY REFER TO:  
5100  
SAFE

OCT 27 2011

COMMANDING OFFICER'S POLICY LETTER 04-11

From: Commanding Officer, Marine Corps Base, Camp Lejeune  
To: Distribution List

Subj: ACKNOWLEDGEMENT OF OCCUPATIONAL SAFETY AND HEALTH RIGHTS  
AND RESPONSIBILITIES

Encl: (1) OSH Rights and Responsibilities for Supervisory  
Personnel  
(2) OSH Rights and Responsibilities for Non-Supervisory  
Personnel  
(3) OSH Rights and Responsibilities Acknowledgment Letter

1. Purpose. Provide guidance concerning Occupational Safety and Health (OSH) rights and responsibilities and the establishment of safety performance standards for supervisors, which will improve the overall safety climate of Marine Corps Base, Camp Lejeune (MCB CamLej).

2. Scope. My goal is to ensure a safe and healthy working environment for all civilian and military personnel assigned to MCB CamLej. In an effort to meet these goals, we have chosen to participate in the Occupational Safety and Health Administration's (OSHA) Volunteer Protection Program (VPP). The goals of VPP are designed to promote "shared ownership" of safety programs by all, instead of "forced accountability" by a few. In an effort to accomplish these goals, this letter establishes a policy for non-bargaining unit employees (supervisors and managers) to encourage our work force (bargaining unit employees) to engage in, participate in, and implement safety programs at the employee level (individual work centers). We will train and encourage our employees to engage and participate in programs such as: conducting weekly work center inspections, identification and abatement of hazards, creating Job Hazard Analyses (JHA), and conducting weekly employee safety meetings. The goal is to have this accomplished at the individual work center level by non-bargaining unit employees, at a level above and beyond the basic elements of the Marine Corps' safety program. This will be accomplished by means of positive re-enforcement, personal awards, and accountability.

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Our first steps toward achieving these goals are: (1) each employee read, acknowledge, and truly understand their rights and responsibilities regarding OSH, and (2) all Supervisors and Managers require their employees' participation. Additionally, I direct that every supervisor aboard MCB CamLej attend the Occupational Safety and Health Administration's 10-hour General Industry course along with resident Supervisor Safety Training.

3. Policy. Effective immediately, all employees (bargaining and non-bargaining unit) will read and acknowledge their OSH rights and responsibilities commensurate to their position (enclosures (1) and (2)), by signing enclosure (3). The signed acknowledgements are to be maintained by the immediate supervisor of each employee. Effective 1 January 2012, each non-bargaining unit employee's Performance Appraisal Report (PAR), or similar performance rating document (for Non-Appropriated Funds supervisors/managers), shall contain a critical performance standard to ensure accountability for the purpose of promoting a positive safety climate within their areas of responsibility.

4. Implementation. All employees will immediately read and acknowledge their rights and responsibilities as detailed in enclosure (1) or (2) and sign the acknowledgment letter provided in enclosure (3). Supervisors of non-bargaining unit employees will develop and implement, by 1 January 2012, an appropriate critical performance standard for safety, within each employees' Performance Appraisal Report (PAR) or similar performance rating document (for NAF supervisors/managers).

5. Action. I expect all leaders, managers, and supervisors at every level to make every effort to implement and enforce this policy.



D. J. LECCE

DISTRIBUTION: A

## OSH RIGHTS AND RESPONSIBILITIES FOR SUPERVISORY PERSONNEL

Supervisors are key members of the Installation's safety program. Safety responsibilities for supervisors are contained in several OSHA standards, NAVMC Directive 5100.8, as well as local Base Orders. The key elements of Supervisor Safety Responsibilities are described below:

### Maintain safe and healthful workplaces:

Keeping workplaces free from hazards is one of the most critical aspects of a comprehensive safety program. To ensure employees are adequately protected from hazards, supervisors must:

- Monitor their workplaces frequently to identify unsafe or unhealthful conditions.
- Take prompt action to correct hazardous conditions.
- If a serious hazard is detected, take immediate interim action to safeguard employees.
- Encourage employees to report unsafe or unhealthful conditions.
- Seek suggestions from employees for improvement of workplace conditions.
- Maintain a safety bulletin board.
- Conduct Job Hazard Analysis with employees

### Investigate workplace accidents:

- Investigate workplace mishaps, including near misses, and take prompt corrective action necessary to ensure the safety and health of employees.
- Institute actions to prevent recurrence of accidents.
- Seek assistance from the Installation Safety Department when needed.

**Ensure employees are adequately trained to perform the work safely:**

- Prior to permitting employees to work with machine tools, chemicals, powered machinery, electrical systems, lasers and other such equipment, or enter confined spaces, operate forklifts, work in elevated locations, or perform similar hazardous work, they must receive specialized training. Contact the Safety Department to obtain the requirements for such training.
- Inform employees of the hazards associated with the work they are to perform prior to beginning the work.

## OSH RIGHTS AND RESPONSIBILITIES FOR NON-SUPERVISORY PERSONNEL

As an employee of Marine Corps Base Camp Lejeune, you are a key member of the Installation's safety program. Safety responsibilities for employees are contained in several OSHA standards, NAVMC Directive 5100.8, as well local Base Orders and directives. The key elements for Employee Safety Responsibilities are described below:

### **Maintain safe and healthful workplaces:**

Keeping workplaces free from hazards is one of the most critical aspects of a comprehensive safety program. To ensure you and other employees are adequately protected from hazards, each employee must:

- Read safety bulletin boards in your work area.
- Follow the Commanding Officer's safety and health rules and wear or use all required Personal Protective Equipment (PPE), as provided by the employer.
- Follow safe work practices for your job, as directed by your supervisor.
- Report all hazardous conditions and/or near misses to a supervisor or safety representative.
- Report hazardous conditions via NAVMC 11401 Form to supervisors in Enterprise Safety Applications Management System (ESAMS). Contact the Safety Department if the hazard is not abated in a timely manner.
- Complete all required safety training as directed by the supervisor.
- Conduct Job Hazard Analysis with supervisor.

**OSH RIGHTS AND RESPONSIBILITIES ACKNOWLEDGEMENT LETTER**

I have read and understand the Commanding Officer's Policy Letter XX-11 and have received a copy of the enclosure, commensurate to the position for which I am employed, as identified in enclosures (1) and (2). I acknowledge that I understand my Occupational Safety and Health (OSH) rights and responsibilities and as an employee of Marine Corps Base Camp Lejeune, I understand that I am a key member of the Installation's Safety Program. As such, I will actively participate in the Command's Installation Safety Program to ensure a safe and healthful workplace, not just for me, but for all Marine Corps Base Camp Lejeune employees.

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PRINT NAME: Last, First MI

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SIGNATURE

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DATE