



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5100
SAFE
28 JUL 2014

COMMANDING GENERAL'S POLICY LETTER 17-14

From: Commander
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune and General and Special Staff

Subj: SAFETY BULLETIN BOARD

Ref: (a) 29 CFR 1960
(b) DoD Instruction 6055.1 of 19 August 1998
(c) NAVMC Directive 5100.8
(d) CG MCIEAST-MCB CAMLEJ Safety Policy Statement
(e) CG MCIEAST-MCB CAMLEJ Policy Letter 007-14
(f) CG MCIEAST-MCB CAMLEJ Policy Letter 08-14
(g) CG MCIEAST-MCB CAMLEJ Policy Letter 10-14

Encl: (1) Official Safety Bulletin Board Example

1. Purpose. To establish and maintain safety bulletin boards within Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Information. Per references (a) through (c), organizations will promote employee awareness of occupational safety and health matters through traditional information channels, and will ensure that all personnel have access to, and are informed of, the location, availability, and procedures to obtain occupational safety and health information. Using safety bulletin boards throughout the work environment allows managers and leaders to promote a positive safety culture by communicating the safety policies, goals, objectives, standards, and safety performance to their employees. In support of references (d) through (g), using safety bulletin boards can improve worker safety and health, increase public recognition, and enhance leadership, accountability, and employee participation in the command safety program.

3. Action

a. All MCIEAST-MCB CAMLEJ Commanders and Department Heads shall ensure that a safety bulletin board is established and maintained in every department, unit, or workplace with eight or more employees. An example layout can be found in enclosure (1). The safety bulletin board will be centrally located in an area accessible to all employees, such as a meeting, break, or lunchroom. Depending on the size of the department and the locations of the workplaces in the department, more than one safety bulletin board may be necessary to ensure that all employees have access to the information. In cases where more than one department shares a common location, such as a meeting or lunchroom, a shared safety bulletin board is authorized.

Subj: SAFETY BULLETIN BOARD

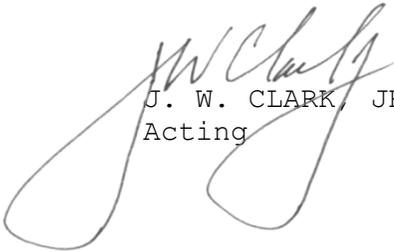
b. All MCIEAST-MCB CAMLEJ departmental, divisional, unit, and shop supervisors will ensure that all personnel under their supervision are aware of the location and content of the safety bulletin board, and will ensure that material not related to occupational safety and health is not placed on the safety bulletin board.

c. All MCIEAST-MCB CAMLEJ full-time or collateral duty safety officers/unit safety officers shall ensure that the following occupational safety and health information, which can be found at <http://www.mcieast.marines.mil/StaffOffices/Safety/OrdersandPublications.aspx>, is posted on the departmental safety bulletin boards:

- (1) CMC Safety and Force Preservation Policy
- (2) CG MCIEAST-MCB CAMLEJ Safety Policy
- (3) Current Battalion/Squadron Commander Safety Policy
- (4) OSHA 3165-02 2012R, Job Safety and Health Poster
- (5) NAVMC Form 11401 (dtd 8-1998), Report of Unsafe or Unhealthful Working Condition
- (6) CG MCIEAST-MCB CAMLEJ Policy Letter 07-14
- (7) CG MCIEAST-MCB CAMLEJ Policy Letter 08-14
- (8) CG MCIEAST-MCB CAMLEJ Policy Letter 10-14
- (9) Installation OSHA Voluntary Protection Program (VPP) Management and Labor Commitment Statement
- (10) DOL Form CA-10 (Rev. 8-1987), What a Federal Employee Should Do When Injured at Work
- (11) DD Form 2272 (dtd 11-2000), Safety and Occupational Health Protection Program
- (12) OSHA Form 300A (Rev. 1-2004), Summary of Work-Related Injuries and Illnesses for Previous Calendar Year
- (13) Latest Installation/Executive Safety Council Meeting Minutes
- (14) Current Department/Unit Industrial Hygiene Survey
- (15) Current Enterprise, Regional, Local, and/or Unit Safety-Related Newsletters, Articles, Bulletins, et cetera.

d. All MCIEAST-MCB CAMLEJ personnel authorized and required to conduct periodic workplace safety inspections will check the departmental safety bulletin boards for compliance.

4. Point of contact is the MCIEAST-MCB CAMLEJ Director of Safety at DSN 751-5725 or commercial (910) 451-5725.


J. W. CLARK, JR.
Acting

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