



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

5100
SAFE
MAY 14 2019

COMMANDING GENERAL'S POLICY LETTER 007-19

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE CAMP LEJEUNE JOB HAZARD ANALYSIS (JHA)

Ref: (a) 29 CFR 1910
(b) MCIEAST-MCB CAMLEJO 5100.8

1. Purpose. To establish policy for personnel assigned to Marine Corps Base, Camp Lejeune (MCB CAMLEJ) to enhance work place safety by utilizing the JHA process.

2. Cancellation. CG Ply ltr 004-16.

3. Information

a. As part of a work planning process, employees, supervisors, or work leads are required to plan all work: determine the tasks that will be performed, consider the hazards, risks, and concerns associated with those tasks and implement appropriate controls. The primary tool for planning work and implementing appropriate controls at the first line supervisory level is the JHA.

b. The JHA process helps to identify, understand and eliminate hazards. It imposes communication between employees and their supervisors to explicitly identify the hazards associated with the work and collectively agree how those hazards will be controlled. Employees are empowered to protect themselves from known hazards and must be provided information to foresee and avoid future, unknown hazards per reference (a).

4. Action. MCB CAMLEJ Battalion Commanders, and General and Special Staff Department Heads will:

a. Ensure that supervisors conduct JHAs on all processes that have been identified as having a significant hazard or performing any work process or when a new process/equipment is introduced in the work center. Supervisors will conduct a JHA

Subj: MARINE CORPS BASE CAMP LEJEUNE JOB HAZARD ANALYSIS

on all processes that have been involved in a mishap or near miss, prior to employees returning to work on that process per reference (b).

b. Ensure that supervisors are conducting JHA's alongside their employees and department safety representatives.

c. Ensure that all supervisors use the approved JHA worksheet when conducting the JHA per reference (b). The completed JHA worksheet will be entered/uploaded in the Enterprise Safety Application Management System (ESAMS).

d. Ensure an Occupational Safety and Health Specialist from the Safety Department is the final approver of the JHA.

e. Ensure each JHA is reviewed by the supervisor and all vested personnel annually, in the event of a near miss, a mishap, or when a job task changes.

5. Point of Contact. Point of contact is MCIEAST-MCB CAMLEJ Regional Enterprise Safety Applications Management System (ESAMS) Coordinator at DSN 751-7454 or commercial (910) 451-7454.


S. A. BALDWIN
Acting

DISTRIBUTION: A (Plus H&S Bn and WTBn)