



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

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G-4
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COMMANDING GENERAL'S POLICY LETTER 012-21

From: Commanding General
To: Commanders, Marine Corps Base, Camp Lejeune and General and
Special Staff and Department Heads

Subj: SAFETY INSPECTIONS

Ref: (a) MCO 5100.29C Ch 1

1. Situation. To establish policy for units or work centers that employ qualified Safety and Occupational Health (SOH) Specialists (GS series 0018) to conduct comprehensive safety inspections of their own facilities, workplaces, and operations at least annually.

2. Mission. Establish policy for conducting safety inspections in order to comply with the established reference and to maximize personnel resources to the command's advantage.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps Base Camp Lejeune (MCB CAMLEJ) Commanders, General and Special Staff that employ qualified SOH Specialists will conduct comprehensive safety inspections of their own facilities, workplaces, and operations at least annually.

(2) Concept of Operations. The risk management process is a cyclical process involving hazard anticipation and identification, risk assessment, identifying control options, making risk decisions, mitigating risk including control implementation, and supervision and evaluation of risk mitigation and control measures. To that end, safety inspections play a critical role in the overall risk management process.

b. Tasks

(1) MCB CAMLEJ Commanders, and General and Special Staff that employ qualified SOH Specialists shall:

(a) Ensure their resident SOH Specialist is qualified in accordance with the reference, has met the Office of Personnel Management GS series 0018 standards, and has the equipment and competence to recognize safety and or health hazards in the workplace.

(b) Direct their SOH Specialist to conduct comprehensive safety inspections of their facilities, workplaces and operations at least annually (12 month cycle).

(c) Ensure safety inspections are conducted more frequently for operations or workplaces with higher risks or elevated mishap experience, for

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changing operations or organizations, or for other events that indicate increased risk.

(d) Ensure SOH Specialist conduct inspections in a manner to preclude unreasonable disruption of the operations of the workplace, and are conducted within the established safety inspection schedule distributed by the Installation Safety Inspection Program Manager.

(e) Ensure SOH Specialist use the approved electronic program to record safety inspection deficiencies, and allow access to those records to Installation Safety Inspection Program Manager. Establish procedures to document and follow-up every 30 days on the correction of identified hazards and deficiencies.

(2) MCIEAST-MCB CAMLEJ Director of Safety shall:

(a) Develop an annual fiscal year safety inspection schedule and distribute to units no later than 30 September for the upcoming fiscal year.

(b) Provide oversight and consultation to unit SOH Specialists, as needed, through random spot check inspections.

c. Coordinating Instructions. When it has been determined that a unit will be unable to conduct their own safety inspections, leaders will notify the Installation Safety Office no later than two weeks prior to the start of the scheduled inspection for discussion and resolution.

4. Administration and Logistics. Tools and equipment used by the unit SOH Specialist in the execution of their job, as well as ongoing safety and professional competency training, is the responsibility of the unit. Requests for such resources can be made to the Installation Safety Office in order to take advantage of special monies (e.g., End-of-Year Sweep Funds, OSH P-1 Funds, Community of Interest [COI] Funds, etc.).

5. Command and Signal

a. Command. This policy letter is applicable to all MCB Camp Lejeune Commanders, and General and Special Staff and Department Heads that employ qualified SOH Specialists.

b. Signal. This policy letter is effective the date signed.



ANDREW M. NIEBEL

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