



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

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SAFE

20 MAR 2014

COMMANDING GENERAL'S POLICY LETTER 08-14

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

Subj: ACKNOWLEDGMENT OF OCCUPATIONAL SAFETY AND HEALTH RIGHTS AND RESPONSIBILITIES

Ref: (a) NAVMC Directive 5100.8

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. To 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 Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ), in accordance with reference (a).

2. Cancellation. CO, MCB CAMLEJ Policy Letter 04-11.

3. Information. To ensure a safe and healthy working environment for all civilian and military personnel assigned to MCIEAST-MCB CAMLEJ, we have chosen to participate in the Occupational Safety and Health Administration's Volunteer Protection Program. 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 Analysis (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 reinforcement, personal awards, and accountability. Our first steps toward achieving these goals are:

Subj: ACKNOWLEDGMENT OF OCCUPATIONAL SAFETY AND HEALTH RIGHTS AND RESPONSIBILITIES

a. Each employee shall read, acknowledge, and truly understand their rights and responsibilities regarding OSH.

b. All Supervisors and Managers shall require their employees' participation.

4. Action

a. Effectively immediately, all employees (bargaining and non-bargaining unit) shall read and acknowledge their OSH rights and responsibilities commensurate to their position (enclosures (1) and (2)), by signing enclosure (3). The signed acknowledgments are to be maintained by the immediate supervisor of each employee. Each non-bargaining unit employee's Performance Appraisal Report (PAR), or similar performance rating document (for Non-Appropriated Funds (NAF) 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.

b. All employees shall immediately read and acknowledge their rights and responsibilities as detailed in enclosures (1) or (2) and sign the acknowledgment letter provided in enclosure (3). Supervisors of non-bargaining unit employees shall develop and implement an appropriate critical performance standard for safety, within each employee's PAR or similar performance rating document (for NAF supervisors/managers).

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



R. F. CASTELLVI

Copy to:  
COMMCICOM

## 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 OSH standards, reference (a), as well as local orders and directives. The key elements of Supervisor Safety Responsibilities are described below:

### Maintain Safe and Healthy 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 unhealthy conditions.
- Seek suggestions from employees for improvement of workplace conditions.
- Maintain a safety bulletin board.
- Conduct JHA 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 Installation 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 a MCIEAST-MCB CAMLEJ Installation, you are a key member of the Installation's safety program. Safety responsibilities for employees are contained in several OSH standards, reference (a), as well as local orders and directives. The key elements of 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 General's or Commanding Officer's safety and health rules and wear or use all required Personal Protective Equipment, 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 a NAVMC 11401 Form to supervisors in Enterprise Safety Applications Management System. Contact the Installation Safety Department if the hazard is not abated in a timely manner.
- Complete all required safety training as directed by the supervisor.
- Conduct JHA with supervisor.

OSH Rights and Responsibilities Acknowledgment Letter

I have read and understand the Commanding General's Policy Letter 08-14 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 rights and responsibilities and as an employee of a Marine Corps Installations East-Marine Corps Base, Camp Lejeune installation, 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 healthy workplace, not just for me, but for all installation employees.

\_\_\_\_\_  
Print Name: Last, First Middle and Initial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date