



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

5100
SAFE
15 APR 2016

COMMANDING GENERAL'S POLICY LETTER 004-16

From: Commanding General
To: Commanding Officers of Headquarters and Support Battalion,
and Weapons Training Battalion and General and Special
Staff Department Heads

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. Information

a. As part of a work planning process, employees and 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).

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

a. Ensure JHAs are conducted prior to employees performing any work process or when a new process/equipment is introduced in the work center per reference (b).

b. Ensure all supervisors are conducting JHA alongside their employees and department safety representatives.

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c. Ensure all supervisors input the JHA in Enterprise Safety Application Management System.

d. An Occupational Safety and Health Specialist from the Safety Department must observe the JHA process being conducted and will be the final approver of the JHA.

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

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



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