



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

5100
SAFE
26 SEP 2016

COMMANDING GENERAL'S POLICY LETTER 13-16

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

Subj: SAFETY BULLETIN BOARD

Ref: (a) 29 CFR 1960
(b) DoD Instruction 6055.01 of 14 October 2014
(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 008-14

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. Cancellation. CG Policy ltr 17-14 of 28 Jul 14.

3. 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 (f), 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.

4. 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. Safety bulletin boards will be professional in appearance. 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.

Subj: SAFETY BULLETIN BOARD

In cases where more than one department shares a common location, such as a meeting or lunchroom, a shared safety bulletin board is authorized. Contact MCIEAST-MCB CAMLEJ Director of Safety for safety bulletin board best practices, tips for establishing a board, and resourcing assistance.

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) Installation OSHA Voluntary Protection Program (VPP) Management and Labor Commitment Statement
- (9) DOL Form CA-10 (Rev. 8-1987), What a Federal Employee Should Do When Injured at Work
- (10) DD Form 2272 (dtd 11-2000), Safety and Occupational Health Protection Program
- (11) OSHA Form 300A (Rev. 1-2004), Summary of Work-Related Injuries and Illnesses for Previous Calendar Year
- (12) Latest Installation/Executive Safety Council Meeting Minutes
- (13) Current Department/Unit Industrial Hygiene Survey
- (14) 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.

Subj: SAFETY BULLETIN BOARD

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

A handwritten signature in black ink, appearing to read 'T. D. Weidley', is positioned above the printed name.

T. D. WEIDLEY

Copy to:
COMMCICOM, Safety

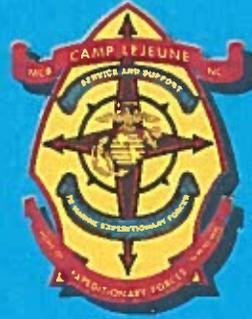
(Unit Name) Official Safety Bulletin Board Example

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**Most Recent
Commandant of the
Marine Corps
Safety Policy Letter**



COMMANDING GENERAL'S MISSION AND SAFETY POLICY STATEMENT

The mission of Marine Corps Installations Command (MCIC) is to provide the highest quality of support to the Marine Corps and the Department of Defense. This mission is achieved through the safe and sound operation of our facilities and the well-being of our personnel. Safety is the foundation of our success, and we are committed to ensuring that every person who works for MCIC is safe and healthy.



Safety Department Mission Statement

The mission of the MCEAST-MCB CAMLIJ Safety Department is to coordinate, develop, implement and oversee policy and procedures pertaining to safety.

Our mission encompasses all core safety services to include ground safety, aviation safety, tactical safety, occupational safety, explosive safety, motor vehicle safety (government and private vehicles), safety training, radiological affairs, confined space entry, recreation and off duty safety, and on- and off-duty mishap prevention programs.

The Safety Department serves as the focal point for all safety issues to prevent/reduce mishaps and enhance mission readiness through safety and force preservation.

Mission Statement

CMC Safety Policy

**What A Federal Employee
Should Do When Injured At Work**

Read this information to learn what you should do if you are injured at work. It includes information on reporting the injury, seeking medical attention, and filing a workers' compensation claim.

CG Safety Policy

**Job Safety and Health
IT'S THE LAW!**

All workers have the right to:

- Work in a safe and healthy environment.
- Receive training and information to help them understand and avoid workplace hazards.
- Participate in decisions about their safety and health.
- Report concerns without retaliation.
- File a complaint with OSHA without fear of retaliation.

OSHA 3165

OSHA Form 3165, Safety and Health Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

DD Form 2272

DD Form 2272, Occupational Safety and Health Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

OSHA CA-10

OSHA CA-10

OSHA Form CA-10, Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

NAVMC 11401

NAVMC 11401

NAVMC Form 11401, Safety and Health Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

OSHA 3165

OSHA 3165

OSHA Form 3165, Safety and Health Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

IH Survey

SEMPER SAFE

OSHA Form 3055, Safety and Health Survey, is used to collect information about safety and health conditions in the workplace. It includes sections for identifying the survey area, providing contact information, and requesting an inspection.

DD Form 2272

OSHA Form 2272

OSHA Form 2272, Occupational Safety and Health Complaint Form, is used to report safety and health complaints. It includes sections for identifying the complaint, providing contact information, and requesting an inspection.

VPP Commitment

VPP Policy Letter

OSH Rights/Resp

Current Article

OSHA 300A ENCLOSURE (1)