

# MCLB ALBANY SAFETYGRAM

## CY16 COMMAND SAFETY PROGRAM GOALS

On 29 December 2015, the Commanding Officer of MCLB Albany, Colonel James C. Carroll III, approved the Calendar Year 2016's Command Safety Program Goals.

The Goals for this year is *to refresh Job Hazard Analysis (JHA)* and *to increase Electrical Panel Box Safety awareness*. By participating in the completion of these goals, we are involved in the continuous improvement of our safety program and shows that we value each other's well-being, while pursuing VPP Star recertification.

### GOAL #1: REFRESH JOB HAZARD ANALYSIS

- Job Hazard Analysis (JHA) is a sub element of Worksite Analysis and the tool we use to identify and analyze hazards associated with a routine task. Employee interviews during safety and occupational health inspections indicate the command would benefit by refreshing our familiarity with this important tool.

MCLB Albany  
JOB HAZARD ANALYSIS WORKSHEET

Date: \_\_\_\_\_  
Completed By: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Division Safety Officer: \_\_\_\_\_

Job / Task: \_\_\_\_\_  
Job Location: \_\_\_\_\_  
Division / Branch: \_\_\_\_\_

Sequence of Basic Steps: \_\_\_\_\_  
Potential Hazards for Each Step: \_\_\_\_\_  
Prevention Measures & Controls: \_\_\_\_\_

Personal Protective Equipment: \_\_\_\_\_

1  
2  
3  
4  
5  
6  
7  
8

### GOAL #2: INCREASE ELECTRICAL PANEL BOX SAFETY AWARENESS

- Familiarity with electrical panel boxes will increase safety awareness for employees who work near electrical panel boxes and provide relevant safety information that can be applied to home electrical panel boxes. A recent change to the National Fire Protection Association standard for electrical safety in the workplace requires specific warning labels to be placed on electrical panel boxes.

**WARNING**  
Arc Flash & Shock Hazard  
Appropriate PPE Required

FLASH PROTECTION:  
Flash Hazard Category: \_\_\_\_\_  
Min. Arc Rating (cal/cm²): \_\_\_\_\_  
Flash Protection Boundary: \_\_\_\_\_  
PPE: [ ] Cotton undershirt  
[ ] FR shirt and pants (or FR coveralls)  
[ ] Full flash suit and hood  
[ ] Hard hat  
[ ] Safety glasses or goggles  
[ ] Hearing protection  
[ ] Leather gloves and shoes

SHOCK PROTECTION:  
Shock Hazard When: \_\_\_\_\_  
Limited Approach Boundary: \_\_\_\_\_  
Restricted Approach Boundary: \_\_\_\_\_  
Prohibited Approach Boundary: \_\_\_\_\_  
PPE: [ ] Class 0  
[ ] V-Rating  
[ ]

Equipment ID: 15163

HOW DID WE DO IN LAST YEAR'S COMMAND SAFETY PROGRAM GOALS?

REDUCE HOUSEKEEPING HAZARDS BY 50%

INCREASE MEDICAL SURVEILLANCE COMPLIANCE BY 97%



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