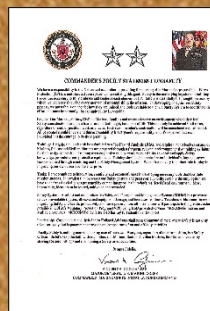


SAFETY POSTINGS ON OFFICIAL BULLETIN BOARDS as of October, 2020



Commandant's Safety
Action Campaign
ALMAR, CMC



CG, MCICOM
Safety Policy



CG, MCIEAST
Mission and Safety



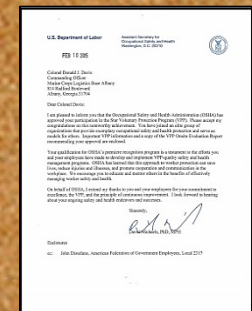
CO, MCLBA
Safety Policy
Signed by
Col. Fitzgerald



CO, MCLBA
VPP Policy
Signed by
Col. Fitzgerald



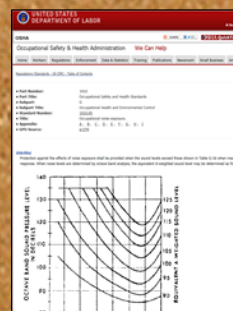
President, AFGE
Union Support Letter
Signed by
Earl Schlegel



Department of Labor
letter awarding MCLBA
as VPP Star Site
Signed by
Dr. David Michaels
(optional)



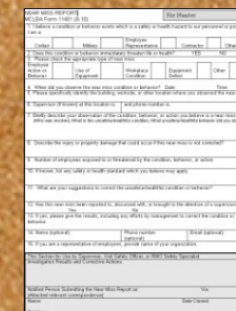
Job Safety and Health
It's the law! OSHA
poster (Legal Size)



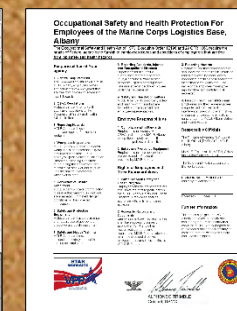
Occupational Noise
Exposure Standard
(Only required where
employees are
exposed to
hazardous noise)



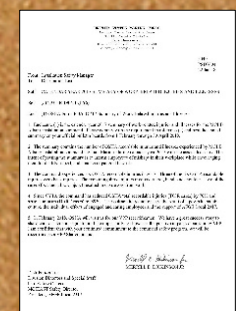
CA-10, What a Federal
Employee Should Do
When Injured At Work
Rev. Aug. 1987



MCLBA Form 11401
Near Miss Report



OS&H Protection for
Employees of MCLBA
Signed by
Col. Fitzgerald



OSHA 300A Log
required to be posted
from Feb. 1 through
Apr. 30

COMMANDANT'S SAFETY ACTION CAMPAIGN

Date Signed: 5/11/2018

ALMAR Number: 016/18

R 111346Z MAY 18

ALMAR 016/18

MSGID/GENADMIN/CMC WASHINGTON DC DMCS (UC)//

SUBJ/COMMANDANT'S SAFETY ACTION CAMPAIGN//

GENTEXT/REMARKS/1. Every week we lose Marines and Sailors to mishap-related injury or death. Nearly all of these mishaps are preventable. While we have made significant strides in reducing the severity and frequency of ground mishaps, aviation and off-duty mishaps continue to shatter the lives of far too many Marines, Sailors, and families. Over the past 30 months, 202 Marines and Sailors have died in mishaps – the majority (109) were killed while riding a motorcycle or driving a car. As the Sergeant Major and I talk to Marines and Sailors, it is clear that tragedies outside of your own or adjacent units are simply not visible. As a result, Marines are unaware of the full magnitude of these senseless losses. Marines take care of our own - this is one of our enduring principles emphasized in MCDP 1-0, and is an essential element of our mission to "Live the Title You've Earned" and "Lead Like You Want to Be Led."

2. This message kicks off the Commandant's Safety Action Campaign. I challenge all Marines to reduce the number of mishap fatalities 50 percent by the end of Fiscal Year 2019. This is a bold and aggressive goal that can only be achieved through a deliberate and continuous focus on actively identifying hazards and making balanced risk decisions through professional planning, briefing, execution, and debriefing of every mission - by leaders at every level, in every unit. This emphasis on risk management and a deliberate plan/brief/execute/debrief cycle must then be purposefully applied to our off-duty activities.

3. To support the Safety Action Campaign, CMC Safety Division will publish a monthly collection of safety observations, mishap trends, risk management best practices, and summaries of fatal and injury mishaps.

4. I task all Commanding Officers and Sergeants Major to:

a. Continuously assess the professionalism of your unit's daily operations - specifically how Marines and Sailors plan, brief, execute, and debrief all operations, no matter how routine. Safety is not a separate activity, but the byproduct of our collective professionalism in every aspect of our daily operations.

b. Ensure your subordinate leaders:

(1) Embody and enforce professionalism in all aspects of on-duty and off-duty behavior.

(2) Communicate the lessons gleaned from our mishap losses found in the CMC Safety Division monthly to their subordinate Marines at least monthly. Include discussion of how risk management principles are applied to off-duty activities.

c. Empower every Marine, Sailor, and Civilian in your charge to identify and communicate hazards up and down the chain of command by reinforcing a professional safety culture that expects and encourages open and honest reporting of hazards, errors, and near-misses. Commanders and leaders must, through daily interactions, demonstrate the difference between errors that require coaching and willful violations that require correction. Our NCOs must be intimately involved in all actions to reduce mishaps.

5. Commanders of MARFORCOM, MARFORPAC, MARFORRES, MARFORSOC, and the Commanding Generals of TECOM and MCRC will deliver an in-progress review brief to the 39th Executive Force Preservation Board (EFPB) providing interim results, best practices, and barriers to success of the Safety Action Campaign. The 39th EFPB is tentatively scheduled for October 2018 and will be announced via SEPCOR.

6. Execute the plan, Robert B. Neller, General, U.S. Marine Corps, Commandant of the Marine Corps.//



COMMANDER'S POLICY STATEMENT ON SAFETY

We have a responsibility to the Nation and each other in providing the most capable Marine Corps possible. Force Protection (FP) is a multifaceted concept critical to realizing this goal. Safety is the underlying keystone in building the culture necessary to fully embrace and execute each element of FP. Safety is essentially the thought process by which we address risk during every moment of accomplishing the mission. In developing an optimized Safety process, we must focus on people; how they are trained, the tools available to them, a Safety System to coordinate the effort and most importantly, the example set by Leadership.

People: Our Marines, Sailors, Civilian Marines, families and tenants deserve an environment where they feel Safety considerations are not a barrier or an afterthought, but a part of life. This can only be achieved if all of us, regardless of rank or position, work as a team. Each team member's contribution will be considered and respected. All personnel should understand that accountability is everyone's responsibility, and it's expected that each individual has the courage to do the right thing.

Training: I require that each task be submitted to a Job Hazard Analysis (JHA), and require that all leaders ensure our Marines, Sailors and Civilian Marines are prepared through a frequent, relevant and comprehensive training syllabus for their assigned mission. Training must emphasize each person's responsibility to know and apply Safety knowledge, procedures and protective equipment. Training should also emphasize an individual's duty to convey lessons learned through mentoring and the Safety Management System. We all have a very important role to play in improving our own areas and the enterprise.

Tools: I am committed to innovation, creativity and resourcefulness in developing necessary tools that facilitate mission success. Innovation that increases our Safety posture and preserves capability is really the only option we have to address the challenges presented by compelling priorities in today's restricted fiscal environment. Most importantly, ideas are to be shared, cultivated and rewarded.

Safety System: A robust and comprehensive Safety and Occupational Management System (SOHM) has proven to reduce preventable injuries, illnesses and equipment damage, and increases readiness. To enhance this commitment to improving Safety and health, productivity and force preservation, all installations will participate to the greatest extent possible in OSHA's Voluntary Protection Program (VPP) using DoD provided services, MCI/COM initiatives and available resources. MCI/COM Policy letter 8-13 has my full attention and support.

Leadership: Commanders and their Senior Enlisted Advisors shall set a Command climate where Safety is not only taken seriously, but is paramount across the entire spectrum of on and off duty activities.

Finally, Safety is nothing more than taking care of our own. Everyone, regardless of rank or position, is a Safety Officer. So let's keep the faith with each other, our Marines, Sailors, Civilian Marines, families and tenants by striving for zero mishaps and maintaining a Safety oriented culture.

Semper Fidelis,

VINCENT A. COGLIANESE
MAJOR GENERAL, U.S. MARINE CORPS
COMMANDER, MARINE CORPS INSTALLATIONS COMMAND

MARINE CORPS INSTALLATIONS EAST MISSION AND SAFETY POLICY STATEMENT



Our mission at Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is to Command and Control assigned Marine Corps Installations to enable the operating forces, tenant commands, military personnel, and their families. MCIEAST-MCB CAMLEJ also operates a training base that promotes the combat readiness of the operating forces and the mission of other tenant commands



by providing training venues, facilities, services, and support in order to be responsive to the needs of Marines, Sailors, and their families.

Due to our unique mission, we must continuously reinforce the importance of safety and operational risk management among all MCIEAST subordinate commands, staff, and supporting elements. The nature of the supporting establishment environment has the potential to breed complacency; however, our professional approach to the mission will mitigate that potential.

We view safety and risk management as byproducts of proactive leadership and professionalism. As we continuously strive for personal and professional excellence, a natural effect will be increased awareness, sound judgment, the ability to predict consequences, and a bias to 'do the right thing.' Leadership is a key element in establishing the safety culture and all levels in the chain of command must stress safety and risk management to ensure it is incorporated into all aspects of our business - on and off-duty.

The Commandant has decreed that all Marines and Civilian Marines shall employ a range of tools to positively affect force preservation. Risk mitigation is one of the primary means available to eliminate injuries and the senseless loss of life, both on-duty and off. MCIEAST leaders will ensure risk mitigation is employed when accomplishing daily tasks and when those in their charge are planning off-duty activities. Furthermore, the safety programs implemented by MCIEAST-MCB CAMLEJ will aggressively pursue the reduction of incidents on and off-duty through the implementation of risk mitigation measures, comprehensive safety training and education, oversight by leaders, and accountability.

Lastly, every decision you make affects not only you, but your loved ones and fellow co-workers, as well. We need every Marine, service member, Civilian Marine, and contractor to be a safety officer, and to step-up and stop or correct any unsafe activity. If it doesn't look right, smell right, sound right, or feel right, chances are it's not right. Your diligence and proactive actions could save a life or prevent serious injury. Think, Decide, and Act - in that order.

CHARLES A. METZGER
Sergeant Major, U. S. Marine Corps

BENJAMIN T. WATSON
Brigadier General, U. S. Marine Corps
Commanding General

MCIEAST-MCB CAMLEJ Safety Officer is LtCol Ehrlich at (910) 451-2082 or brian.ehrlich@usmc.mil.
The Command Safety Office is located in Building 41 and the phone number is (910) 451-5725.

COMMANDING OFFICER'S SAFETY POLICY

Normalization of Deviation had become standard practice: This is the lead line in both space shuttle accident investigations. By the mid-eighties NASA's culture had become focused on shuttle launches at the expense of human life by violating fundamental safety principles. Marine Corps Logistics Base Albany is a key location allowing our tenants to equip and sustain Marines and operations throughout the globe. Safety is critical to mission success. We cannot succeed unless we jealously guard our precious resources: our people, our equipment, and our facilities. That means we must include risk management as part of every task, process, and operation -both on duty and after-hours.



Marine Corps Logistics Base Albany exists to provide support services that enable our tenants to accomplish their mission to equip the Marine Warfighter. Safety is critical to mission success. We cannot succeed unless we jealously guard our precious resources: our people, our equipment, and our facilities. That means we must include risk management as part of every task, process, and operation - both on duty and after-hours. In my command, safety is equal in importance to production, schedule, and cost.


Mishap prevention is a shared responsibility between individuals and their leader. Creating a positive safety culture rests with my subordinate leadership and me. To achieve this culture, I expect the following from every member in this command:

- Be your brother's keeper. MCDP 1-0 makes it clear: *Marines (and Civilian Marines) Take Care of Their Own*
- Be courageous to set and enforce tough and sometimes unpopular standards.
- Hold each other accountable for violations of safety standards.
- Keep our work areas free of hazards through good housekeeping, thorough inspections, and reporting near misses.
- Control the threats to your safety and health: rushing, frustration, fatigue, distraction, and complacency.
- Do not accept or take shortcuts due to operating tempo. Follow the JHA for the task and the deliberate risk management process for non-routine operations.
- Use the safety resources provided by your leaders and pay attention during safety training so you can learn correct safety practices.

Private motor vehicle mishaps are the leading cause of death to Marines. Speeding distracted driving, driving fatigued, DUI, riding without motorcycle protective gear, and failing to wear seatbelts are rogue behaviors and indicate a lack of self-discipline. First-line Marine leaders will teach Marines the fundamentals of risk assessment and help them create a plan to eliminate the risk.

You are officially appointed as the safety officer for those around you. You are authorized to challenge, stop, or raise the issue to your supervisor or union representative whenever you believe an unsafe action is about to occur.

MCLB Albany has one of the most comprehensive and credible mishap prevention programs in the DoD. We have received numerous awards for our command safety program and have earned the prestigious designation as an OSHA Voluntary Protection Program Star worksite. I am committed to continuously improving our safety program to keep MCLB Albany the safest installation in the Marine Corps to work, live, and visit.



MICHAEL J. FITZGERALD
COLONEL, UNITED STATES MARINE CORPS
COMMANDING OFFICER
MARINE CORPS LOGISTICS BASE ALBANY

COMMANDING OFFICER'S COMMITMENT TO THE VOLUNTARY PROTECTION PROGRAM (VPP)



Marine Corps Logistics Base Albany began its VPP journey in July 2009 and the results have been dramatic, real, and measurable. In CY19 we reduced Civilian Marine OSHA recordable cases 69% compared to FY10 and lost-time injuries have become very rare events. We have not experienced a Marine related Class A or B mishap over the past 13 years; we will not rest on our achievements and actively seek better ways and means to pursue our safety goals. Our workforce is fully engaged and contributes by inspecting their work areas, reporting near miss conditions, suggesting program improvements, and watching out for the health and safety of coworkers. We continue to implement best practices brought back by our Special Government

Employees during their visits to other organizations as part of OSHA's VPP evaluation teams. As one of only a handful of VPP Star worksites in the Marine Corps, we are justifiably proud of our record low mishap rates, continuous improvement initiatives, and our powerful safety culture.

As participants in VPP, we continue a commitment to excellence in safety. We continue to improve by applying sound risk management, analyzing work processes, exceeding workplace safety compliance standards in order to maintain a strong safety culture.

We will continue to use VPP as the command's safety and occupational health management system and I expect everyone to continue to do their part. We owe it to each other, our families, our tenant organizations, and the Marine warfighter.

A handwritten signature in black ink, appearing to read "Michael J. Fitzgerald".

MICHAEL J. FITZGERALD
COLONEL, UNITED STATES MARINE CORPS
COMMANDING OFFICER
MARINE CORPS LOGISTICS BASE ALBANY



AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

AFFILIATED WITH
THE AFL-CIO

EARL SCHLEGEL
PRESIDENT

E-MAIL: Kenneth.schlegel@usmc.mil



From: Kenneth E. Schlegel, President AFGE Local 2317

To: Commander, Marine Corps Logistics Base

Subj: SUPPORTING MARINE CORPS LOGISTICS BASE VOLUNTARY PROTECTION PROGRAMS (VPP)
PARTICIPATION

The American Federation of Government Employees (AFGE), Local 2317 is committed to protecting the safety, health, and well-being of the Marine Corps Logistics Base (MCLB) workforce. We encourage all employees to take responsibility for their personal safety and the safety of fellow employees. In fulfilling our commitment to safety excellence, we are pleased and honored to offer our support in achieving and maintaining MCLB's OSHA VPP Star Worksite Initiative. There is perhaps no better partnership in which we can unite than in protecting the safety and health of our employees.

We have observed first-hand the many benefits of VPP. In addition to the reduced mishap rates and workers' compensation avoidance, VPP has given the workforce a voice where they impact the safety program and participate in meaningful activities to improve the safety culture of the command. This involvement has fostered better communication with management, increased employee morale, and enhanced productivity. AFGE Local 2317 will do whatever it takes to assist your command in strengthening a culture of continuous improvement as you pursue safety excellence.

To demonstrate the value we place in preventing mishaps and protecting the safety and health of the workforce, AFGE Local 2317 agrees to never use safety or our support of VPP as leverage to acquire unrelated gains. To do so would compromise our strong professional relationship and undermine our common goal. In signing this agreement, we, the members of AFGE Local 2317, do reserve the right to withdraw our support to VPP should the program ever become ineffective or in conflict with the interest of our members.

In conclusion, AFGE Local 2317 leadership pledges our full support of MCLB's OSHA VPP program and encourages all our members to participate. We are excited about the opportunity to continue in the safety partnership that has proven so beneficial to the employees, the installation, our peers, and the local community.

Kenneth E. Schlegel
President, AFGE Local 2317

U.S. Department of Labor

Assistant Secretary for
Occupational Safety and Health
Washington, D.C. 20210



FEB 10 2015

Colonel Donald J. Davis
Commanding Officer
Marine Corps Logistics Base Albany
814 Radford Boulevard
Albany, Georgia 31704

Dear Colonel Davis:

I am pleased to inform you that the Occupational Safety and Health Administration (OSHA) has approved your participation in the Star Voluntary Protection Program (VPP). Please accept my congratulations on this noteworthy achievement. You have joined an elite group of organizations that provide exemplary occupational safety and health protection and serve as models for others. Important VPP information and a copy of the VPP Onsite Evaluation Report recommending your approval are enclosed.

Your qualification for OSHA's premiere recognition program is a testament to the efforts you and your employees have made to develop and implement VPP-quality safety and health management programs. OSHA has learned that this approach to worker protection can save lives, reduce injuries and illnesses, and promote cooperation and communication in the workplace. We encourage you to educate and mentor others in the benefits of effectively managing worker safety and health.

On behalf of OSHA, I extend my thanks to you and your employees for your commitment to excellence, the VPP, and the principle of continuous improvement. I look forward to hearing about your ongoing safety and health endeavors and successes.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Michaels", is written over the typed name.

David Michaels, PhD, MPH

Enclosures

cc: John Distefano, American Federation of Government Employees, Local 2317



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



By Standard Number (/laws-regs/regulations/standardnumber) / 1910.95 - Occupational noise exposure.

-
- **Part Number:** 1910
 - **Part Number Title:** Occupational Safety and Health Standards
 - **Subpart:** 1910 Subpart G
 - **Subpart Title:** Occupational Health and Environmental Control
 - **Standard Number:** 1910.95 (/laws-regs/interlinking/standards/1910.95)
 - **Title:** Occupational noise exposure.
 - **Appendix:** A (/laws-regs/regulations/standardnumber/1910/1910.95AppA);
 B (/laws-regs/regulations/standardnumber/1910/1910.95AppB);
 C (/laws-regs/regulations/standardnumber/1910/1910.95AppC);
 D (/laws-regs/regulations/standardnumber/1910/1910.95AppD);
 E (/laws-regs/regulations/standardnumber/1910/1910.95AppE);
 F (/laws-regs/regulations/standardnumber/1910/1910.95AppF);
 G (/laws-regs/regulations/standardnumber/1910/1910.95AppG);
 H (/laws-regs/regulations/standardnumber/1910/1910.95AppH);
 I (/laws-regs/regulations/standardnumber/1910/1910.95AppI)
 - **GPO Source:** e-CFR (https://www.ecfr.gov/cgi-bin/text-idx?SID=65b279ee2e7530009034c1f152d451e5&tpl=/ecfr/browse/Title29/29tab_02.tpl)
-

1910.95(a) (/laws-regs/interlinking/standards/1910.95(a))

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table G-16 when measured on the A scale of a standard sound level meter at slow response. When noise levels are determined by octave band analysis, the equivalent A-weighted sound level may be determined as follows:

What A Federal Employee Should Do When Injured At Work



Report to Supervisor

Every job-related injury should be reported as soon as possible to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

Obtain Medical Care

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500/HCFA-1500 to the provider you select. The form OWCP-1500/HCFA 1500 is the billing form physicians must use to submit bills to OWCP. Hospitals and pharmacies may use their own billing forms. On occupational disease claims form CA-16 may not be issued without prior approval from OWCP.

File Written Notice

In traumatic injuries, complete the employee's portion of Form CA-1. Obtain the form from your employing agency, complete and turn it in to your supervisor as soon as possible, but not later than 30 days following the injury. For occupational disease, use form CA-2 instead of form CA-1. For more detailed information carefully read the "Benefits ..." and "Instructions ..." sheets which are attached to the Forms CA-1 and CA-2.

Obtain Receipt of Notice

A "Receipt" of Notice of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. If it is not returned to you, ask your supervisor for it.

Submit Claim For COP/Leave and/or Compensation For Wage Loss

If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. A claim for COP must be submitted no later than 30 days following the injury (the form CA-1 is designed to serve as a claim for continuation of pay). If disabled and claiming COP, submit to your employing agency within 10 work days medical evidence that you sustained a disabling traumatic injury. If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on form CA-7 or use leave. If disabled due to occupational disease, you may claim compensation on form CA-7 or use leave. A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.

The Federal Employees' Compensation Act (FECA) is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death. For additional information about the FECA, read pamphlet CA-11, "When Injured at Work" or Federal Personnel Manual, Chapter 810, Injury Compensation, available from your employing agency. The agency will also give you the address of the OWCP Office which services your area.

Post on Employees' Bulletin Board

U.S. Department of Labor
Employment Standards Administration
Office of Workers' Compensation Programs



U.S. GOVERNMENT PRINTING OFFICE: 1991 5-486-438

Form CA-10
Rev. Aug. 1987

NEAR MISS REPORT
MCLBA Form 11401 (8-10)

File Number:

1. I believe a condition or behavior exists which is a safety or health hazard to our personnel or property. I am a:									
Civilian	<input type="checkbox"/>	Military	<input type="checkbox"/>	Employee Representative	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>
2. Does this condition or behavior immediately threaten life or health? YES NO									
3. Please check the appropriate type of near miss:									
Employee Action or Behavior	<input type="checkbox"/>	Use of Equipment	<input type="checkbox"/>	Workplace Condition	<input type="checkbox"/>	Equipment Defect	<input type="checkbox"/>	Other	<input type="checkbox"/>
4. When did you observe the near miss condition or behavior? Date: Time:									
5. Please specifically identify the building, worksite, or other location where you observed the near miss.									
6. Supervisor (if known) at this location is: and phone number is:									
7. Briefly describe your observation of the condition, behavior, or action you believe is a near miss: (Who was involved, What is the unsafe/unhealthful condition, What unsafe/unhealthful behavior did you observe)									
8. Describe the injury or property damage that could occur if this near miss is not corrected?									
9. Number of employees exposed to or threatened by the condition, behavior, or action:									
10. If known, list any safety or health standard which you believe may apply.									
11. What are your suggestions to correct the unsafe/unhealthful condition or behavior?									
12. Has this near miss been reported to, discussed with, or brought to the attention of a supervisor? Yes No									
13. If yes, please give the results, including any efforts by management to correct the condition or behavior.									
14. Name (optional):				Phone number (optional):			Email (optional):		
15. If you are a representative of employees, provide name of your organization.									
This Section for Use by Supervisor, Unit Safety Officer, or RMO Safety Specialist									
Investigation Results and Corrective Actions:									
Notified Person Submitting the Near Miss Report on: Via:									
(Attached relevant correspondence)									
Name:					Date Closed:				
Position:									

Occupational Safety and Health Protection for Employees of the Marine Corps Logistics Base Albany

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1980 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Responsibilities of Your agency

1. General Requirements
The Commanding Officer will furnish MCLB Albany employees, places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations
MCLB Albany will comply with applicable regulations of the Occupational Safety and Health Administration.

3. Reporting Hazards
MCLB Albany will respond to employee reports of hazards in the workplace.

4. Workplace Inspections
MCLB Albany will ensure that each workplace is inspected annually for hazardous conditions. MCLB Albany will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions
MCLB Albany will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment
MCLB Albany will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training
MCLB Albany will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees
MCLB Albany will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards
Employees shall comply with all OSHA and approved MCLB Albany occupational safety and health standards, policies, and directives.

2. Safety and Protective Equipment
Employees shall use appropriate protective and safety equipment provided by MCLB Albany.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program
Employees and their representatives shall have the right to participate in the MCLB Albany Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; MCLB Albany safety and health policies and directives; accident, injury and illness statistics of MCLB Albany.

3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Retaliation
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the MCLB Albany Safety and Health Program.

Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for MCLB Albany is:

Merrill E. Dickinson Jr., MSPH, CHMM
Installation Safety Manager

The Safety and Health Designee for this workplace is:

DIVISION SAFETY OFFICER
and may be contacted at

(Telephone and location)

Further Information

This notice highlights the MCLB Albany employee job safety and health program. More information about the MCLB Albany program or its standards and procedures may be obtained from the workplace Safety and Health Designee.



M. J. FITZGERALD
Colonel, USMC



THE ANNUAL OSHA 300A
LOG IS REQUIRED TO BE
POSTED FROM 01
FEBRUARY TO 30 APRIL