

# (Unit Name) Official Safety Bulletin Board Example

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

CMC Safety Policy



COMMANDING GENERAL'S MISSION AND SAFETY  
POLICY STATEMENT



Our mission at Marine Corps Installations East (MCIEAST) is to coordinate and control assigned Marine Corps Installations to enable the operating forces, support command, military personnel, and their families. MCIEAST (MCI) also operates a training base that provides the combat readiness of the operating forces and the readiness of other service components by providing training, 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 (MCI) subordinate commands, staff, and supporting elements. The nature of the supporting relationship structure has the potential to limit compliance; however, our professional approach to the mission will mitigate that potential.

Under safety and risk management is a spectrum of 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 the ability to do the right thing, leading to a focus on preventing accidents, injuries, and loss of life. It is our responsibility to ensure that the safety and health of our personnel and the success of our mission are not compromised by preventable incidents.

The Commandant has directed that all Marine and Civilian Marines shall employ a range of tools to proactively affect force preservation. Risk mitigation is one of the primary means available to eliminate hazards and the potential loss of life both on-duty and off-duty. MCIEAST (MCI) Commanders will ensure that risk mitigation is a continuous process that occurs before, during, and after their change of command activities. Furthermore, the safety programs implemented by all units will be designed to prevent the reduction of accidents on and off-duty through the implementation of risk mitigation measures, comprehensive safety training and education, strength of leadership, and accountability.

Safety means everyone you share a life with you, but your loved ones and fellow workers at work. I need every Marine, sailor, aviator, and civilian to be a safety officer, and to manage and stop or correct any unsafe activity. If it doesn't look right, smell right, sound right, or feel right, change it. Look right, smell right, and practice safety. Safety is a personal responsibility. Think, Decide, and Act in that order.

*[Signature]*  
T. S. WELSH  
Commanding General  
Marine Corps Installations East - Marine Corps Base Camp Lejeune

CG Safety Policy



Safety Department Mission Statement

The mission of the MCIEAST-MCB CAMLEJ 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

What A Federal Employee  
Should Do When Injured At Work

Report to Supervisor  
Obtain Medical Care  
File Workers' Notice  
Obtain Receipt of Notice  
Return to Work

OSHA CA-10

OSHA 3165

OSHA  
Job Safety and Health  
IT'S THE LAW!

All workers have the right to:

- 1. A safe workplace.
- 2. Receive a safety or health consultation with OSHA or request a written hazard investigation or abatement without fear of reprisal.
- 3. Receive information and training on job hazards, including all available OSHA standards.
- 4. Receive 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 refuse to work in a dangerous or unhealthy workplace.
- 5. Participate in your own representative participation in the development and implementation of the workplace safety and health program.
- 6. File a complaint with OSHA unless OSHA has already issued an order or you have been notified of a citation.
- 7. See any OSHA citation issued to your workplace.
- 8. Receive copies of your medical records, work history records, and the workplace injury and illness log.

Employers must:

- 1. Provide employees a workplace free from recognized hazards that are likely to cause death or serious physical injury or illness.
- 2. Comply with all applicable OSHA standards.
- 3. Cooperate with OSHA in any investigation.
- 4. Provide accurate information to OSHA.
- 5. Permit OSHA access to your workplace.
- 6. Pay OSHA fines or civil penalties.
- 7. Retain records of workplace safety and health.
- 8. Provide OSHA with access to your workplace.
- 9. Provide OSHA with access to your workplace.

Contact OSHA. We can help.

1-800-325-OSHA (7424) • TTY: 1-877-636-6827 • www.osha.gov

NAVMC 11401

OSHA 3165

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OSHA 3165

IH Survey

Department of Health and Human Services  
Occupational Safety and Health Administration

OSHA Form 3165

1. Name of the establishment: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
4. Date of survey: \_\_\_\_\_  
5. Name of the surveyor: \_\_\_\_\_  
6. Name of the establishment representative: \_\_\_\_\_  
7. Name of the establishment representative: \_\_\_\_\_  
8. Name of the establishment representative: \_\_\_\_\_  
9. Name of the establishment representative: \_\_\_\_\_  
10. Name of the establishment representative: \_\_\_\_\_

IH Survey

DD Form 2272

Department of Defense  
Safety and Occupational Health Protection Program

DD Form 2272

1. Name of the establishment: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
4. Date of survey: \_\_\_\_\_  
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DD Form 2272

VPP Commitment

Marine Corps Base Camp Lejeune  
Voluntary Protection Program  
Commitment Statement

The purpose of this document is to provide a clear and concise statement of the commitment of the Marine Corps Base Camp Lejeune to the VPP program. This document is intended to be used as a guide for all employees and contractors who are involved in the VPP program.

1. The Marine Corps Base Camp Lejeune is committed to the VPP program and will provide a safe and healthy workplace for all employees and contractors.

2. The Marine Corps Base Camp Lejeune will provide training and education to all employees and contractors on safety and health issues.

3. The Marine Corps Base Camp Lejeune will provide resources and support to all employees and contractors who are involved in the VPP program.

4. The Marine Corps Base Camp Lejeune will provide a safe and healthy workplace for all employees and contractors.

5. The Marine Corps Base Camp Lejeune will provide training and education to all employees and contractors on safety and health issues.

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9. The Marine Corps Base Camp Lejeune will provide resources and support to all employees and contractors who are involved in the VPP program.

10. The Marine Corps Base Camp Lejeune will provide a safe and healthy workplace for all employees and contractors.

VPP Commitment

VPP Policy Letter

Marine Corps Base Camp Lejeune  
Voluntary Protection Program  
Policy Letter

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VPP Policy Letter

OSH Rights/Resp

OSHA 3165

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OSH Rights/Resp

Current Article

SEMPER SAFE

"Get off your cell phone and drive!"

The latest in a series of articles that put you on the road to safety and reduce your risk of injury or death while driving. It is a must-read for all drivers and passengers in the United States. What if you're driving to work, to school, or to the store and you're distracted by your cell phone? The most important responsibility of the driver is to operate their motor vehicle safely. Driving requires full attention and focus. Cell phone use can distract drivers, making them more likely to be involved in a crash. The author shares a story of how he was involved in a crash while driving. The author shares a story of how he was involved in a crash while driving. The author shares a story of how he was involved in a crash while driving.

1. Consider turning your phone off or putting it on silent or vibrate before starting the vehicle.

2. Pull over to a safe place and pull the vehicle over. If it is not safe to pull over, then pull over to a safe place and pull the vehicle over.

3. Use a hands-free device, a feature that is included or available with many cell phones. That means a device that can be used without holding or touching the phone.

4. Minimize use of personal and government vehicles on cell phone. Minimize use of personal and government vehicles on cell phone. Minimize use of personal and government vehicles on cell phone.

Current Article

OSHA Form 300A

Summary of Work-Related Injuries and Illnesses

OSHA Form 300A

1. Name of the establishment: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
4. Date of survey: \_\_\_\_\_  
5. Name of the surveyor: \_\_\_\_\_  
6. Name of the establishment representative: \_\_\_\_\_  
7. Name of the establishment representative: \_\_\_\_\_  
8. Name of the establishment representative: \_\_\_\_\_  
9. Name of the establishment representative: \_\_\_\_\_  
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OSHA 300A