



MCLB ALBANY



COMMAND SAFETY PROGRAM

Base Commanding Officer's Safety Policy

Marine Corps Logistics Base Albany exists to support the Fleet Marine Force. We can't complete our mission 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. We simply cannot afford to lose a single person from a mishap for even a few hours. In my Command, safety is equal in value to production, schedule, and cost.

Safety is a shared responsibility between the individual and the leader. Creating the command climate free of mishaps rests with my subordinate leadership and me. To achieve this climate, I expect the following from my leaders:

- Exhibit a solid commitment to mishap prevention and risk management.
- Verbalize a belief in the value of safety.
- Be courageous enough to set and enforce tough and sometimes unpopular standards. Do not accept shortcuts due to operating tempo.
- Allocate safety resources and provide quality training to ensure personnel learn correct safety practices.
- Posses the integrity to hold your people accountable for violations of safety standards.
- Demand a completed ORM worksheet prior to executing major events, and high-risk and non-routine processes.

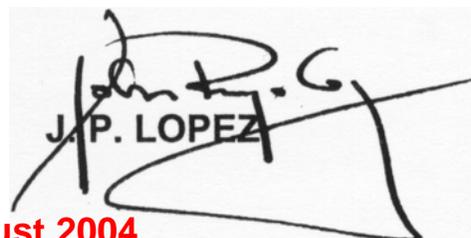
After-hours activities require special emphasis. Off-duty mishaps injure and kill Marines. These activities include swimming, biking, hunting, motorcycle riding, and shooting privately owned weapons. Staff NCO's will counsel Marines involved in high-risk recreational activities or demonstrate a lack of competence or discipline. Teach them to look out for each other when they are not under our direct supervision.

Private motor vehicle mishaps are the leading cause of death to Marines. Risk factors include speed, fatigue, alcohol use and failure to wear seatbelts. Wearing a seatbelt is my standard. Marines involved in PMV mishaps who are not wearing seat belts or personal protective equipment may be considered not in the line of duty.

Finally, 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.

We have an award-winning safety program at MCLB Albany. I am committed to making our Base the safest place in the Marine Corps to work, live, and visit.



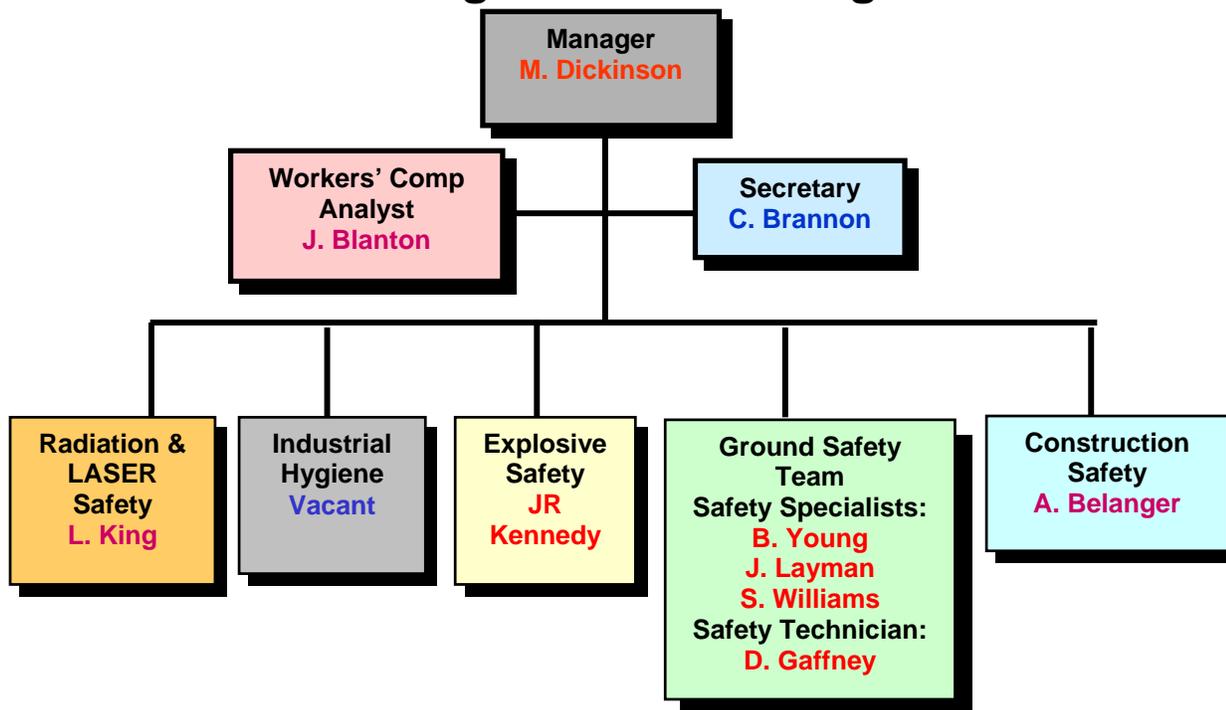

J. P. LOPEZ

August 2004

Mission Statement

To assist the Commanding Officer and his subordinate leadership in providing a safe and healthful environment for everyone working, visiting or living aboard MCLB Albany.

Risk Management Office Organization



Major Programs:

- Ground Safety
- Radiation Safety
- Respiratory Protection
- Hazard Communication
- Hearing Conservation
- Blood-Borne Pathogens
- Explosives Safety
- LASER Safety
- Powered Industrial Trucks
- Confined Space Safety
- Motorcycle Safety Training
- Construction Safety

Services:

- ✿ Annual Safety & Fire Prevention Inspections for every division and 17 tenant organizations.
- ✿ Semi-annual Safety & Fire Prevention Inspections of high hazard worksites and processes (I&L, MCA, DDAG, FSD, MCCS, HQBN).
- ✿ Monthly Safety & Occupational Health Inspections for Child Development Center and Youth Services.
- ✿ Mishap investigation and reporting to HQMC(SD) and NSC.
- ✿ Beneficial Suggestion and Environmental Differential Pay review and analysis.

Risk Management Process

Risk Management is the process of identifying, assessing, and controlling risks. Risk management can be applied to all operations and activities, both on and off-duty. Risk Management incorporates the following five-steps:

- Step 1 – Identify Hazards
- Step 2 – Assess Hazards
- Step 3 – Develop Control, Make Decisions
- Step 4 – Implement Controls
- Step 5 – Supervise & Evaluate



The process provides leaders and supervisors at all levels an effective method for maintaining readiness and preserving resources. The process is based on the following principles:

- ❖ Accept risk when the benefits outweigh the cost.
- ❖ Accept no unnecessary risk.
- ❖ Anticipate and manage risk through planning.
- ❖ Make risk decisions at the proper level.

Using the risk management process will create a condition where hazards are identified and managed to the lowest possible level - prior to execution. The goal of risk management is to enhance capability and mission accomplishment with minimal loss.

Risk Management does not:

- Replace sound decision-making.
- Inhibit a leader's initiative or accountability.
- Completely remove all risk.
- Sanction or justify violating regulations.

We use a worksheet to document the process. The worksheet contains controls to reduce each identified risk. The controls to reduce each risk to an acceptable level are then incorporated into safety briefings, LOI's, SOP's, or operation orders. This is called **Risk Management Integration**.

Your Safety Responsibilities

- Report unsafe or unhealthful working conditions to your supervisor.
- Follow safety procedures and requirements.
- Maintain and wear appropriate personal protective equipment.
- Report all mishaps to your supervisor.
- Follow your supervisor's instructions and rules in the workplace.
- Work and behave in ways which are safe and do not endanger the health and safety of anyone else in your work area (no horseplay).
- Watch out for unsafe acts by your co-workers.
- Wear your seatbelt while driving on and off base.
- Use a hands-free device for talking on a cell phone while driving.
- Drive no faster than 35 mph unless a lower speed is posted.
- Drive no faster than 20 MPH in the industrial, warehouse, and housing areas.
- Drive no faster than 10 MPH when passing Marines in formation or running PT.
- During PT reflective belts or vests will be wore prior to morning colors and after evening colors.
- Turn on your headlights while driving during periods of rain or reduced visibility.
- Call 911 from any Base phone for any emergency. Dial 639-5911 from cell phones.
- Use ORM on-duty and after-hours.



For More Information:

Call: (229) 639-5249

Click: <http://intranet.logcom.usmc.mil/safety/default.htm>

Come by: Coffman Hall, Rooms 301-309