CY16 Command Safety Program Goals
MCLB Albany

Approved on: 29 DEC 2015

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CY16 Command Safety Program Goals

GOAL #1: Refresh Job Hazard Analysis

Background: Job Hazards 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.
References: FRN 65 FR 45650 III.F.5
Goal: Refresh JHA's within the command so employees can describe the process, prepare new JHA's and update existing JHA's.
Target Date: 16 December 2016
Goal Leader: Command Safety Officer
Goal Progress Reporting: Division Directors and HQ Company Commander will brief the progress of this goal at the Commanding Officer's Quarterly Safety Council.

	Objective	Objective Leader	Completion Date
1	90% of Marines and Civilian Marines will complete JHA on-line training using either ESAMS course: *Job Hazard Analysis (326)* or MarineNet course: *Job Hazard Analysis (ESHAAHB29)*. Employees who do not have MCEN-N accessibility may view the JHA training video from the Risk Management video library. Contractors are also invited to view the JHA training video.	Division Directors, Special Staff and HQ Company Commander	27 April 2016
2	Inventory the routine tasks and processes that required a JHA to ensure the JHA's on-hand are still valid. Survey new tasks and processes that require preparation of a JHA.	Division Director, Special Staff and HQ Company Commander	27 July 2016
3	Marine and Civilian Marine supervisors will ensure that their JHA-trained personnel update and refresh JHA's on their inventory IAW BO 5100.10 for their routine tasks. Marine and Civilian Marine supervisors will also ensure that JHA's are created for new routine tasks and processes on their inventory. The intent is to have 100% JHA's with a prepared date during calendar year 2016.	Installation Safety Manager	26 October 2016

Assessment Criteria		
No Action	In-Progress	Completed

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GOAL #2: Increase Electrical Panel Box Safety Awareness

Background: 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. In addition, a recent change to the National Fire Protection Association standard for electrical safety in the workplace requires specific warning labels be placed on electrical panel boxes.

References: 29 CFR 1910.335 and NFPA 70E – 2015 Section 130.5

Goal: Provide training for employees on electrical panel box safety and affix hazard warning labels to all electrical panels in facilities occupied by the command.

Target Date: 16 December 2016

Goal Leader: Command Safety Officer

Goal Progress Reporting: Division Directors and HQ Company Commander will brief the progress of this goal at the Commanding Officer's Quarterly Safety Council.

	Objective	Objective Leader	Completion Date
1	Marines and Civilian Marines will view the electrical panel box training briefing prepared by the Risk Management Office as part of the 101 Critical Days of Summer Safety stand down.	Division Directors, Special Staff and HQ Company Commander	27 July 2016
2	Divisions will validate the Public Works Office inventory of electrical panel boxes in non-warehouse facilities occupied by the installation command. The inventory will include a confirmation of the asset tag and that a 30" clearance is maintained for each electrical panel box.	Division Directors, Special Staff and HQ Company Commander/PWO	27 July 2016
3	Working with the Risk Management staff and unit safety officers, PWO will ensure that the appropriate arc flash and shock hazard warning label is affixed to each electrical panel box identified in the division's inventory.	PWO	16 December 2016

Assessment Criteria		
No Action	In-Progress	Completed