

NEW EMPLOYEE ORIENTATION SAFETY BRIEF

The Marine and Family Programs (MF) and Semper Fit and Exchange Services (MR) Divisions have the responsibility to:

1. Comply with applicable Occupational Safety and Health Administration (OSHA/DOD) Component Safety and Occupational Health Standards.
2. Set up procedures for submitting and responding to employee reports of unsafe and unhealthful working conditions.
3. Acquire, maintain, and require the use of approved personal protective and safety equipments.
4. Inspect all workplaces with participation by civilian employee representatives to identify potential hazards.
5. Post notices of unsafe or unhealthful working conditions found during inspections.
6. Be informed of the Abatement Plan. Imminent danger corrections must be made immediately.
7. Conduct safety training and occupational health training for management, supervisors, and employees.

MF and MR Division Employees have the responsibility to:

1. Comply with all applicable OSHA/DOD Component Safety and Occupational Health Standards.
2. Comply with MF/MR policies and directives relative to the Safety and Occupational Health program.
3. Use personal protective and safety equipments provided by your installation/facility.
4. Report hazardous conditions, injuries, illness, or other mishaps promptly to your supervisor, or to the Safety Occupational Health's point of contact for your installation/facility.

SAFETY CONTACTS:

BLDG 3044:	Dennis Gallahan	703-432-0333
	Laurie Puckett	703-784-3806
BLDG 3088:	Donna Pollard	703-784-0111
BLDG 3100:	TBD	
BLDG 3280:	HM1 Gonzalez, Norman	703-784-9512
	HM1 Marsh, Steven	703-784-9512
BLDG 3036:	Michael Simpson	703-432-3885

Manpower and Reserve Affairs Department Safety Representatives:

Robert Karp	703-784-9600
Sgt William Redden	703-784-9012