



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:

5100

DSS .

09 FEB 2007

POLICY LETTER 01-10

From: Commanding Officer
To: Distribution List

Subj: REQUIRED SAFETY TRAINING FOR CIVILIAN EMPLOYEES

1. Purpose. Provide additional guidance concerning minimum safety training requirements for all civilian employees.

2. Scope. As the Commanding Officer of Marine Corps Air Station Beaufort, I am concerned with the welfare and wellbeing of all employees. As such, we, as an installation have chosen to participate in Occupational Safety and Health Administration (OSHA) Volunteer Protection Program (VPP). Our goal is to achieve zero preventable mishaps. A key element within VPP is Management Commitment and Employee Involvement. Excellence in safety starts with an organization accepting Safety and Health procedures and Policies. This cannot happen until every employee has the necessary knowledge to be proactively involved in safety and health efforts. In order to make this happen, I need every employee to attend certain safety and health training.

3. Policy. Effective immediately, the following safety and health training shall be attended by each civilian employee (both AF and NAF employees) aboard MCAS Beaufort. New employees shall complete all safety and health training within one year. Existing employees shall complete the required training within one year of the posted date of this letter. Note: All training previously attended which has been documented, meets the requirements as completed training. The minimum safety and health training requirements are as follows:

a. All employees must attend:

1. OSHA 10 Hour General Industry
2. Operational Risk Management (annual requirement)

b. All supervisors and managers must attend: Four hour Supervisors Safety class.

c. All unit safety representatives: OSHA 30 hour General Industry.

4. Implementation

a. All supervisors and managers are to assess each of their employees' documented safety training, and then schedule any required training for employees through the Installation Safety Office.

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b. The Installation Safety Office shall ensure that sufficient classes are made available throughout the year to ensure all training requirements are met.

5. Action. MCAS Beaufort Department Heads will ensure this policy letter is posted for all to read and that the chain of command enforces this Policy.



J. R. SNIDER

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