



Safety and Health Responsibilities

CEO is committed to providing a safe and healthy workplace for all employees and our customers. The Agency complies with all safety regulations that pertain to our organization and every reasonable effort is made to provide a safe working environment. To be successful, a safety program must have awareness toward injury and illness prevention on the part of all employees. It also requires cooperation in all safety and health matters.

Agency Responsibilities:

1. Comply with all safety regulations that pertain to our organization.
2. Ensure that a committee is formed and fulfills responsibilities.
3. Ensure sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to conduct the safety program.
4. Ensure that incidents are investigated and corrective action taken to prevent hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained.

Manager and Supervisor Responsibilities:

1. Set a good example for employees by following safety rules established by the Agency and attending required training.
2. Report unsafe practices or conditions to the appropriate entity to be corrected.
3. Ensure each employee has received an initial orientation before beginning work.
4. Ensure each employee is competent or receives training in safe operation of equipment or tasks before starting work on that equipment or project.
5. Ensure each employee receives required personal protective equipment (PPE), as needed.
6. Observe the employees you supervise working. Promptly correct any unsafe behavior.
7. Provide feedback to supervisor and/or Human Resources about changes to work practices that may improve employee safety.

Employee Responsibilities:

1. Follow safety rules established by the Agency and attend required training.
2. Report unsafe conditions or actions to your supervisor immediately.
3. Report all injuries to your supervisor immediately.
4. Always use personal protective equipment (PPE) in good working condition where it is required.
5. Encourage co-workers by your words and example to use safe work practices on the job.
6. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.