

County of Gloucester
Human Resources Manual

CHAPTER:	8 – SAFETY AND SECURITY	ADOPTED: 3/7/06
SECTION:	1 – INTRODUCTION	REVISED:

The County of Gloucester believes the safety, health, and well being of all its employees and the public is of paramount importance. It is committed to providing a workplace environment conducive to safe work practices including:

- Providing training and education to employees on various safety topics.
- Providing safety and protective equipment to employees (please refer to HR 9.11 for additional information).
- Providing for periodic inspections of safety equipment and for prompt abatement of unsafe conditions.
- Maintaining records on all employment related accidents, injuries and illnesses and their causes.

In doing so, the County is attempting to operate in the most efficient manner by striving for a minimum of accidents and as few as possible lost workdays. The purpose of this policy is to delineate the support of the entire organization. Chapter 8 of the Human Resources Manual is dedicated to a number of policies involving the safety and security of the Gloucester County work environment.

The responsibility of maintaining a safe and healthful work environment is also shared by employees.

Employee:

Observes all posted safety rules and regulations such as warnings and no smoking signs.

Keeps his/her work places orderly and clean.

Wears and/or utilize safety equipment.

Reports in writing any accident immediately, no matter how insignificant it may appear at the time, to his/her Supervisor or Department Head.

Reports in writing any recognized unsafe condition immediately to his/her Supervisor or Department Head.