

# **Safety and Accident Policies and Procedures**

## **Safety Procedure**

The management expects each of the staff, regardless of his/her position with the organization, to cooperate in every respect with our safety program. Some of the major points of our program require that:

- All injuries and accidents are reported immediately to your supervisor and to obtain medical aid without delay.
- Personal protective equipment, where required, must be worn by all staff. There will be no exceptions to this requirement.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor.
- The staff will follow all safety rules. Failure to follow the rules will result in disciplinary action or removal from staff.

## **Accident Policy**

- When there is a work colleague injured your first priority is for them to receive medical help. Immediate first aid provided by supplied medic.
- Let the supervisor know about the accident and explain the details.
- Fill out an accident report form and turn in to your supervisor