## **EMPLOYEE SAFETY MANUAL**

THIS SAFETY MANUAL, Modified as of (Current Date), In the Year of (Curr

## ARTICLE 1. INTRODUCTION TO EMPLOYEE SAFETY

- 1.1. Purpose. This Employee Safety Manual is provided for employee reference and summary of (Company Name) safety and operation procedures and policies. It is designed to acquaint you with compand expectations as quickly as possible. Accordingly, it is to the e to promptly read this entire Manual, in order to fully understand th
- 1.2. Enforcement and Amendment. Understand that this Manual onl policies, practices and standards and should not, therefore, be co document. In addition, circumstances will require that the policies Manual change from time to time. Consequently, (Company Nar to amend, supplement or rescind any provisions in this Manual, a in its sole and absolute discretion. As policies and safety standar updated pages will be distributed to employees. Employees are t readily available and promptly insert updated material, keeping it

This Safety Manual and the policies contained herein do not in an should not be construed as a contract or promise of employment **Name)** and the Employee. All employees serve at the will of **(Co**)

**1.3.** Company Goals. It is the goal and vision of (Company Name) t the work environment pleasant, productive and safe. Our collectiv employees in the knowledge of proper safety procedure. Both the employees must be alert at all times, promptly reporting any unsa Working together as a team, (Company Name) seeks to create a standards in employee safety, protection and care.

## **ARTICLE 2. ORGANIZATION & RESPONSIBILITY**

2.1. Employer. (Company Name) is responsible for providing suitable working conditions, within the Company's means, and correcting a inadequate conditions. The protection of (Company Name) employed public, and the environment are essential, and (Company Name) employee to work in surroundings or under conditions that are undangerous to his/her health or safety.

It is (Company Name)'s responsibility to initiate and maintain nece satisfy adequate accident prevention precautions, and provide for inspections of the job site, materials, and equipment performed by supervisors.

Initialed by: Employer

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## SAMPLE DOCUMENT

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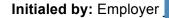
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Personnel Management **Company Name** 

- 2.2. **Supervisor.** Each supervisor is responsible for the overall safe w the safety of everyone within their scope of authority. The superv prevention responsibilities include, but are not limited to:
  - **Coaching** and **teaching** employees safe operations
  - Enforcing accident prevention rules and leading by example
  - Carefully assigning jobs based on experience and gualificat
  - Ensuring that every employee receives and understands a before their assignment
  - Organizing an emergency action plan; knowing all contact i nearest medical facility
  - Conducting regular safety meetings and training programs • regarding job safetv
  - Assuring the maintenance and use of necessary safety equ
  - **Preparing and maintaining** safety records and reports
  - Assuring that all accidents and injuries are reviewed to de the accident, the safety precautions taken, and future prevent
  - Assisting job hazard analysis for all phases of work and off improve (Company Name)'s accident prevention program.
- 2.3. Employee. All (Company Name) employees are held to the high responsibility, caution, and safety. (Company Name) employees following:
  - Reading and understanding all Employee Safety Manual po
  - Being alert and reporting all unsafe job site conditions, defect • workplace hazards to a (Company Name) Supervisor
  - Following all prescribed safety precautions while on the job s
  - Using personal protective equipment and safety devices pr
  - Never operating machinery without proper training and certi
  - Refraining from operating equipment in a way that may enda • workers
  - Reporting and treating all injuries, whether personal or work ٠ supervisor immediately (the day of the injury)
  - Offering suggestions for the improvement of (Company Na prevention program
- 2.4. Subcontractors. All subcontractors are held to the highest stand caution, and safety. Subcontractors are responsible for the follo
  - Providing safe working conditions and procedures for their
  - Working within the scope of contract specifications and all a regulations
  - Informing (Company Name) of any hazardous conditions cre operations
  - Participating in safety meetings held by (Company Name) scope of their subcontract is in progress





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