Employees shall be informed that knowledge of and compliance with safety/loss prevention procedures and policies are areas that shall be reviewed as part of the probationary appraisal process and annually thereafter.

The Human Resources Department shall provide to employees information regarding safety/loss prevention policies/procedures and the Emergency Response Plan during the orientation process.

The following are employee responsibilities regarding safety:

1. To report promptly to their supervisor all accidents and injuries occurring within the course of their employment and to follow established procedures for work related injuries

2. To cooperate with and assist in the investigation of accidents to identify correctable cause(s) and to prevent reoccurrence

3. To report promptly to their supervisor all unsafe work procedures during the course of their work activities

4. To keep work areas clean and orderly at all times

5. To avoid engaging in any horseplay

6. To obey all safety rules and follow instructions

7. To wear required protective equipment