

Safety Policy

McLean-Mercer Regional Library recognizes that the safety, health and well being of our employees as the top priority in the daily functions of our organization's operation. Occupational injuries are needless, costly, preventable, and cause unnecessary pain and suffering to our employees. To facilitate such activities, we will comply with all governmental mandated rules and regulations as they apply to the work activities in our workplace. Success in reducing and/or eliminating injuries in our workplace depends on commitment from all levels of company employees. The responsibilities listed below must be followed and are essential to our organization's success.

Safety Responsibilities

Management:

1. Management is responsible for providing a workplace free of recognized hazards.
2. Management is responsible to file a claim with North Dakota Workers Compensation (NDWC) within 24 hours of employee notification.
3. Management is responsible for providing appropriate personal protective equipment to employees when necessary.
4. Management is responsible to provide sufficient information to allow employees to perform all tasks safely and take immediate corrective action to eliminate hazardous conditions and/or practices.

Employees:

1. All employees are responsible for reporting work-related injuries and illnesses to management immediately.
2. All employees are responsible to know, understand, and follow company safety policies and procedures.
3. Employees are responsible for working in a safe manner at all times and are required to report any unsafe conditions, equipment, or procedures to their supervisor or management immediately.

Roberta Stecker
(Signature of Director)

[Signature]
(Signature of Employee)

9-25-02
(Date)

9-30-02
(Date)