

Personnel Management
Company Name

EMPLOYEE SAFETY MANUAL

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

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 company policies and expectations as quickly as possible. Accordingly, it is to the effect that you are to promptly read this entire Manual, in order to fully understand the Manual.
- 1.2. Enforcement and Amendment.** Understand that this Manual only contains the current policies, practices and standards and should not, therefore, be construed as a contract or promise of employment. In addition, circumstances will require that the policies and standards in this Manual change from time to time. Consequently, (Company Name) reserves the right to amend, supplement or rescind any provisions in this Manual, at any time, in its sole and absolute discretion. As policies and safety standards change, updated pages will be distributed to employees. Employees are to promptly insert updated material, keeping it in their possession.

This Safety Manual and the policies contained herein do not in any way constitute a contract or promise of employment between (Company Name) and the Employee. All employees serve at the will of (Company Name).

- 1.3. Company Goals.** It is the goal and vision of (Company Name) to provide a work environment pleasant, productive and safe. Our collective goal is to educate all employees in the knowledge of proper safety procedure. Both the employer and employees must be alert at all times, promptly reporting any unsafe conditions. Working together as a team, (Company Name) seeks to create a safe work environment and 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 any unsafe or inadequate conditions. The protection of (Company Name) employees, the public, and the environment are essential, and (Company Name) will not permit any employee to work in surroundings or under conditions that are unsafe or dangerous to his/her health or safety.

It is (Company Name)'s responsibility to initiate and maintain necessary safety precautions, and provide for regular inspections of the job site, materials, and equipment performed by qualified supervisors.

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2.2. Supervisor. Each supervisor is responsible for the overall safe work and the safety of everyone within their scope of authority. The supervisor's accident 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 qualifications
- **Ensuring that every employee receives** and understands a safety briefing before their assignment
- **Organizing an emergency action plan**; knowing all contact information for the nearest medical facility
- **Conducting regular safety meetings** and training programs regarding job safety
- **Assuring the maintenance** and use of necessary safety equipment
- **Preparing and maintaining** safety records and reports
- **Assuring that all accidents and injuries** are reviewed to determine the cause of the accident, the safety precautions taken, and future prevention measures
- **Assisting job hazard analysis** for all phases of work and offering suggestions to improve **(Company Name)**'s accident prevention program.

2.3. Employee. All **(Company Name)** employees are held to the highest standard of responsibility, caution, and safety. **(Company Name)** employees must follow the following:

- **Reading and understanding** all Employee Safety Manual policies
- **Being alert** and reporting all unsafe job site conditions, defective equipment, and workplace hazards to a **(Company Name)** Supervisor
- **Following all** prescribed safety precautions while on the job site
- **Using personal protective equipment** and safety devices properly
- **Never operating machinery** without proper training and certification
- **Refraining** from operating equipment in a way that may endanger themselves or other workers
- **Reporting and treating** all injuries, whether personal or work-related, to a supervisor immediately (the day of the injury)
- **Offering suggestions** for the improvement of **(Company Name)**'s accident prevention program

2.4. Subcontractors. All subcontractors are held to the highest standard of responsibility, caution, and safety. Subcontractors are responsible for the following:

- **Providing safe working conditions** and procedures for their subcontractors
- **Working within the scope** of contract specifications and all applicable laws and regulations
- **Informing (Company Name)** of any hazardous conditions created by their operations
- **Participating in safety meetings** held by **(Company Name)** if the scope of their subcontract is in progress

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