

#2-01

Safety Responsibilities

Management Responsibilities. Hospitality managers and supervisors at all levels must have and demonstrate an absolute commitment to establishing and maintaining a safe and healthy workplace for all employees. Safety must be seen as integral to the operation, not as an extra assigned duty. Management shall take all reasonable steps to ensure employees:



- Work and act in a safe and healthful manner;
- Conduct their work in compliance with all applicable health and safety rules;
- Use all means and methods, including but not limited to: ladders, scaffolds, guardrails, machine guards, safety belts and lifelines, that are necessary to accomplish all work where employees are exposed to hazards; and
- Not remove, displace, damage, destroy, or carry off any safety device, guard, notice or warning provided for use in any employment or place of employment while such use is required by applicable health and safety rules.

The company shall inform employees regarding the known health hazards to which they are exposed, the measures which have been taken for the prevention and control of such hazards, and the proper methods for utilizing such control measures. Supervisors are responsible for developing proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all involved, including themselves. Reference: *Safety Policy, S -100.06*

Employee Responsibilities. Employees by virtue of their intimacy with work practices have a special responsibility to report any unsafe condition or practice immediately. Further, they must work safely and adhere to all safety directions, policies, and procedures. Lastly, they must immediately report any accident or injury to their supervisor.



Employees will meet their responsibilities only if they are assured of management's commitment to a safe workplace and that the safety program is an integral part of operations. If they sense that management is simply going through the motions, they will too.

Employee involvement means that employees are required to;

- Work in compliance with the rules,
- Report all work-related injuries, accidents, illnesses, and near misses, and
- Report all unsafe condition or work practices.

Reference: Safety Policy, S -100.08

Take Away: Safety is an integral part of all managers and supervisors responsibilities. Employee also have a responsibility to observe all safety rules and report accidents, unsafe work practices, and safety hazards.