safety and health POLICY (Option 3)

Safety is everybody’s business. Every employee is responsible for his or her own safety as well as for others in the workplace. Safety must be a primary concern in every aspect of planning and performing all ABC Company activities. We want to protect our employees against preventable injury or illness in the workplace to the greatest extent possible.

All injuries (no matter how slight) must be reported to management immediately. Employees also are expected to report promptly to management any apparent health or safety hazards. Below are some general safety rules. Each manager or department head also may post other safety procedures in specific departments or work areas:

• Avoid overloading electrical outlets with too many appliances or machines.

• Use flammable items, such as cleaning fluids, with caution.

• Use stairs one at a time.

• Report to your manager if you or a co-worker becomes ill or is injured in the workplace.

• Ask for assistance when lifting heavy objects or moving heavy furniture.

• Smoke only in designated smoking areas.

• Keep cabinet doors and file and desk drawers closed when not in use.

THiS ALTERNATIVE POLICy MAY BE LEGALLY ESSENTIAL