



SAFETY POLICY

PURPOSE

To ensure that the Early Learning Coalition of Pasco and Hernando Counties, Inc. is committed to providing employees with a safe and healthy workplace.

ACTIONS

It is the policy of the Early Learning Coalition of Pasco and Hernando Counties, Inc. that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by the Coalition. Management will give attention to and provide the financial resources for the correction of conditions that are determined unsafe. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activities, and by disciplinary action for those who willfully or repeatedly contribute to, or work in an unsafe manner. Disciplinary action will follow the procedures outlined in the Coalition's Personnel & Procedure Policies.

Management will participate in establishing and maintaining an effective Safety Program. This will include the following:

- Holding all supervisory staff accountable for their safety responsibilities in their respective departments, jobs or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express the Coalition's commitment to and involvement in providing our employees with a safe and healthy workplace. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued and/or new employment.

Approved: Executive Committee – September 17, 2012

Board of Directors – January 24, 2013