

ATTACHMENT 1 - PERSONNEL RULES & REGULATIONS DATED JUNE 2019

4.15 SAFETY POLICY

CSWD is wholly committed to ensuring all District employees are provided with, and contribute to, a safe working environment. Employees shall be required to adhere to CSWD safety procedures as outlined in the CSWD Safety Plan (see Appendix E).

Managers/Directors shall: assume responsibility for the safety of working areas; recommend correction of deficiencies noted in work procedures, facilities, personal protective clothing or equipment, or attitudes of employees; ensure the availability and utilization of appropriate personal protective clothing and equipment; observe working conditions and field procedures to identify and/or prevent possible safety hazards; and investigate and report all reported near misses and accidents promptly.

Each employee shall: adhere to all safety rules, operating procedures and safety practices; wear and use applicable personal protective clothing and equipment; identify and report unsafe areas, conditions, potential areas of improvement, or other safety problems; report all incidents and accidents promptly to their Manager/Director, the Director of Administration, and/or the Director of Compliance.

Any employee who violates safety rules, practices, or procedures may be subject to disciplinary action up to and including discharge where appropriate.

CSWD's Director of Compliance shall report hazardous conditions to those in a position to correct them and see that equipment and facilities are properly maintained and designed so as to safeguard both CSWD employees and the general public.