

**CSWD**

**SAFETY  
AND  
HEALTH PROGRAM**

**September 2014**

## **2.2 SUPERVISOR'S SAFETY RESPONSIBILITY**

Each supervisor, and every employee with supervisory authority, has full responsibility for the safe actions of the employees under their control and the safe performance of machines and equipment within their operating area. The full potential of an effective safety program can only be realized when all levels of supervision cooperate in all phases of the program. The following is a list of responsibilities of each Supervisor:

1. Each supervisor must assume full responsibility and authority to enforce the provisions of this Safety and Health Program.
2. Each supervisor must assume full responsibility for a safe working area for his/her employees.
3. Each supervisor must be fully accountable for preventable injuries, collisions, and liabilities caused by their employees.
4. Each supervisor must make sure the necessary safety equipment and protective devices for each job are available for use and maintained properly.
5. Each supervisor must on an on-going basis observe and evaluate job conditions and work procedures to detect and correct any unsafe conditions and/or unsafe work practices.

NOTE: In the absence of any supervisors, the General Manager and/or other management will administer the above responsibilities.

## **2.3 EMPLOYEE RESPONSIBILITIES**

All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their fellow workers, and the public at the CSWD Drop Off Facilities.

The items listed below are part of the employee responsibilities as outlined by OSHA. However, they are only minimum guidelines. It is important that each employee assist in the Safety and Health Program on a voluntary basis. Failure to do so will mean that disciplinary action may be taken.

1. Promptly report to your supervisor all accidents, near misses and injuries occurring within the course of their employment.
2. Cooperate with and assist in the investigation of accidents to identify correctable cause and to prevent reoccurrence.
3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
4. Become familiar with and practice approved safe work procedures during the course of their work activities.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and avoid distracting others.
7. Obey all safety rules and follow published work instructions.

8. Wear protective equipment when working in hazardous areas or jobs, and/or as required by supervision.
9. Inspect all equipment prior to use and report any unsafe conditions to your supervisor immediately.
10. Submit any suggestions for accident prevention which may assist in improved working conditions or work practices to your immediate supervisor.