**(INSERT MEMBER NAME HERE)**

**Safety Policy Statement**

It is the policy of the *(Insert Member Name)* that every employee is entitled to work in a safe environment. To this end, every reasonable effort will be made to promote incident prevention, fire protection, and health preservation of our employees and citizens. We believe that practically all incidents can be prevented by taking common sense precautions.

*(Insert Member Name)* will endeavor to maintain a safe and healthful work place. *(Insert Member Name)* will provide required assessment, planning, personnel, and equipment ensure all work is completed in a safe manner. We will also anticipate, plan, document, and train employees on required emergency response, and in the case of an incident provide our employees with required medical attention

Each Department Manager will be responsible for the overall effectiveness of *(Insert Member Name)* Safety Program. The appointed Safety Coordinator will assess, evaluate, document, and provide feedback to each Department Manager on their department’s compliance with safety program expectations. Each Manager will undertake such duties as may be required in the day to day operations of the safety program.

Therefore the Member requires the following procedures:

1. Each department is to have a designated safety person responsible to prepare and hold safety meetings. A minimum of one meeting per month is required which is documented and maintained as proof the meetings are being held within the policy. This documentation should be kept and not destroyed for a minimum of 12 months.
2. Each department should customize an inspection checklist to review and identify specific hazards and compliance issues within their area. The department is required to complete a minimum of one safety self inspection every 3 months to be documented and written record maintained a minimum of 12 months.

It is wrong to believe that incidents are unavoidable and will always happen. If all of us do our part including acting and talking safety at all times, a healthy attitude toward incident prevention and improved safety on the job can be achieved.

Top Elected Officials Name and Signature

Top Non-Elected Officials Name and Signature