

Adopted 03/02

Revised

**Subject: PERSONNEL POLICY #27**  
**SAFETY**

Choices In Community Living recognizes great value in the health and safety of its employees and considers their protection from injury or occupational disease a major objective.

Choices In Community Living expects employees, regardless of position, to share our commitment to health and safety by dedicating themselves to reducing risks and injuries in every aspect of their jobs. We expect employees to participate in our safety training programs and to communicate any potential threats to health and safety to their immediate supervisors. We expect employees to accept the responsibility for their health and safety as well as that of others by working in compliance with the law and safe work practices.

Employees will be expected to carry out all job-related responsibilities as trained and/or instructed. Activities performed with determined "deliberate or willful" abandonment of proper safety protocol will be cause for disciplinary action up to and including termination. Managers will conduct safety investigations to determine whether or not an employee's behavior is considered negligent. Negligent behavior puts not employees, but our clients at risk.

Choices In Community Living expects managers to accept accountability for the health and safety of employees under their supervision by ensuring that equipment is safe and employees perform in compliance with the law and safe work practices. Employees are encouraged to seek the assistance of their manager to retrain them in any areas of health and safety whereby the employee is unsure of procedure.

Choices In Community Living diligently strives to provide a safe and healthy work environment and is committed to taking the necessary steps to ensure adequate medical care and returning an ill or injured employee to work at the earliest opportunity.