# Accident, Injury, and Illness Prevention Plan & Safety Policy

GLI is committed to employee safety and has developed this program for preventing accidents, injuries, and illnesses. This program involves senior management, supervisors, and employees represented by the GLI Safety Committee, who work together to identify and eliminate hazards that may develop during our work process.

It is the basic safety policy of this agency that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to complete it. Personal safety and health of each employee is of primary importance. Prevention of workplace and occupationally induced injuries and illnesses will be given precedence over operating productivity. To the greatest degree possible, GLI management will provide employees with all the means of mechanical and physical protection required for personal safety and health. GLI employees will commit to, and bear the primary responsibility for, working safely. Thoughtful planning, knowledge of safety techniques, and caution can prevent most accidents from occurring.

GLI employees are required to comply with this policy and all agency safety rules. Employees are also encouraged to actively participate in identifying ways to make our agency a safer place for our employees. If at any time an employee feels that a situation warrants contacting Emergency Services, they should do so by calling 911. The person at the scene is the best judge of whether a situation is an emergency. It is better to err on the side of caution. Remember, at some locations you have to dial “9” to access an outside line before you can dial 911.

Supervisors are responsible for the safety of their employees. As a part of their daily duties they must check the workplace for unsafe conditions, watch employees for unsafe actions, and take prompt action to eliminate any hazards.

Senior Management is committed to providing the resources necessary to maintain and support the GLI Safety Committee. The Safety Committee comprises management, employee representatives, and the Safety Officer. The Committee implements and refines systems that help to identify and correct hazards and enable employees to report unsafe conditions. The Committee also: plans for foreseeable emergencies, provides initial and ongoing safety training for GLI employees – as well as coaching and guidance – and suggests appropriate discipline to ensure GLI safety policies are followed.

**Safety is a team effort – Let us all work together to keep this Agency safe and healthy!**

Safety & Health Responsibilities

**Senior Management Responsibilities**

Senior Management will:

* + Designate a responsible Safety Officer to chair the Safety Committee, implement this Accident, Injury, and Illness Prevention Plan, and facilitate all safety operations of GLI;
	+ Designate two responsible senior management representatives to co-chair the Safety Committee;
	+ Ensure that GLI Safety Committee exists and carries out its responsibilities as described in this program;
	+ Ensure that sufficient employee time, supervisor support, and funds are allocated to carry out the safety program;
	+ Ensure that incidents are fully investigated and corrective actions are taken to prevent hazardous conditions or behaviors;
	+ Ensure that records of workplace related injuries and illnesses exist and are maintained and posted as described in this program;
	+ Set a good example by following established safety rules and attending required training;
	+ Report unsafe practices or conditions to the supervisor of the area where the hazard was observed;

**Supervisor Responsibilities**

Supervisors will:

* Ensure that each supervisee receives an initial safety orientation within 72 hours of their date of hire;
* Ensure that each supervisee is competent in the safe operation of equipment or completion of tasks before starting work;
* Ensure that each employee has access to and knowledge of required personal protective equipment (PPE) before starting work on any task that requires protection;
* Conduct regular walk-around safety checks of the work areas under their supervision and promptly address any hazards;
* Observe all employees in the performance of their duties and promptly address any unsafe behaviors by providing training and taking corrective action as necessary as well as document all safety incidents and actions taken to resolve them.
* Model a good example for employees by following all safety rules and attending all required training;
* Investigate all safety incidents in their designated area, and report all findings to the Safety Officer and senior management via the proper paperwork and procedure;
* Present changes to work practices and/or equipment that will improve employee safety to the Safety Officer and senior management;
* Document all injuries reported by employees on the OSHA #301 form and subsequently provide said reports to the Safety Officer and the HR Manager, as promptly as possible.

**Employee Responsibilities**

Employees will:

* Follow GLI safety policies and rules as described in this program. Follow Washington Industrial Safety and Health Act (WISHA) safety standards, and the safety training you receive;
* Promptly report unsafe conditions or actions to their supervisor, a Safety Committee representative, or the Safety Officer;
* Promptly report all injuries to their supervisor and/or an on-call program representative, regardless of severity;
* Report all near-miss incidents to their supervisor promptly;
* Always use personal protective equipment (PPE) in good working condition, when required;
* Alert their supervisor immediately if their PPE fails or is no longer in good working order;
* Plan in advance and let their supervisor know ahead of time if they need PPE and/or training to perform a specific task;
* Never remove or modify any safety device or safeguard provided for employee protection;
* Encourage other co-workers by your words and example to use safe work practices;
* Report any observed unsafe practices to your supervisor, the Safety Committee or the Safety Officer;
* Make suggestions to their supervisor, a Safety Committee representative, the Safety Officer, or senior management about any changes they believe will improve employee safety.

Signature

Print Name

Date