

14.01 Safety Program Overview

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a workplace safety program.

Procedure:

Licking/Knox Goodwill Industries, Inc. provides information to employees about workplace safety issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A Safety Committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those ideas, concerns, or suggestions for improved safety in the workplace should be directed to their supervisor, to another supervisor, manager, or to the attention of a member of the safety committee. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

All accidents that result in injury, regardless of how insignificant the injury may appear, must be reported immediately to the Director of Facilities, the Division Director, Director of Human Resources, and the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. An annual, written analysis of the previous year's critical incidents is shared with the Board of Trustees.