

Carelessness

[Employer] understands that accidents can happen even in the safest work environment. However, many accidents are preventable when safety is a priority.

Safe Work Habits

[Employer] expects employees to not only take into consideration their own safety and wellbeing but the safety and wellbeing of other employees and other workplace participants as well such as [customers, clients, citizens, e.g.].

To prevent accidents, employees must work safely including:

- [Following the instructions, procedures and guides of all machinery, chemicals, materials and anything else that can cause bodily injury or harm];
- [Utilizing machinery in a safe manner and as intended];
- [Using proper lifting techniques, especially when lifting anything over [10, 15, 20, 30 e.g.] pounds];
- [Asking for assistance from others before handling oversized or heavy material, equipment, furniture or supplies];
- Driving safely and abiding by all driving laws, regulations and [Employer] driving policies;
- [Using proper ladders and scaling equipment when climbing];
- [Never overstuffing, improperly stacking, or climbing upon file cabinets];
- [Walking and not running in the workplace unless necessary];
- [Extinguishing all open flames];
- [Turning off any machinery that creates a fire risk];
- Using common sense; and
- Making safety a priority.

Prohibited Acts

Strictly prohibited are intentional acts that are meant to cause or could reasonably be expected to cause harm or embarrassment to other employees or workplace participants including:

- Fighting;
- Tripping;
- Wrestling or other rough play;
- Setting off fireworks; and
- Practical jokes.

[Reporting a Violation of This Policy]

If you know or suspect a violation of this policy, you must report it immediately to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the Safety Department e.g.].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to [Human Resources Department, Personnel Department, Safety Department e.g.].

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to [Human Resources Department, Personnel Department, Safety Department e.g.] [or the President, CEO e.g.].

Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts that violate this policy to any person not listed above does not constitute a report.]

[Retaliation Prohibited]

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

[False Claims Prohibited]

Any employee or workplace participant that makes a knowingly false claim of a violation of this policy will be subject to discipline or termination.]

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the Safety Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, Safety Department e.g.] [or the President, CEO e.g.].]