

		Policy Title: Safety
Section: General	Effective Date:	Policy No: HR-115
	Review Dates: 1/1/15	
	Revised:	
MMG Business Unit: Human Resources		Interpretation: Vice President, Human Resources

Purpose: The Employer recognizes the need to promote a safe and healthful work environment, and supports the spirit of the Occupational Health and Safety Act, and similar laws. It is everyone’s responsibility to make the workplace safe and hazard free. Employees are expected to practice safety procedures and immediately report unsafe working conditions to management.

Scope: This policy applies to all employees.

Definitions:

Policy: Maintaining a safe work environment is the concern of all employees and all departments. Hazardous working conditions usually can be prevented if employees practice routine care and maintenance of equipment and adhere to safety procedures.

All employees are urged to immediately report any unsafe working condition to management.

All fires are to be first reported to the emergency telephone number, 911, and then to department management. Fire hazards and unsafe conditions resulting from electrical, mechanical, property or grounds conditions are to be reported to management. When appropriate, an employee shall take immediate action to prevent an unsafe condition from presenting a hazard to other employees, patients or visitors.

Personal protective equipment shall be provided to employees whose jobs require that they wear protective gear. This equipment shall be maintained in good condition by the employee and worn whenever working conditions require.

Management shall encourage employees to develop and practice good safety

habits, and adhere to safety procedures. Where required, safety training shall be provided as part of the employee orientation process. The employee's immediate supervisor is responsible to ensure that the employee is provided the safety training required for the position.

**Exception
Provisions:**

If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.

**References or
Appendices:**