

## EMPLOYEE'S ROLE

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### I. PURPOSE

To establish guidelines for the employee's role. All employees have the responsibility to:

- Perform work in a manner that will ensure their own personal safety as well as the safety of fellow employees and the general public
- Protect the company property from damage or loss
- Responsible for applying safety in all activities

### II. RESPONSIBILITIES

All employees must:

- Understand their jobs thoroughly including safe use, handling, and storage of tools, equipment, and materials
- Properly use and maintain personal protective equipment and safety devices related to their jobs
- Maintain their work areas in a clean and neat manner
- Follow the rules and procedures applicable to their jobs
- Report hazardous conditions or work practices, and suggest control measures whenever possible
- Actively participate in safety program activities, including safety meetings and training
- Report all accidents and near-miss incidents to their supervisors