



# Transportation Employee Safety Manual

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: Corporate Risk Management, Inc.

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## Commitment to Safety

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recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with employees and clients and increases productivity. This is why will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

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President

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Risk Manager

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