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SUBJECT: SAFETY

EFFECTIVE DATE: September 12, 2013

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A safe environment is the responsibility of each employee. Employees are to be aware of their responsibility for the safety of citizens and other employees.

Any unsafe condition or piece of equipment must be reported to the department head. Repair of condition or equipment is secured by placing a maintenance request via e-mail or phone with the Personnel Assistant.

All employees must become familiar with the institutional and departmental Safety, Fire Prevention and Disaster Programs. All employees are required to become familiar with the entire plan and with the particular role they must play.