

General Safety Policy

Safety Policy Statement

It is the policy of the Harrisburg Housing Authority to protect the safety and health of our employees. Injury and illness losses from accidents are needless, costly and completely preventable. The Authority has established a Workplace Safety Program that will help us prevent injury and illness due to hazards. Employee involvement at all levels of the Authority is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. Its purpose will be to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This safety committee will assist the Harrisburg Housing Authority in making recommendations for change.

Management

Management's responsibility is the prevention of injury and illness accidents, because management is held accountable for all issues under their span of control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, training and hazard elimination practices. We must keep fully informed on safety and health issues throughout the company in order to constantly review the effectiveness of our safety and health program.

Supervision

Supervisors are directly responsible for supervising and training their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce Authority rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

Employees

Each employee, regardless of their position within the Authority, is expected to cooperate in all aspects of the Authority's safety and health program. Some major points of our Authority safety and health require that:

- Accidents shall be reported immediately to your supervisor.
- v Required personal protective equipment must be worn by all employees. **There are no exceptions!**
- Hazardous conditions or other safety and health concerns shall be reported to your supervisor immediately.
- Employees participate in safety committee activities and support safety committee membership.
- Employees shall attend and participate in all scheduled safety training classes.
- If everyone does their part by doing what is necessary to ensure workplace safety and health we will all benefit.
- No job is so important that we cannot take time to do it safely.

Safety Committee

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health for the Harrisburg Housing Authority. The committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; to identify hazards and recommend corrective actions; to help identify employee safety training needs and establish accident investigation procedures for this Authority.

Safety Programs

The Harrisburg Housing Authority has adopted several safety programs and continues work on several others including the General Safety Program, Personal Protective Equipment, Lock out – Tag out, Emergency Evacuation and Fire Safety and Confined Spaces.

In addition, a procedure for Accident Investigation has also been established. It is the intent of the management of this Authority that these programs and procedures be followed to minimize the occurrence of workplace injuries making the Harrisburg Housing Authority a safe and enjoyable place to work.