

Windsor County Youth Services Handbook

501 Safety

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To assist in providing a safe and healthful work environment for employees, customers, and visitors, WCYS has established a workplace safety program. This program is a top priority for WCYS. Its success depends on the alertness and personal commitment of all.

WCYS provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. An incident report must be filed for any accident that may occur while you are on duty; it is the responsibility of the employee to file this report. If you wish to file a workman's comp. claim this must be filed within 72 hours of the accident, and again, it is the responsibility of the employee to file this claim.