Agency Letterhead

Our agency is committed to improving the safety and health of our employees, improving productivity through a healthier workforce, and reducing injuries and illnesses. Our agency will strive to provide our employees with the safest possible work environment and the knowledge necessary to safely carry out their job duties. The agency’s safety efforts shall be ongoing and focus on continuous improvement.

Working safely is a responsibility shared by all employees. Managers and supervisors are to maintain the safest possible working conditions by encouraging and enforcing agency safety policies and procedures. All of the necessary and available agency resources shall be utilized to accomplish this important endeavor. Employees are to perform their duties in the safest manner possible and adhere to all established safety rules, procedures, and work practices.

Employees are encouraged to actively participate in the agency’s safety efforts. Involvement by all levels of the organization shall contribute to an effective safety and health program for the benefit of all employees, their families, and the public.

Agency Head Signature Date