

# HEALTH & SAFETY POLICY

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It is the policy of the Connecticut Department of Labor to provide a safe and healthy workplace for all employees. To accomplish this the administration and staff will work together to promote worker safety.

Each supervisor is responsible for maintaining a workplace free from recognized hazards. To achieve this, supervisors must oversee the administration of safety practices within their respective unit(s), maintain required health and safety records, and take appropriate action including preventive measures to address any current or potential hazards which could result in occupational illness or injury. Any incident of occupational illness or injury must be thoroughly investigated in a timely manner. Written statements and reports including corrective action taken must be submitted immediately through appropriate channels to the Human Resources Unit.

Safety audits will be conducted periodically by OSHA or other designated staff to identify and correct potential hazards. The administration will initiate necessary repairs or replacement of equipment, and implement preventative maintenance programs as required.

Management and staff must maintain a harmonious relationship and work in concert to provide a safe and healthy workplace. Employees are responsible for reporting any hazardous conditions to management including failure to wear protective equipment. Employees are to refrain from participating in activities that may jeopardize the safety of coworkers. Inoperative or defective equipment, including broken chairs or sharp corners on furniture, must be reported immediately to your supervisor. Employees must ensure that exits and entrances are free from clutter and easily accessible. Job related illnesses or injuries must be immediately reported to management and appropriate paperwork completed.

Ultimately, we must work together to establish a work environment free from environmental hazards and develop sound management practices to ensure the health and safety of all Department of Labor employees.