

SAFETY

Establishment and maintenance of a safe work environment are shared responsibilities of RAILS and employees at all levels of RAILS. RAILS will attempt to do everything within its control to ensure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Disregard for safety rules or procedures will result in disciplinary action up to and including discharge. Employees have an obligation to immediately report any unsafe conditions to their immediate supervisor, and to the Executive Director. Not only supervisors, but employees at all levels of RAILS are expected to address unsafe conditions as promptly as possible. RAILS will not retaliate against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area they reasonably feel is unsafe. All accidents or incidents, especially those that result in injury, must be reported immediately to the immediate supervisor, regardless of how insignificant they may appear. If an immediate supervisor is not available, staff should report unsafe conditions to Human Resources. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident or incident may result in discipline, up to and including discharge. If an employee needs special assistance during an emergency, the employee should inform their immediate supervisor and/or Human Resources.