



SECTION: SAFETY MANUAL
POLICY STATEMENT
JANUARY 2019

ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – POLICY STATEMENT:

It is the policy of Dane County to provide a place of employment free from recognized hazards in order to provide the safest of possible working conditions. Accidents cause untold suffering and financial loss to our employees and their families and cause an unnecessary drain of tax dollars when used to pay medical expenses and compensation as well as lost time away from work.

All levels of management will be held accountable to maintain a safe and healthy workplace environment for all employees, and to ensure their Department's compliance with all laws, rules and regulations, including those policies and procedures stated in the safety manual.

Every employee will adhere to the policies and procedures in the safety manual for their own safety and that of their co-workers. Employees and Supervisors must also be aware that safety will take precedence over expediency and shortcuts when performing their duties.

It is our desire and intent that the consideration of safety for both our employees and the general public in the performance of daily assignments be as high a priority as the decision to commit funds or to complete a task, which must be done.

Employees should be aware that every reasonable step will be taken to reduce the potential of an accident or injury related to their employment and they are encouraged to support management in the realization of this goal.