

EEP PPPM Section 7.1.4		Document No.: ADM.POL.04.05.01	
Policy Title: Safety Policy		Rev. No.	Page: 1 of 1
		Date: May 24, 2006	

1.0 PURPOSE AND SCOPE

The purpose of this policy is to endorse, promote, and provide a safe working environment for EEP employees. The EEP follows DENR guidelines and safety committee requirements. Practices include providing first aid kits in all vehicles and in the office, ensuring a safe office working environment through eliminating potential workplace hazards and providing employees with ergonomic office furniture and equipment. Safety practices also include providing staff with training as identified. Safety vests are to be worn at all times when in the field, and additional safety gear for field-staff, such as safety shoes, boots, and other equipment as identified will be provided and required by supervisors depending on the nature of the task being performed.

2.0 POLICY STATEMENT

EEP management and supervisors are responsible and accountable for establishing safe workplace conditions that prevent injuries and occupational illnesses. Performing tasks and duties in a safe manner and using safety equipment as provided is required of all EEP staff.

3.0 REFERENCES

The DENR Division of Human Resources has posted Safety Program Information and can be accessed using the following links-

[NC DENR Workplace Safety Documentation](#) or
http://www.enr.state.nc.us/hr/html/safety_program_section.html

Documentation includes:

- DENR Safety Program
- OSP Workplace Requirements Program for Safety & Health
- NC State Government workers' Workers Compensation Program
- NC Industrial Commission Form 19 (Employer's Report of Employee Injury or Occupational Disease to the Industrial Commission)
- Medical Authorization
- NC DENR Incident/Accident Report Form (for Supervisors to complete)

4.0 AUTHORIZATION



May 24, 2006

William Gilmore, EEP Director

date