

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Health and Safety Policy Statement	<b>Code:</b> HS002
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Avenue II is committed to providing and maintaining a workplace which is safe and healthy for all employees, and to preventing occupational illness and injury in the workplace.

Avenue II will make every effort to provide a healthy and safe work environment. All supervisors and workers must be dedicated to the objective of eliminating injury and illness. Avenue II will follow all legislative requirements.

As an employer, Avenue II is ultimately responsible for worker health and safety. On behalf of the Board of Directors, I as Executive Director, give you my personal promise that every reasonable precaution will be taken to protect workers from harm.

Supervisors are responsible to ensure that safe and healthy work conditions are maintained in his or her assigned work area. Supervisors are responsible to ensure that all workplaces are safe, and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by following the law, and Avenue II's safe work practices and procedures.

It is in the best interest of all parties to consider health, safety and wellness in every activity. Commitment to health, safety and wellness must form an essential part of this organization.

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Suzann R. Doherty  
Executive Director