



**EMPLOYEE SAFETY**

The Blue Oak Charter Council is committed to providing and maintaining a healthy and safe work environment for all employees. Employees are required to report immediately to the Executive Director or Facilities Manager any potential health or safety hazards, and all injuries or accidents.

The Blue Oak Charter Council has developed guidelines to help maintain a secure workplace. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Executive Director or Facilities Manager. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuables or personal articles around your workstation that may be accessible. The security of facilities, as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify the Executive Director when keys are missing or if security access codes or passes have been breached.

The Blue Oak Charter Council expects all employees to use safe work practices and, to the extent possible, to correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to the Executive Director or Facilities Manager.

The Executive Director and Facilities Manager shall promote safety and correct any unsafe work practices through education and enforcement.