Community CARES is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for the entire staff. We value you not only as a volunteer but also as a human being critical to the success of your family, the local community and Community CARES. You are encouraged to report any unsafe work practices or safety hazards encountered while at the organization. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Community Cares policies and procedures. Failure to comply with these policies may result in dismissal. Respecting this, Community Cares will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Community CARES subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds Community Cares in higher regard with clients & community and increases productivity. This is why Community CARES will comply with all safety and health regulations that apply to the course and scope of operations.
4. The organization is responsible for providing the safest possible workplace for staff/volunteers. Consequently, the organization is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Staff/Volunteers are responsible for following safe work practices, organization rules and for preventing accidents and injuries. Supervisors will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.
6. Management and supervisors of Community CARES will set an example with good attitudes and strong commitment to safety and health. Toward this end, management must monitor the organization’s safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all staff/volunteers and persons affected or associated in any way by the scope of this organization. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Community CARES must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy.

By signing this document, I confirm the receipt of Community CARES’ safety handbook. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Signature Date