

Workplace Health and Safety Policy Statement

Effective Date

June 10, 2014

All employees have the right to work in a safe and healthy environment. NARA is committed to the health and safety of all employees and to providing a work environment that protects their health, safety, and welfare. NARA depends on a safe and healthy workforce to fulfill our mission

NARA's Workplace Health and Safety goal is to reduce the number of workplace injuries to zero. NARA will meet this goal by providing all employees with a safe and healthy work environment, ensuring that all work activities are performed safely, and making communications about workplace health and safety a normal component of all aspects of our work.

Management Responsibilities

Managers and supervisors are responsible for the health and safety of the employees under their supervision. They must fulfill their responsibilities by:

- Ensuring that each employee follows established safe-work practices and procedures and that any equipment required for use by employees is safe;
- Providing information, training, and supervision needed to ensure that all employees are safe from injury and risks to their health; and
- Taking timely and effective actions to provide and maintain a healthy and safe workplace.

Employee Responsibilities

All employees must protect their own and fellow employees' health and safety by following all applicable safe-work practices and procedures established by NARA.

Employees must fulfill their responsibilities by:

- Working in a healthy and safe manner and encouraging others to work in a healthy and safe manner;
- Complying with any reasonable directions given by management for health and safety (such as following safe work procedures, using material and equipment only as prescribed, and wearing personal protective equipment); and
- Reporting any accident, incident, hazard, and unsafe condition to their supervisor or manager, as soon as it comes to their attention.