



IMC Safety Orientation for New Employees

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and special safety concerns identified by IMC / Industrial Maintenance Contracting LLC for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of employees to identify and familiarize themselves with the emergency plan for their working areas.

Implementation

Each facility should have posted an emergency plan detailing procedures in dealing with emergencies such as:

- Fire.
- Weather emergencies.
- Medical emergencies.
- Workplace violence.

It is the responsibility of employees to complete an Accident and Incident Report for each safety and health infraction that occurs by employees or that employees witnesses.

Failure to report such an infraction may result in employee disciplinary action, including termination.

Each employee should sign a safety statement during new employee orientation. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety.

Failure to follow IMC / Industrial Maintenance Contracting LLC's safety and health procedures or conduct that places the employee, volunteer, client or agency property at risk may lead to employee disciplinary action or termination.

The health and safety committee and the executive director have the responsibility to develop, and the authority to implement, the safety and health program in the interest of a safer work environment.

Signature_____ Date_____