

Workplace Safety Policy

Overview:

The company is committed to providing a safe and healthy workplace for all employees.

General Guidelines:

- Follow all posted safety instructions.
- Report hazards or unsafe conditions to your supervisor immediately.
- Participate in required safety training.

Emergency Procedures:

- Know the location of emergency exits and equipment.
- In case of fire, evacuate the building and assemble at the designated area.

References:

Contact the Safety Officer for questions.