

A. SAFETY POLICY STATEMENT

A safety policy statement has been established for the Department of General Services by its Secretary, Curt Topper. It is included as page two of this Element A.

It will be reviewed annually.

It is provided to new employees during orientation and communicated annually to all employees via e-mail.



MEMO

To: ALL DGS EMPLOYEES

From: Curt Topper
Secretary

Date: January 11, 2019

Re: Safety Program Policy Statement

The Department of General Services' (DGS) mission is to help government operate more efficiently, effectively and safely – delivering exceptional value for all Pennsylvanians.

This starts at home. Safety is a goal, a commitment and a core value for our agency. DGS is committed to improving the safety and health of our employees, improving productivity through a healthier workforce, and reducing injuries and illnesses. We strive to provide our employees with the safest possible work environment and the knowledge necessary to carry out their job duties safely. Our safety efforts shall be ongoing and focused on continuous improvement.

Working safely is a responsibility shared by all employees. Managers and supervisors are to maintain the safest possible working conditions by encouraging and enforcing agency safety policies and procedures. All of the necessary and available agency resources shall be utilized to accomplish this important goal. Employees are to perform their duties in the safest manner possible and adhere to all established safety rules, procedures, and work practices.

Employees are encouraged to participate actively in the agency's safety efforts. Involvement by all levels of the organization shall contribute to an effective safety and health program for the benefit of all employees, their families, and the public.