

SAFETY AND SECURITY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Dunwoody has established a workplace safety program. The Safety Committee has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Dunwoody provides employees who are required to wear safety glasses a \$50.00 benefit allowance per calendar year towards the purchase of safety glasses.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Director of Facilities. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their manager. An injury incident form must be completed and forwarded to Human Resources. The form may be found on staff.dunwoody.edu. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

IF FIRST AID IS NEEDED, CONTACT DUNWOODY PUBLIC SAFETY AT x3328

Visitors

To provide for the safety and security of employees and the facilities at Dunwoody, only authorized visitors are allowed in the workplace. If an unauthorized individual is observed on Dunwoody's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to a Public Safety officer or the front desk.

All visitors should park in the Guest Parking area and then enter Dunwoody at the main reception area to obtain a visitor badge. Authorized visitors will be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

Use of Equipment and Vehicles

When using Dunwoody property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must promptly notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. The supervisor can answer any questions about an employee's

responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination.

Employees who use company vehicles must submit to periodic driving record background checks.