



SAFETY PROGRAM

SAFETY MISSION STATEMENT, PROGRAM & GUIDELINES

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

VISION: To provide a safe work environment for our employees, customers and the general public.

MISSION: To enable employees to prevent workplace injury or illness by recognizing then correcting known and potential hazards.

Work-related injuries and illnesses are preventable by establishing and compliance with safe work procedures. The prevention of bodily injury and safeguarding of health are the first considerations in all workplace activities and are the responsibility of every employee at every level.

PROGRAM: Our safety program requirements focus on improving employee safety through specific topic awareness education, removing hazards from our work environment, and structuring processes so they ensure worker protection. Every (full- and part-time, temporary, state and contracted) employee working for the SC Budget and Control Board (BCB) has responsibility to adhere to applicable federal and state regulatory standards and BCB policies and guidelines.

Because we care about our employees and strive to provide a safe work place, we have put into place a number of written safety policies and programs describing the safe work procedures to be practiced in all workplace activities. Managers and supervisors are responsible to train and equip employees in appropriate safety procedures and enforcement. All employees are to know and follow these essential safety rules and work safely at all times on the job, and are encouraged to be similarly safe while off the job.



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GUIDELINES: The South Carolina Budget and Control Board safety program trains and imparts safety awareness to all employees through team concepts and identifies, corrects, and prevents hazards to provide a safe environment for our employees, customers and the general public. In order to do so, we must adhere to the following guidelines:

- 1.** Safety and health are shared responsibilities. Everyone from top management to supervisors to each and every worker must take ownership of their own safety and that of their co-workers.
- 2.** Maintaining a safe and healthful work environment is not just a good idea - it is a top priority and must be a part of every work process.
- 3.** It is everyone's job to proactively look for hazards and potential hazards then to correct them or report them in a timely manner.
- 4.** Where hazards cannot be completely eliminated, the priority for reducing exposure to hazards is through engineering, then administrative controls, and/or, as a final precaution, through the proper use of personal protective equipment. Hazard mitigation may involve all or any combination of these three control methods (engineering, administrative procedures, personal protective equipment).
- 5.** Every individual will be trained to perform work safely. Should an individual feel inadequately trained to perform a certain procedure, he or she will immediately discuss the problem with his or her supervisor.
- 6.** As a condition of employment, each employee must work consistently in a safe manner in conformance with the organization's policies, and with state and federal safety, health, and environmental laws and regulations.