Chapter 8

Activity 8-2 Improve Your Reading Skills

**Directions:** Read the passage below and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

COMMITMENT TO SAFETY

Safety is a part of every employee’s job responsibility. It is a major part of YOUR responsibility here at XYZ Company. Every employee should perform every job in a safe manner. Correct and safe procedures, tools, equipment, and protective devices should be used at all times. If you have any questions about these, please talk to your supervisor or the Human Resources Director. You must report any possible safety hazard or near-miss accident or injury to your supervisor, the Human Resources Director, or other member of the management team immediately. If you suffer an occupational injury or illness, no matter how minor, YOU MUST REPORT IT IMMEDIATELY to your supervisor or the Human Resources Director. Failure to report occupational injuries and illnesses, accidents, or near-miss incidents as they occur is grounds for disciplinary action, up to and including termination.

This section of the *Employee Handbook* is intended to provide guidelines on how the Company can and will fulfill our responsibilities for the protection of our employees and premises. It is not intended to be a substitute for common sense and an employee’s own diligence. Nor is it expected to replace sound safety policies and procedures, which are carefully monitored, enforced, reviewed, and corrected to establish the high standards for safety we strive to achieve. This section cannot possibly address every safety situation; however, it does endeavor toward continuous improvement and compliance with all applicable state, local, and federal safety laws and regulations.

We ask that you recognize safety hazards and remain alert while performing your duties here. It is only through a combined effort from you and XYZ Company that we will all remain safe, secure, and healthy.

Our safety belief is simple: “Continuous improvement of our Safety Program through training, awareness, motivation, and self-evaluation are key to achieving and maintaining an accident-free workplace.”

Reading Questions

1. Who is responsible for safety within the company?

<<Place Answer Here>>

2. If a safety hazard is found, to whom should it be reported?

<<Place Answer Here>>

3. Explain the safety belief of the Company.

<<Place Answer Here>>