

## Employee Responsibilities For Loss Prevention And Safety

In any organization, the basic responsibility for Loss Prevention and Safety must be assumed by Top Management, if it is to be fulfilled in an effective manner. All levels of Management and Supervision must firmly believe that they have an economic, legal and moral responsibility for Loss Prevention and Safety; to be committed to ensuring that all members of the organization are provided with safe and healthful workplaces.

Management commitment alone, however, will not automatically result in an effective Loss Prevention and Safety effort. Employee Responsibilities for Loss Prevention and Safety are not only for the benefit of the organization, but also for the benefit of the individual employee and his/her coworkers.

Basic Employee Responsibilities for Loss Prevention and Safety include:

- Perform all work as safely as possible.
- Be familiar with, and follow all Loss Prevention and Safety procedures, regulations, and rules.
- Report all unsafe acts and unsafe conditions immediately to Management.
- Report all accidents and injuries immediately to Management.
- Participate actively in Loss Prevention and Safety training.
- Suggest methods for control of actual and potential workplace hazards.
- Inspect all equipment, machines, and tools prior to using, to be sure that they are safe.
- Utilize proper personal protective equipment where required.
- Keep all equipment and machine guards in place while machines are in operation.
- Operate only the equipment, and machines that he/she has been trained and authorized to operate.
- Ask that Management clarify all workplace procedures, regulations, and rules which are not understood.

Employee commitment to these basic responsibilities will have a positive effect on eliminating, reducing, and controlling workplace hazards, accidents, and injuries.

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The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.

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