

TO: All Department of Social Services' Employees

FROM: Jeanne M. Anderson
Director of Human Resources

DATE: July 16, 2010

RE: Health and Safety Policy

At the Department of Social Services the health and safety of our employees are of paramount importance. We are committed to providing a healthy and hazard-free work environment for our valued employees.

While all employees share in the responsibility to promote worker safety, managers shall oversee the administration of safety practices in their organizational units. Safety management is an important part of every one's role as well, and it is each employee who carries the greatest responsibility for protecting his or her own health. This is consistent with the goals of the Department and the high level of concern for safety expressed in the collective bargaining process.

If you have any questions, please refer them to your Human Resources liaison.

Cc: Michael P. Starkowski, Commissioner
Claudette J. Beaulieu, Deputy Commissioner
Regional Administrators
Central Office Directors