

HEALTH & SAFETY

Job Injuries

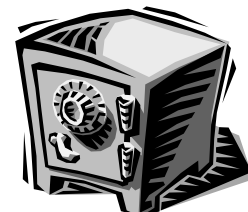
The Workplace Safety & Insurance Act requires that the Workplace Safety & Insurance Board be informed when an accident occurs that results in an employee being disabled from earning full wages or that necessitates health care. They are also informed in the event of an “industrial disease” (such as the pain caused by repetitive strain) that disables an employee.

Although an injury may not seem serious, future complications could arise; therefore, **all injuries are to be reported immediately to your manager**, and complete the Staff Injury/Illness Report.

If your Manager is not available, report any injury to the Manager, Administration/HR within 24 hours. You may be required to fill out a Worker Compensation accident report form.

Security

A secure environment requires everyone's conscientious participation. If you observe incidents occurring which you feel may not be appropriate (i.e. equipment being taken out of the building; someone in an area of the building where they should not be; someone looking through another person's desk or office, etc.) ask the person in question if you may help them. If you are unsure what to do, alert one of the management staff. This building is open to the public; therefore, appropriate care should be taken with personal items.



Protection of Property

Respect and protection of LAMP property and employee personal property is everyone's concern. If you find property missing or damaged, report it to your Manager immediately. Any large sums of money or other valuables should be kept in the safe located in the Administration area. Personal belongings such as purses and bicycles should be kept locked. LAMP is not responsible for personal items lost or stolen in the building.