

# Hotel Safety & Health Commitment

## **1. Safety Policy**

It is the policy of the property to provide our employees with safety equipment, quality materials, establish work procedures and rules to create a safe place of employment. Every employee is expected to use the equipment and the material in a safe and acceptable manner, follow established procedure and use common sense rules of safety.

Our objective is to complete all work without injury and/or losses to personnel or equipment, and to eliminate or minimize all job hazards. Employees, supervisors, and management are expected to cooperate to achieve these objectives. Any violation of these rules or procedures can initiate appropriate disciplinary action.

Employees should report any unsafe conditions noted so that they can be corrected as soon as possible. Those who bring it to our attention of any unsafe conditions or participating in the unsafe activities are not entitled to discrimination.

## **2. Hotel's Commitment to Safety & Health**

### **A. The Housekeeping Policy:**

Neat and clean work areas are the basics of good housekeeping. Good housekeeping is an integral part of a successful and effective safety program. Clean and well-organized areas will enhance employee job performance. Each employee is responsible for keeping their work areas neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.

### **B. Responsibility for Safety and Healthy:**

All employees of the hotel are responsible for working safely and maintaining a safe and healthy work environment.

#### **I. Program Administrator Responsibility:**

The program administrator is responsible for the overall implementation and maintenance of the program. The duties include but not limited to:

- a. Ensuring that our managers and supervisors are trained in workplace safety. They must be familiar with work hazards to which employees under their direction may be exposed, as well as company safety rules and policies and applicable laws and regulations.
- b. Ensuring our employees are trained in conjunction with the current industry guideline and hotel policy.
- c. Evaluating and inspecting workplace hazards on a continuing basis.
- d. Ensuring reported hazards are corrected in a timely manner.

#### **II. Managers and Supervisor Responsibility:**

Managers and supervisors are responsible for the enforcement of the program include but are not limited to:

- a. Ensuring employees are trained in workplace safety and are familiar with the safety and hazards to which employees under their direction are exposed.
- b. Being made aware of company safety rules and policies and applicable laws and regulations.
- c. Inspecting and evaluating workplace hazards on a continuing basis.
- d. Ensuring workplace hazards are abated in a timely fashion.
- e. When discovered, stop any unsafe work act and notify the proper Manager or Program Administrator.
- f. The Executive Housekeeper is responsible for the training of the Housekeeping Staff in workplace safety. In case of an emergency, the Executive Housekeeper can be a page on the number.
- g. The building maintenance manager is responsible for equipment and guest safety. In case of an emergency, the Front Office Manager can be paged on the number.
- h. The Front Office Manager is responsible for training of the Front Office Staff in workplace safety. In case of an emergency, the Front Office Manager can be paged.

### **III. Employee Responsibilities**

The safety of the hotel's employees and guests is of great importance. The hotel and all of its employees must endeavor to safeguard operations and to maintain safe working conditions. Your supervisor devotes thoughtful attention toward maintaining safe work areas and providing instructions and guidance in the safe performance of your job.

As part of the guideline, specific safety rules have been established for your protection. Some of the responsibilities include but are not limited to:

- a. Immediately report any injury or accident, however slight, to the supervisor, who will assure that you received proper treatment.
- b. Whether the hotel is a non-smoking hotel (optional).
- c. Equipment shall be operated, modified, adjusted, or repaired only by persons so authorized by the responsible supervisor.
- d. Any safety equipment required in the performance of your job duties must be utilized as instructed.
- e. Fire extinguishers are located in specific areas of the property. All employees should familiarize themselves with the location and use of fire extinguishers.
- f. Fire drills may be scheduled periodically to assure that all employees are aware of their responsibilities in the event of an emergency.
- g. Besides, specific safety and emergency regulations are available in each department. It is your responsibility to be knowledgeable of these procedures and to follow them at all times.
- h. Ensuring they have been trained in workplace safety and are familiar with the safety and health hazards to which they may be exposed.

- i. Recognizing workplace hazards continually.
- j. Reporting discovered safety and health hazards to your supervisor or the Program Administrator immediately.
- k. Stop any unsafe act upon discovery and immediately notify supervisor or Program Administrator.