

## **A. SAFETY POLICY STATEMENT**

A safety policy statement has been established for the Department of General Services by its Secretary. It is included as page two of this Element A.

This document will be reviewed annually.

The safety policy statement is provided to new employees during orientation and communicated annually to all employees via e-mail. Copies of communication are maintained for the current fiscal year and previous two.



## MEMORANDUM

DATE: January 31, 2024

TO: DGS Employees

FROM:   
Reginald McNeil, II  
Secretary

RE: DGS Safety Policy Statement

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At DGS, our mission is to help government operate more efficiently, effectively, and **safely** – delivering exceptional value for all Pennsylvanians. We recognize that our most valuable asset is our employees, and we are committed to ensuring their safety and well-being. We strive to foster a positive safety attitude and behavior among our employees, contractors, and partners that creates a culture of safety that permeates every aspect of our work.

To achieve this goal, our employees must work safely each day. This is done by knowing and following established policies, safety procedures, rules, and work practices. We work diligently to identify and eliminate or control hazards, provide appropriate training and education, conduct regular inspections, investigate, and learn from incidents, and continuously improve our safety performance. We expect all employees to share our commitment to safety and to take personal responsibility for their own safety and the safety of those around them. We encourage employees to provide feedback and suggestions on how to improve our safety and health measures, as well as participate in various safety initiatives.

By working together, we can achieve our vision of a safe and healthy workplace for everyone. Safety is not just a priority, but a value that guides everything we do at DGS.