

RULES AND REGULATIONS – PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

SAFETY

It is Cape George's responsibility to provide a safe and healthy workplace free from recognized safety hazards. The Club provides safety training each month to its employees. It is the responsibility of each employee to be aware of workplace safety related to his/her job. Safety concerns or deficiencies must be reported to the General Manager.

- a. It is the responsibility of each employee to be fully aware of his/her role in case of fire.
- b. Fire Exit signs are posted and should be noted
- c. Know where fire extinguishers are located
- d. Training will be provided to all employees on the proper use of fire extinguishers
- e. Always be aware that your personal safety comes first

Smoking and Use of Tobacco. In keeping with the Club's intent to provide a safe and healthful work environment, smoking in the workplace and Club-owned buildings is prohibited, except in those locations that have been specifically designated as smoking areas. This policy applies equally to all employees, members, and visitors.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Katie Habegger, President

Joel Janetski, Secretary