

# Administrative Notice

AMS-08-04 1/11/08

## 2008 SAFETY AND OCCUPATIONAL HEALTH POLICY STATEMENT

The safety and occupational health of AMS employees continues to be the first consideration in carrying out our agency's mission. Safety must be a priority for all employees to help reduce or eliminate workplace injuries and occupational illnesses.

What does "safety" mean in AMS?

**S**ee safety as an important and essential part of daily operations.

**A**sk questions, if needed, to ensure that you know and understand safe operating procedures at your worksite.

**F**ollow instructions on how and when to wear personal protective equipment.

**E**nsure all unsafe and unhealthful work conditions are reported and ensure action is taken to immediately abate unsafe conditions.

**T**he responsible supervisor shall conduct safety inspections annually to verify all employees' work conditions are free from recognized hazards.

**Y**ield to any hazard that puts you or others in danger and immediately report the unsafe condition.

The key to keeping all employees safe is to learn to recognize workplace hazards and then to communicate with supervisors, program safety coordinators, and/or the AMS Safety and Health Program Manager. Together, we will work to ensure that everyone has a safe work environment.

Questions about AMS' safety program can be directed to Eileen L. Broomell, AMS Safety and Health Program Manager, at 202-720-4352 or [eileen.broomell@usda.gov](mailto:eileen.broomell@usda.gov). More information can be found in AMS Directive 4790, "Safety and Health Handbook," and on the AMS Safety and Occupational Health site at <http://agnis/sites/SS/default.aspx>.

I encourage each of you to become involved in your program's safety efforts to eliminate workplace injuries and illnesses in AMS.

/s/

Lloyd C. Day  
Administrator

**Distribution:** All AMS  
Employees

**Expiration Date:** 12/31/08

**Originating Office:** C&A