



CITY OF SPEARFISH

Employee Safety Manual Review Acknowledgement

The undersigned EMPLOYEE and Human Resource Director hereby acknowledge the employee has reviewed this Safety Manual, have had the opportunity to ask questions, and they comprehend the goals and directives of the Safety Program of the City of Spearfish. All employees have access to the Safety Manual through the City of Spearfish intranet as a resource for future review.

- It is also understood this manual is not the entire scope of the safety program. A safety program is considered an ongoing learning process and work in progress with a goal of protecting employees, the general public, and City of Spearfish from unnecessary risk factors, personal injury and liability exposure. Safety training is essential and a condition of employment with the City of Spearfish and is to include but is not limited to:
 - Additional training may be specific and unique in nature to an employee's job duties and specific to each department.
 - Learning by each employee through working with supervisors, and taking responsibility for self-directed learning by educating themselves through use of written directions and following manuals that are provided for the safe operation and handling of new tools, power equipment of all types, materials handled, and supplies purchased in performance of a wide variety of job duties, projects and assigned tasks that may or may not be covered in this manual. This may require each employee to acquire safety manuals and instructions, read and adopt specific practices that may be written on, attached to, or purchased with a variety of tools, equipment and supplies (i.e. paints, cleaning supplies, chemical materials etc.) encountered in the daily performance of duties. It being understood that each tool, chemical, piece of equipment etc. has its own safety guidelines and procedures for operation. Some self-learning may be needed to supplement training provided by supervisors. This may include cross-training between various departments to benefit the City of Spearfish and its employees.

Employee Signature: _____ **Date:** _____

Human Resource Signature: _____ **Date:** _____