



MUNICIPALITY OF GUAYNABO SAFETY MANAGEMENT POLICY STATEMENT

Safety is our top priority and every employee is essential to ensure that the workplace on the Municipality of Guaynabo is safe for you, our passengers, and all employees. The Municipality of Guaynabo implore all employees to speak up whenever they see an unsafe practice or situation. No employee will be disciplined or reprimanded for reporting unsafe situations. If you are interested in learning more about our safety management policy, read below or ask for the full document to the Chief Safety Officer.

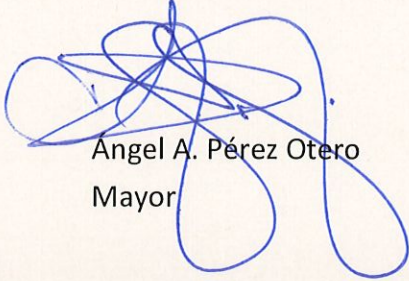
The document is also available online at our municipality portal: www.guaynabocity.gov.pr

Full Safety Management Policy

Safety is our top priority at Municipality of Guaynabo, and managing safety is a core value and business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and public. Municipality of Guaynabo is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees. This communication will specifically define the duties and responsibilities of each employee throughout the organization and all employees will receive appropriate information and SMS training.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the Chief Safety Officer reporting program, unless such disclosure indicates, an illegal act, gross negligence or a deliberate or willful disregard of regulations or procedures.
- Providing appropriate management involvement and the necessary resources to establish an effective reporting system that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.
- Identifying hazardous and unsafe work conditions and analyzing data from the employee reporting system. After thoroughly analyzing provided data, the Chief Safety Officer will work with departments to develop processes and procedures to mitigate safety risk to an acceptable level.

- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance targets through management processes that ensure appropriate safety management actions are taken and effective.



Angel A. Pérez Otero
Mayor