Dear Colleagues:

Along with the wellbeing of our clients and consumers, the health and safety of each and every employee is important to all of us. To that end, management, under my direction, has established a Safety Committee both to advance the health and safety of CRJ’s employees and to ensure the organization’s ability to safely and effectively fulfill its mission.

The main purpose of the committee is to prevent illnesses and injuries. To the greatest degree possible, the committee will make sure that work environments throughout CRJ’s various locations and program areas, including all physical facilities, equipment and vehicles, are used, controlled, and maintained in keeping with the highest safety standards.

CRJ will also organize and provide safety training programs for employees to ensure that we conduct our mission in a manner consistent with these safety objectives.

The Safety Committee has adopted to the following basic principles to guide its work:
- Develop, formulate, propose and disseminate policies, practices and procedures that promote a healthy and safe work environment;
- Where appropriate integrate and promote CRJ’s wellness and safety programs together;
- Consult with Human Resources and other resources on any proposed or actual changes in health and safety policies, practices and procedures proposed by the Committee;
- Advise management in the planning and implementation of occupational health and safety;
- Act as a problem-solving group to help with the identification and correction of unsafe practices;
- Focus on outcomes to advance the health and safety of all employees; and
- Promote Safety Awareness throughout the organization.

The committee is made up of employees who represent all departments and levels, including direct line staff. The committee members will serve as a resource for you to bring forward any safety concerns or workplace hazards that may arise in your location.

The committee members’ names and contact information are listed below.

You’ll receive further information on the Safety Committee, including updates on new policies, initiatives and programs, via a dedicated section on the internal staff site, labelled “Safety and Wellness” (crjustice.org), as well as through emails and announcements and postings through your manager.

Every employee is an equal partner in this safety process. I look forward to working with you in continuing to make CRJ a safer and healthier place for all.

Sincerely,

[Signature]
John J. Larivee
President and Chief Executive Officer