June 20, 2011

Dear Colleagues:

As Secretary, it is my responsibility to provide our staff, volunteers and visitors with a safe environment in which to work and experience the many educational opportunities afforded by our collections, ongoing research, exhibits and related public programs.

It is my intent to create and nurture a comprehensive, self-sustaining culture of employee safety and health performance in each museum, research institute and office. These practices will promote employee effectiveness, productivity and professional fulfillment in pursuing the Smithsonian mission while meeting the Institution’s Zero-Injury Goal.

The policies and best-practice tools to accomplish this goal are defined by the Smithsonian Directive 419 (SD 419) and are implemented through its companion document, The Smithsonian Institution Safety Manual. Together, these documents provide the overarching and guiding principles for execution of the Safety, Health and Environmental Program.

For this effort to be completely effective, managers and supervisors must understand their roles as active and visible leaders and encourage the engagement of all employees. Every individual must follow safe work practices continuously for their own well being and that of their co-workers, the visiting public, our collections, and property.

I am fully committed to enhance safety excellence through continual improvement of the Smithsonian Safety, Health and Environmental Management Program. I expect that my colleagues at all levels of every Smithsonian unit are also fully committed to efforts to improve safety in ways that will enable the Institution to meet our Zero Injury Goal.

Sincerely,

[signature]