

Amended July 2, 2013

SELECTMEN'S OFFICE

**TOWN OF WATERBORO
SAFETY & RETURN TO WORK POLICY**

SAFETY MISSION STATEMENT

In the interest of the safety of our employees, elected officials, and volunteers, and our desire to provide an accident-free work environment, the Town of Waterboro is committed to an aggressive Safety Program. In order to accomplish this goal, the following objectives will be met:

1. To provide and maintain a safe and healthful environment in all of its operations; and
2. To develop and stimulate a continued awareness and use of safe working practices by all levels of management and by each individual employee, elected official, and volunteer, as an integral part of every job.

By being aware of established safety rules and procedures and taking time to perform each task safely, injuries can be prevented. It is essential that anyone working in any capacity for the Town of Waterboro be accountable, not only for his/her own safety, but also for the well-being of his/her fellow workers. Cooperation in the observance of this policy will provide safe working conditions and accident-free performance to the mutual advantage of everyone concerned.

SAFETY COMMITTEE

Membership:

The Town of Waterboro Safety Committee shall be comprised of the following individuals who are employed or involved in positions that either represent the greatest possible risk/safety factors, or are persons who are responsible in some manner for the functioning of municipal functions such as reporting, recording, designing, or implementing municipal operations in general:

*Fire Chief	*Health Officer	*Town Clerk
*Road Commissioner	*Selectmen's Assistant	*Custodian
*Transfer Station/Stump Dump Attendant	*EMA Director	*Librarian
	*Director of Parks & Recreation	

Role in the Municipality:

The Safety Committee shall meet quarterly, more often if necessary to address urgent issues, with the minutes of each meeting recorded and filed with the Town Clerk. The Committee develops plans and programs to address loss exposures by tracking and analyzing:

1. Actual losses: Investigate work site accidents/claims to determine cause and recommend action.

2. Inherent Exposures: Review of workplace safety and recommend safe working procedures.
3. Physical Site Hazards: Manage regular safety audits and safety meetings for all municipal representatives, and develop and maintain a comprehensive training and tracking system for all safety issue and incidents.

The Safety plans and program, once developed, are implemented by department managers. Training will be a cooperative effort of the Town Administrator, Safety Committee, and Maine Employers Mutual, the municipality's workmen's compensation carrier.

RETURN TO WORK PROGRAM

In the event that an employee suffers an on-the-job injury or illness, the Board of Selectmen will require the employee to be examined within ten days of the incident by the Town of Waterboro's physician of choice. The visit and subsequent treatment, if need is documented by the physician, will be covered by the Town's Workmen's Compensation Policy. Employees will be instructed that they may choose to see their own physician, but by varying from the approved process, costs incurred may not be covered by the Town and the Workmen's Compensation program.

A physician's written release shall contain: The diagnosis and extent of the work-related injury or illness; provide for any work restrictions that the employee must follow; state when the employee shall be able to continue work, and include any and all recommendations for follow-up.

In no instance shall an employee return to work, following a work related injury or illness, without a physician's written release and Board of Selectmen's approval.

This policy replaces the Safety Policy dated October 1, 1994, and shall remain in effect until amended or rescinded.

Signed the ____ day of _____, 1997
Waterboro Board of Selectmen:

Signed the ____ day of _____, 1997
Safety Committee:

