

SAFETY AND HEALTH POLICY MISSION

The Town of Westminster recognizes its employees as a most important asset. As such, the town's safety and health mission is to provide a safe and healthy workplace for all employees and dependents, when possible, as a priority both on and off the job. Westminster's safety and health programs recognize that the safe and healthy behavior of each employee is key to meeting this mission.

It is the responsibility of each employee to follow any safety procedures and to follow any ergonomic recommendations based upon an evaluation of his/her workspace and duties. If an employee is unsure of how to do a particular task safely, he or she should seek further instruction from his/her supervisor or manager. Each employee is also obligated to report all unsafe or unhealthy working conditions to his/her supervisor or manager. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of his or her duties including following ergonomic recommendations. Safe and healthy behaviors and attitudes, at work, are an expected part of each employee's job performance.

An employee who sustains a work-related injury or illness should report it immediately to his/her supervisor or to Human Resources. A "First Report of Injury" form will be completed by the employee and assisted by the Town Manager. It is The Town of Westminster's policy that if medical care is needed, except in the event of an emergency, the employee must see their own care provider for at least the first visit. This mission and policy statement will be reviewed at least annually by the Town Manager and be revised when necessary by the board of selectmen and or the Town Manager, to allow the Town of Westminster to meet the mutually beneficial goal of minimal workplace injuries and illnesses.

Adopted by the Selectboard on: October 13, 2009