

POLICY # A3-3.1

SAFETY POLICY ALL EMPLOYEES

The Town of Wayland is concerned about the safety and welfare of its employees, residents and general public. It is the policy of the Town of Wayland to provide and maintain safe buildings and facilities for its employees and patrons. A safe working environment, safe equipment, proper materials, safe work practices and continuing safety awareness at all levels is the Town's goal.

It is the responsibility of each employee to follow safe practices as part of all operations, and employees are expected to follow every precaution and safety rule to protect themselves and their fellow workers. It is essential that employees and supervisors be alert and report all potential hazards and accidents to supervisors, department heads, the Safety Coordinator (Assistant Town Administrator/Human Resources Director) or the Risk Management Committee. Unsafe working conditions shall be reported without fear of reprisal.

All employees, supervisors and department heads are responsible for cooperating and complying with the Town's Safety Manual and loss control programs. All employees are expected to adopt the concept that the safest way to perform a task is the most efficient and only acceptable way to complete the task.

Safety is every employee's responsibility. Only with the help of each employee can the Town maintain a safe environment for both employees and the citizens served.

Personnel Board Updated:

November 16, 2005