

Michael D. Borg
Town Manager



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North Attleborough, Massachusetts 02760
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Town of North Attleborough, Massachusetts

DATE: 01 JUL 22

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 003 – SAFETY PROGRAM

1. **Scope.** This policy applies to all departments of the Town of North Attleborough, Massachusetts and to the boards, committee, and commissions appointed by the Town Manager.
2. **Purpose.** It is the policy of the Town of North Attleborough to ensure a safe, healthy workplace for all employees and residents. Injury and illness from incidents are costly and preventable. As a Town, we will implement an effective accident and illness prevention program that involves all employees. We will comply with all local, state, and federal standards, safety and health regulations. Because the Town of North Attleborough strives to provide the best possible service to the public, safety and security must be a part of this delivery. Safety is paramount in everything that we do, in every task we undertake. We will provide a safe and healthy workplace.
3. **Workplace Safety Policy.** The Town Wide Standard Operating Procedure, Chapter 6 Safety and Security shall govern safety operations in the Town of North Attleborough. Workplace safety is a critical component to the Town's overall safety program. Department Heads and employees alike have responsibilities in this effort. Department Heads will determine the appropriate and required safety requirements for their departments. At a minimum, these responsibilities include the following:
 - a. All employees have the responsibility to report an unsafe act or condition in the workplace. Notify your immediate supervisor of the safety violation or concern.
 - b. Any employee can call a stop to work to report an unsafe act or condition on the job site. Hazards will be brought to the attention of the immediate supervisor who will take actions to remove, mitigate, or eliminate the hazard.
 - c. Only appropriately trained and licensed equipment operators will operate equipment that requires a specific license.
 - d. Individuals whose task or jobs require Personal Protective Equipment (PPE) will properly wear the supplied PPE when required.
 - e. New employees will be briefed on all safety policies, procedures, regulations and receive all required training before being allowed on the job site. Department Heads will determine, implement, and track those requirements for all of their employees.
 - f. Safety Incidents will be reported through the chain of command using NA Form-006 Supervisor's Incident/Accident Investigation Report. Forms must be submitted to Department Heads and Human Resources within 24 hours of the incident.
 - g. Safety training will be conducted annually. Department Heads will determine the required training to be conducted. Once complete, a record of the training conducted and personnel in attendance will be maintained by the Department Head. A summary of the training conducted will be sent to the Town Manager. Training records are a legally discoverable item.

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- h. Any accidents or incidents that involve residents or other non-employees must be reported. In the event of such an accident, any on-scene Town employee witness will record, document, and report the immediately to the Town Manager. In the event there are no Town employee witnesses, the Department closest to the accident/incident will be responsible for reporting. Reports will be submitted on NA Form-007 Non-Employee Incident/ Accident Report Form.
4. **Workplace Emergency Preparedness.**
- a. Each facility will have posted the plans dealing with emergencies in the workplace. At a minimum, the following plans will be posted and available for review or reference in a known common place. Those plans will include:
- i. Fire and Building Evacuation
 - ii. Weather Emergencies
 - iii. Workplace violence
- b. Fire drills and building evacuation training will take place annually for each Town facility. The Town Manager's office will provide support and guidance for this training event.
5. **Management Responsibilities.** Management, at every level, is accountable for preventing workplace incidents, injuries, and accidents. Management will ensure that safety is priority on the job site and to support all safety program initiatives. Management will seek input from employees in order to achieve a safer, healthier workplace. Management will also ensure that employees are informed about workplace safety issues and hazards. Management will put into place, in writing, the appropriate safety plans for their departments and/or facilities. Management will regularly review the Town's safety programs.
6. **Supervisory Responsibilities.** Supervisors, at every level, are accountable for the supervision of work and the employment of safe work practices. Supervisors enforce the Town's/Department's safety rules and work to eliminate hazardous conditions on the job site. Supervisors lead the Town's safety effort by example.
7. **Employee Responsibilities.** All employees are expected and encouraged to participate in the safety and health programs of the Town/Department. Any employee can call a work halt in order to prevent an unsafe act or prevent an accident. Employees are required to report hazards and/or unsafe work conditions or practices to their supervisors immediately. Employees will wear all PPE required to safely perform their designated jobs/tasks.
8. Point of Contact for this policy is the undersigned at mborg@nattleboro.com or by telephone at (508) 699-0100.



MICHAEL D. BORG
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