



**Town of Proctor**

**Health and Safety Policy and Mission**

**Adopted: March 8, 2010**

**Effective: March 8, 2010**

### **1. Health and Safety Mission**

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

### **2. Promoting a Workplace Wellness Culture**

To help meet the goals of a safe and healthy workplace, the Town has established a Health & Safety Committee with bylaws and appointed a Wellness Coordinator.

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 department head. Each employee is also obligated to report all unhealthy or unsafe working conditions to his/her department head. It is the responsibility of each department head to monitor and assist employees in the safe performance of their duties including following ergonomic recommendations. Safe and healthy behaviors and attitudes, at work, are an expected part of each employee's job performance.

### **3. Injury Reporting**

An employee who sustains a work-related injury or illness should report it immediately to his/her department head. A "First Report of Injury" form must be completed by the department head and filed with the Vermont League of Cities and Towns. A copy of the form must be given to the employee and Town Administrator.

### **4. Periodic Review**

This mission and policy statement will be reviewed at least annually by the Town Health & Safety Committee and revised when necessary by the Selectboard, to allow the Town to meet the mutually beneficial goal of minimal workplace injuries and illnesses.

This policy shall become effective the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the Selectboard of the Town of Proctor, Vermont.

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Eric Anderson, Chair

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William Dritschilo

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Susan Feenick

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Lloyd Hughes

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Richard Norris