

Safety and Health Program

In February of 2008, the City made a new commitment to the safety efforts of the City Safety Team. A part-time citywide safety coordinator was hired to provide for the development of the city safety written programs, safety training, accident investigation and to help maintain the return to work program.

The city safety program follows the Occupational Safety and Health Administration's (OSHA) "Safety and Health Program Management Guidelines". The City follows the OSHA Standards as required by the Maine Bureau of Labor's Safety Division.

Management commits the necessary resources of staff, money, and time to ensure that all employees of the city are protected from injury and illness hazards. In addition, management visibly leads in the design, implementation, and continuous improvement of the city's safety and health activities. Specifically, the highest level management establishes and reviews annually the safety and health policy and ensures that all employees know, understand, and support that policy. All management levels, with input from staff and hourly employees, develop an annual safety and health goal with objectives and action plans to reach that goal.

At the end of each year all management levels, with input from hourly employees, evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal. This evaluation, which also includes an evaluation of the overall safety and health program, results in a written report that includes the next year's goal, objectives, and action plans, including any remaining action needed to accomplish the current year's goal. This is accomplished by the city safety team and by department safety teams.

Management ensures that all visitors to the city's facilities, including contract and temporary labor, co-op students, interns, vendors, and sales people, have knowledge of site hazards applicable to them and how to protect themselves against those hazards, including emergency alarms and procedures. Management also ensures that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled.

Management ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues include serving on our Safety Team, department committees and ad hoc problem solving groups, acting as safety observers, reporting potential hazards, assisting in training other employees, analyzing hazards inherent in their work area and how to protect against those hazards, and planning activities to heighten safety and health awareness.