

SAFETY POLICY

General Statement

The City of Lewiston recognizes that providing a workplace free from foreseeable hazards and the promotion of safe work practices for its employees is of paramount importance. When an employee is injured the City loses valuable services provided by the employee while the employee suffers pain, potential disability, and loss of income. Where there is property loss or loss from a liability exposure, the taxpayers of the City are put at risk. Through the collective efforts of all City employees, working safely and protecting the city's assets, the City of Lewiston, its employees, and its citizens benefit.

- A. No job is so important or urgent that employees cannot take time to perform it safely. Whenever in doubt, the safe course must be taken. By accepting employment by the City, the employee freely accepts and joins in the covenant to abide by generally accepted safety rules and regulations for their own good and that of the City.
- B. Departments may promulgate safety regulations to be followed by those persons working or operating under the jurisdiction of those departments. Such regulations and policies are incorporated herein by reference. Employees assigned to work at work sites outside their regularly assigned department will follow the safety procedures of the site at which they are working.
- C. As the City of Lewiston is responsible for the proper maintenance of all City property, it is vital that oversights and negligence in work practices be eliminated. All City employees must also contribute to the welfare of the City by being alert to deficiencies and conditions that may reasonably lead to injury or property loss and report such conditions to the responsible department.
- D. Every supervisor and manager is responsible for ensuring that each work location is free from recognized hazards and that each task or function is performed in compliance with applicable safety provisions. Supervisors and managers shall set the standard by leading "by example," following all applicable safety standards and supporting employee efforts to work safely at all times.

Supervisors and managers shall:

Provide safe work location facilities, machinery and equipment;

Educate City employees in safety standards, policies and accident reporting;

Provide training on the proper method to perform each job safely;

Provide proper orientation to new employees, with particular emphasis being given to the introduction to the City's and departmental safety policies and operating procedures;

Identify and correct unsafe work conditions and/or actions in a prompt manner;

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Investigate work related injuries or illnesses thoroughly and in a timely fashion;

Monitor employee actions and behavior in the workplace to ensure that no employee is endangering himself or herself, the safety of other employees or the public;

Provide fair and consistent application of safety rules and procedures by informing employees of said rules and by using corrective action to gain compliance, if necessary;

Make safety recommendations to facilitate or improve any existing work situation;

Ensure that employees follow all applicable policies concerning the prohibited use of drugs and alcohol while performing their job for the City;

Inform all employees of unsafe conditions that cannot be immediately corrected and take steps necessary to establish all precautions to prevent loss.

- E. Every employee has the responsibility to perform each task in a safe and efficient manner. To the extent this is accomplished, the employee is afforded maximum safety in the workplace and the City is provided with a workforce that is both efficient and responsible.

Each employee shall:

Conduct him/herself in a professional and courteous manner that ensures maximum safety to all persons;

Know and follow the proper and safe way to perform all of his/her job tasks;

Know how to use and properly maintain all required personal protective equipment;

Be knowledgeable of, and follow, all departmental safety rules, policies and procedures;

Report any unsafe working conditions or practices to their immediate supervisor or to another appropriate responsible supervisor;

Report all accidents or injuries to persons or property promptly to their supervisor or other responsible official. All City employees have this responsibility to notify a responsible City official of legitimate unsafe working conditions. There shall be no reprisal or retaliation against any employee for bringing such information forward. Frivolous reports by employees or retaliation by supervisors shall be dealt with in accordance with established disciplinary policy;

Make safety recommendations to facilitate or improve any existing work situation;

Wear clothing that is appropriate and suitable for the work environment and be of the type that would offer maximum protection from accidental injury or foreseeable hazards;

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Report to work free from the influence of drugs and alcohol which could cause or contribute to unsafe working conditions for the employee, co-workers or the public.

- F. In the event that voluntary compliance with this policy cannot be achieved and the situations involving violations of the policy, the following progressive discipline may be used as a guide, depending upon the infraction and the severity of the offense. Any disciplinary action taken should be in accordance with the City's personnel rules and regulations or appropriate collective bargaining agreements.
 - 1. Counseling session
 - 2. Oral warning
 - 3. Written warning
 - 4. Suspension
 - 5. Discharge

- G. Department managers and supervisors shall make periodic informal inspections of building facilities to ensure that the desired standards for housekeeping and safe employee conduct are maintained. On-the-spot correction of deficiencies shall be noted. Corrections requiring special unbudgeted funds or those that are beyond the control of the department manager shall be presented to the city administrator.

- H. The City shall develop and implement a standardized procedure of reporting injuries and property loss to facilitate the correction unsafe working conditions, where applicable. All departments shall use this standardized procedure.

All personal injuries must be reported on the prescribed form in the manner directed.

- I. Seatbelts shall be worn by all employees while operating or riding in City owned/leased vehicles. Employees using their personal vehicles during the performance of their duties on behalf of the City shall wear seatbelts.

SUMMARY NON-DISCRIMINATION POLICY STATEMENT

The City of Lewiston prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the individual person's race, national origin, color, creed, religion, sex, age, disability, veteran status or inability to speak English. Individuals requiring auxiliary aids, modifications, interpreter or translation services in order to access the City's facilities or to participate in programs, activities or services should contact the City's Anti-discrimination Compliance Coordinator: Michael Paradis, Telephone: 784-5753, Ext. 203; TDD/TTY: 784-5999, FAX 777-4621. Such requests should provide, when possible, a minimum of 72 hours advance notice. All such auxiliary aids shall be free of charge. **IN CASES WHERE THE COMPLIANCE COORDINATOR IS NOT AVAILABLE, ALL CONTACTS SHOULD BE DIRECTED TO THE CITY ADMINISTRATOR.**