




## HEALTH & SAFETY POLICY AND MISSION

The Town of Grafton recognizes its employees as a most important asset. As such, Grafton'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. Grafton's health and safety programs recognize that the health and safe behavior of each employee is key to meeting this mission.

To help meet the goals of a safe and healthy workplace, Grafton has established a Health & Safety Committee. 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 supervisor or manager. Each employee is also obligated to report all unhealthy or unsafe working conditions to his/her supervisor or manager. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of his or her duties including following ergonomic recommendations. Safe and healthy behaviors and attitudes, at work, are an expected part of each employee's job performance.

An employee who sustains a work-related injury or illness should report it immediately to his/her supervisor or to Human Resources. A "First Report of Injury" form will be completed by the Town Administrator and a copy given to the employee. This mission and policy statement will be reviewed at least annually by the Grafton's Health & Safety Committee and revised when necessary by the Select Board, to allow Grafton to meet the mutually beneficial goal of minimal workplace injuries and illnesses.

Approved by the Grafton Select Board at their meeting on 10/25/2010

  
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