



CITY OF NEWTON, MASSACHUSETTS

PERSONNEL POLICY  
AND PROCEDURE

POLICY NO: 601:1

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EFFECTIVE DATE:

**SUBJECT: SAFETY**

1. POLICY

It is the policy of the City of Newton to provide and maintain safe and healthful working conditions, follow operating practices that will safeguard all employees, and result in safe working conditions and efficient operation.

2. SCOPE

Safety is both a preventive and corrective function and it applies to all hourly and salaried employees of the City of Newton.

3. PURPOSE

To establish areas of responsibility for enforcing the Safety Policy, for safe working conditions, and safe work practices including wearing and/or using safety clothing and equipment.

4. PROCEDURES

4.1 All employees who are furnished safety equipment and/or clothing by the City will be required to wear such safety equipment at all times while doing the work for which the equipment is furnished. The safety shoes, gloves, aprons, helmets, hardhats, goggles, face shields, vests, ear muffs, etc., provided by the City are designed for the protection of all employees and must be used. There will be no exceptions.

4.2 Safety equipment furnished by the City, and damaged or worn out in use, will be replaced, provided the worn or damaged equipment is turned in when the new equipment is issued and provided there is no evidence of abuse.

5. RESPONSIBILITIES

5.1 Supervisors

5.1.1 It is the responsibility of all supervisors to assure the availability and utilization of appropriate protective clothing and equipment when performing any hazardous operation. It is the responsibility of all supervisors to:

- a. Take appropriate corrective action whenever he detects an infraction of good safety practices, unsafe behavior or failure to use safety clothing or equipment by employees.

- b. Investigate accidents and/or injuries and report to his department head so that appropriate corrective action may be taken.
- c. Assigned work sites should be investigated by the supervisor prior to the start of a project to ensure that the necessary safety equipment is at the site. In some instances such as emergencies this may not be possible, however, those are exceptions.

## 5.2 Safety Officer

- 5.2.1 Furnish technical assistance and guidance to management in the performance of their accident prevention responsibilities and perform periodic audits to insure compliance with this policy.
- 5.2.2 Investigate all injuries and property damage losses and determine the application of appropriate corrective action, evaluate accident and injury reports, review with Safety Committee and develop statistics showing trends or patterns.
- 5.2.3 Inspect work sites to eliminate physical hazards, taking appropriate corrective action whenever he/she detects an infraction of good safety practices. The Safety and Training Officer shall have the undisputed jurisdiction of safety of all work sites. The S/T Officer shall have both the obligation and responsibility to enforce all safety procedures, and bring to the attention of all supervisory personnel that the aforementioned shall be complied with; there shall be no deviation from the standard safety practices and procedures. The S/T Officer shall also notify the department head of any violation with regard to safety, and recommend the appropriate action to be taken. Of for some reason the appropriate action is not taken, the S/T Officer shall notify the Chief Administrative Officer to the Mayor for proper dispensation of the violation.
- 5.2.4 Implement safety training programs and workshops for both supervisory and non-supervisory personnel, including the Defensive Driving Course.
- 5.2.5 Coordinate and direct all safety efforts in the City.

6. ENFORCEMENT OF SAFETY POLICY AND PROCEDURE

6.1.1 It is the sole responsibility of each employee to wear or use safety clothing and equipment that has been provided for them by the City. Failure to comply with these regulations by any employee shall result in the following disciplinary actions:

First Offense: Verbal Warning

Employee is to punch his time card out and then get the safety clothing or equipment and return to work. Net loss of pay for time they are not at work.

Second Offense: Written Warning

Same as above

Third Offense: 1 Day Suspension

Fourth Offense: 3 Day Suspension

Fifth Offense: 5 Day Suspension

Termination of Employment

6.1.2 In the event any employee is aware of a violation of the Safety Policy and Procedures at any level, he or she should report this to the Safety Officer and the Department Head. If no action is taken within a reasonable length of time, the violation should be reported to the Chief Administrative Officer to the Mayor.