



# POLICY

# 2013-04

**TO: Selectboard**  
**FROM: Brian M. Palaia, Town Manager**  
**RE: Safety Policy 2013-04 (the 4<sup>th</sup> Policy of 2013)**  
**DATED: July 22, 2013**  
**EFFECTIVE DATE: Immediately**

## Safety Policy

The Town of Milton recognizes its Employees as one of its most important assets. As such, Management has set a goal of providing a safe and healthful workplace for all Employees. The Town's Safety Program recognizes that the safe work behavior of each Employee is a key to meeting this goal. Our ultimate goal is to achieve an accident free work environment to our Employees.

To help meet these goals, the Town will provide safety training to all Employees based on the particular potential hazards of their job duties. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

In order to ensure safe practices, employees shall read, periodically review and adhere to the **Town of Milton Health and Safety Manual** and the **Work-Related Incident/Accident Procedures**. It is the responsibility of each Employee to follow all safe work rules and procedures. If an Employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their Supervisor. Each Employee is also obligated to report all unsafe working conditions to their Supervisor or the Town Manager. It is the responsibility of each Supervisor to monitor and assist Employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each Employee's job performance.

The Milton Selectboard, acting in regular session on **July 22, 2013** voted in the favor of **Safety Policy**, as outlined herein as **Policy 2013-04**, hereby rescinding all previous versions. Further that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.

Dated at Milton, Vermont this 22 day of July, 2013  
**MILTON SELECTBOARD**

\_\_\_\_\_  
 Darren Adams, Chairperson

\_\_\_\_\_  
 John Gifford, Vice-Chairperson

\_\_\_\_\_  
 Pam McKenna, Clerk

\_\_\_\_\_  
 Louis H. Mossey III

\_\_\_\_\_  
 John Bartlett

Filed with the Milton Town Clerk's Office this 23 day of July, 2013

Attest: \_\_\_\_\_ Milton Assistant Town Clerk