



Town of Easton

TOWN HALL - 225 CENTER ROAD, P.O. BOX 61
EASTON, CONNECTICUT 06612

TELEPHONE (203) 268-6291
FAX (203) 268-4928

Town of Easton Workplace Safety Plan

Mission Statement

Safety matters. The Town of Easton desires a safe workplace for all Easton employees. The Town, its volunteers, and its employees will work together to create a safe workplace, to develop safety policies, to provide safety training, and to make safety awareness part of the daily work responsibility.

Job Descriptions

All job descriptions will be updated to make workplace safety a responsibility of each position. Until job descriptions are formally updated, it is understood that all employees of Easton will follow safety procedures and act to make the workplace safe. Supervisors and department heads will, in addition, respond to employee safety concerns, investigate all accidents, and make and keep appropriate records.

Safety Record Reporting

All department heads and related boards and commissions will receive CIRMA's annual stewardship report.

Department specific safety records will be reported in the Town's annual report and elsewhere, as appropriate.

Health and Safety Committee

The First Selectman will be a member of the Health and Safety Committee.

Safety Audit

Easton will engage CT OSHA to perform a safety audit. The resulting requirements and recommendations will be incorporated into this health and safety plan, as appropriate.

Training and Education

Safety training and education opportunities will be made available to employees. Department heads and supervisors will provide opportunity for ALL employees, as well as themselves, to regularly engage in health and safety training. Department heads will maintain records of sessions attended by employees and provide an annual report to the Health and Safety Committee and any other governing board or

commission. Relevant training shall also include sessions on workplace behavior (e.g. sexual harassment and workplace violence).

Discipline for Violations of Safety Protocol

Failure to follow safety protocol and the safety policies of the Town of Easton may subject the employee to disciplinary action.

Safety Walkthrough

As appropriate for each department as determined by the First Selectman, but no less than once a year, department heads will conduct a safety walkthrough. The First Selectman or designee may choose to attend. A brief description of any concerns will be provided to the Health and Safety Committee and any governing board or commission. Department heads shall maintain the same records of concerns.

Employee Evaluations

For all evaluated employees, safety will be part of that evaluation.

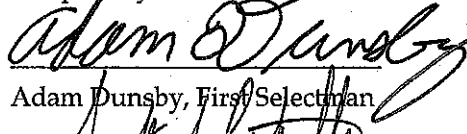
Employee Sign-off

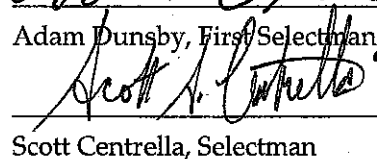
Employees will be provided, and be required to acknowledge that they have received, a copy of the accident reporting procedures.

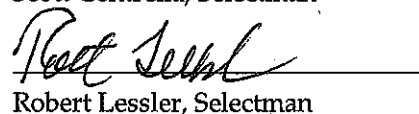
Incentive Award

The Board of Selectmen will present awards to employees and departments with excellent safety records.

Adopted by Easton Board of Selectmen – March 5, 2015


Adam Dunsby, First Selectman


Scott Centrella, Selectman


Robert Lessler, Selectman