

# **Safety Policy**

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Town of Bar Harbor

The Town of Bar Harbor is extremely conscious of the safety of our employees and the citizens of our community and of the importance of our physical assets. As an employer, we recognize the obligation to ensure the safest possible work place for our employees. As a governmental entity, we recognize our responsibility to protect the Town of Bar Harbor's physical assets from damage or loss and to provide a safe environment for the public we serve. Our ultimate goal is to achieve an accident free, loss free environment for our employees and the public.

To help meet these goals, the Town of Bar Harbor has allocated resources to administer an aggressive loss control program. Some of the program components include an employee safety team, written safety guidelines, employee training, safety inspections and additional administrative controls.

The overall program is the responsibility of the Town Manager. Administrative responsibility is assigned to the Safety Coordinator, Stanley Harmon, Finance Director. The Safety Coordinator, however, is not responsible for departmental safety, which is the responsibility of the department heads and supervisors. It is expected that department heads will complement the efforts of the Safety Coordinator to reduce losses and provide for the safety of employees and the public. These loss control responsibilities are continuous and more important than any other operational consideration.

It is the responsibility of each employee to follow all safety work rules and guidelines and to cooperate with and support loss control program activities and objectives. Each employee is expected to report any unsafe conditions and to ask for instruction from a supervisor if they are unsure how to conduct a specific task safely. 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 every employee's job performance.

Loss control is every employee's responsibility. This policy will be reviewed annually by the Safety Team to allow the Town of Bar Harbor to meet the mutually beneficial goal of maintaining a safe, loss free environment for both our employees and the citizens we serve.

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#### LEGISLATIVE HISTORY

05-17-13 New policy proposed by Manager  
05-21-13 Formal policy adopted by Council