



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 FAX (978) 928-3392

WORKPLACE SAFETY

I. GENERAL POLICY

Hubbardston shall endeavor to provide and maintain safe working conditions. As appropriate, employees shall be provided with necessary safety equipment, including vehicle seat belts. Employees shall be required to wear and use safety equipment at all times while undertaking the work for which the equipment is furnished. There shall be no exceptions.

II. SAFETY BELTS

All municipal personnel are required to wear safety belts when operating or riding in municipally owned or leased vehicles or in other vehicles, including personal vehicles, while engaged in Town-related business. Town Management insists that all municipal employees comply with this policy, including the Police, Fire and School departments.

III. SMOKING PROHIBITION

Smoking is not allowed in any publicly owned or leased building or vehicle.

IV. CELL PHONE USE & TEXTING

Employees shall comply with all federal and state laws regarding the usage of cell phones, texting and other electronic and/or telecommunicating equipment while operating a vehicle.

V. RESPONSIBILITIES OF DEPARTMENT HEADS AND EMPLOYEES

A. Department heads and supervisors shall be responsible for safe working areas; recommend correction of deficiencies noted in work procedures, facilities, safety clothing or equipment, or conduct; ensure the availability and utilization of appropriate protective clothing and equipment; observe working conditions and field procedures to prevent possible safety hazards; and investigate and report all accidents promptly.

1. Each employee shall observe all safety rules, operating procedures, and safety practices; use personal protective equipment; report unsafe areas, conditions, or other safety problems; and report all accidents promptly to the appropriate supervisor.

VI. DISCIPLINARY ACTION

Employees violating safety rules, practices, and policies may be subject to disciplinary action, up to and including termination.