

# **POLICY ON HEALTH AND SAFETY**

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Boston Water and Sewer Commission

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## POLICY STATEMENT

The Boston Water and Sewer Commission (the "Commission") considers the occupational health and safety of its employees and the health and safety of the general public to be of paramount importance. The Commission is committed to assuring that its worksites and facilities are safe and that all its employees observe safe practices and are properly trained and equipped to safely perform their job duties. To achieve those objectives, the Commission is continuing to improve upon and implement its comprehensive Health and Safety Program (the "Program" or "Health and Safety Program"). The Program will continue to reflect the requirements of relevant laws and regulations, generally-accepted best practices, and the dictates of common sense.

## APPLICABILITY

This Policy applies to every employee of the Boston Water and Sewer Commission. Employees who supervise or and/or exercise control over Commission interns and co-operative students are responsible for providing them with a safe and healthy working environment and for ensuring that they perform their work duties in a safe manner. This Policy does not apply to vendors, or to contractors performing Commission construction projects, who are governed by applicable laws and their contractual safety and health provisions.

## PENALTIES

The failure of any employee to comply with this Policy and all Commission health and safety-related policies, rules and procedures may result in disciplinary action, up to and including termination.

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## THE COMMISSION'S HEALTH AND SAFETY PROGRAM

References have been made herein to the Commission's Health and Safety Program. The Commission maintains a broad and comprehensive Program which is comprised of all the rules, procedures, regulations, trainings, programs, policies, plans, communications and guidelines that the Commission undertakes to foster a safe and healthy work environment.

### HAZARDS

#### IMMINENT HAZARDS

The term "Imminent Hazard" means that dangers, conditions or practices exist which could reasonably be expected to cause death, serious physical harm, serious illness or an otherwise substantial endangerment to health, property or the environment immediately or before the imminence of such danger can be eliminated.

Upon identification of an imminent hazard, employees shall take immediate action. Any necessary emergency response should be undertaken immediately (e.g., dialing 911 for police, fire or emergency medical services; extinguishing a fire; abating a fuel leak (if it is safe for employees to do so)). Employees should next contact their supervisor / manager. The Health and Safety Division and the Facilities Department should also be notified (the latter only if the hazard exists in or about any Commission buildings including those located at 980 Harrison Avenue and 180-220 Alford Street) and any appropriate remedial measures should be undertaken.

#### POTENTIAL HAZARDS

The term "Potential Hazard" is defined as a potential condition in the workplace which, either by itself or in combination with other conditions can result in unwanted effects such as injuries, property damage and other losses.

Employees should report potential hazards to their supervisor / manager who should address the situation and take prompt action to effectuate the abatement of the hazard and follow up as necessary. All employees have the option of contacting the Health and Safety Division as well. Employees will not be disciplined or discriminated against for reporting apparently unsafe work conditions or practices. Employee observation for workplace hazards shall be a constant and ongoing process and is necessary for the elimination of hazards before an accident or incident occurs.

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## COMPLIANCE WITH BWSC HEALTH AND SAFETY-RELATED POLICIES, PROCEDURES, PRACTICES AND PROTOCOLS

All employees must comply with all applicable Health and Safety-related laws, rules and procedures as described in the Employee Handbook and all Commission documents, policies, programs, training classes and manuals.

### RESPONSIBILITIES FOR HEALTH AND SAFETY

#### HEALTH AND SAFETY DIVISION

The Health and Safety Division has primary responsibility for the development, advancement, oversight, maintenance and implementation of the Commission's Health and Safety Program.

#### EMPLOYEES / SUPERVISORS AND MANAGERS / MANAGEMENT

In addition to the health and safety responsibilities of all employees described above, there are additional health and safety-related responsibilities delineated below for three broad categories: *employees; supervisors and managers; and management*. As responsibilities among them will inherently overlap, every Commission employee must utilize common sense and reasonableness in determining their individual responsibilities with respect to health and safety.

#### EMPLOYEE RESPONSIBILITIES

- DO NOT proceed with work if conditions are such and/or you believe that there is an immediate danger to life or limb. Report immediately any such decision and condition to supervisory personnel.
- Follow all laws, safe work practices and procedures including the proper use of all safety equipment (e.g., gas monitors) and personal protective equipment ("PPE") (e.g., safety boots; reflective safety vests; hard hats; protective eyewear).
- Properly care for and maintain all equipment and tools. Notify supervisor or manager of any faulty tools or equipment (e.g., broken ladders; damaged electrical cords).
- Comply with all job safety instructions. Request help when unsure how to perform any task safely.
- Help to identify and report unsafe conditions and work practices. When a hazard is noticed (e.g., loose material or liquid on stairs or walkways; a leak; a missing fire extinguisher; an unsafe excavation), an employee should report it to a supervisor or manager immediately.

- Attend all scheduled safety training sessions.
- Be aware of the locations of first aid kits, fire extinguishers and defibrillators in your general work area and utilize them as needed and/or dial 911 for Emergency Medical Care.

## **SUPERVISOR AND MANAGER RESPONSIBILITIES**

For the purposes of this Policy, the term "supervisor" shall be interpreted broadly and includes employees who have the authority to direct and control other employees.

- Initiate immediate corrective action whenever you become aware of a potentially dangerous work condition.
- Never require an employee to perform a task in an unsafe manner for the sake of expediency.
- Encourage employees to emphasize "Safety First" and help to create a working environment in which employees are encouraged to report any unsafe working conditions.
- Enforce all Commission policies, rules and procedures pertaining to health and safety. Initiate disciplinary action for non-compliance.
- Ensure that all Personal Protective Equipment specific to the job is available, in proper working condition and is used.
- Remove defective tools, machines and equipment from service and identify for repair.
- Do not require employees to use tools, machinery or equipment unless they are qualified to do so. Observe employee use thereof and offer assistance when helpful and/or necessary. Recommend employees for additional training if needed.
- Assist in the investigation, reporting and documentation of all incidents and accidents in a prompt and thorough manner consistent with standard operating procedures.
- Identify any needed safety equipment and notify management of such.
- Identify and report any health and safety deficiencies and work with other managers and the Health and Safety Division to properly address these deficiencies.

## **MANAGEMENT RESPONSIBILITIES**

- Promote, support and enforce health and safety initiatives.
- Ensure that health and safety roles and responsibilities are clearly defined for, and communicated to staff at all levels within divisions and departments.

- Incorporate health and safety considerations into all project plans.
- Budget appropriately for safety and health-related items and provide the necessary resources in order to enhance and advance the Commission's Health and Safety Program.

## **COMPLIANCE, COOPERATION AND TEAMWORK**

Safety is a part of everyone's job. Therefore, each employee of the Commission, regardless of length of service or position within the organization, shall comply with this Policy on Health and Safety (the "Policy") and all Commission safety rules, standards and procedures. Safety shall always take precedence over expediency as there is no job so important that employees cannot take the time to work safely.

Health and Safety will only be achieved through teamwork. It requires cooperation by and between all departments, managers, supervisors and employees. Only through such collective effort can an effective Health and Safety Program be preserved.

## **EFFECTIVE DATE OF POLICY**

This Policy on Health and Safety was approved and adopted at a meeting of the Board of Commissioners on January 29, 2016 and shall remain in effect until amended or rescinded by a vote of the Commissioners of the Boston Water and Sewer Commission.