

POLICY ON HEALTH AND SAFETY

Boston Water and Sewer Commission

Table of Contents

POLICY STATEMENT	1
APPLICABILITY	1
COMPLIANCE AND PENALTIES.....	1
HAZARDS.....	1
Imminent Hazards.....	1
Potential Hazards.....	2
RESPONSIBILITIES FOR HEALTH AND SAFETY	2
Safety and Training Department.....	2
Employees / Supervisors and Managers / Management.....	2
Employee Responsibilities.....	2
Supervisor and Manager Responsibilities.....	3
Management Responsibilities.....	3
EFFECTIVE DATE OF POLICY	4

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 ensuring 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"), which is comprised of all the rules, procedures, regulations, programs, policies, trainings, plans, communications, clinics and events that the Commission undertakes to foster a safe and healthy work environment. The Program will continue to reflect the requirements of generally-accepted best practices and relevant laws, including *Mass. Gen. L. c. 149, § 6 ½ (b)*, effective February 1, 2019, which mandates that "public employers provide public employees at least the level of protection provided under the Federal Occupational Safety and Health Act of 1970..." ("OSHA Act")

APPLICABILITY

This *Policy* applies to every employee of the Boston Water and Sewer Commission. Employees who supervise 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.

COMPLIANCE AND PENALTIES

Any employee who fails to comply with this *Policy* or any other health or safety-related rule or procedure will be subject to disciplinary action, up to and including termination.

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. Some examples of imminent hazards include fires, gas leaks, the presence of toxic substances and threats of serious physical harm. Upon identification of an imminent hazard, employees shall take immediate action. Any necessary emergency response should be undertaken immediately (e.g., dialing 911 or extinguishing a fire) and, as soon as possible, employees should attempt to contact their supervisor. The Safety and Training and Facilities Departments should also be contacted as soon as possible.

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 who should take prompt action including contacting the Safety and Training and/or Facilities Departments to ensure that the hazard is abated. Employees will not be disciplined or discriminated against for reporting what they subjectively believe are 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.

RESPONSIBILITIES FOR HEALTH AND SAFETY

SAFETY AND TRAINING DEPARTMENT

The Safety and Training Department 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*. (Some responsibilities will overlap since all supervisors and managers are also employees.)

EMPLOYEE RESPONSIBILITIES

- DO NOT proceed with work if conditions are such that you believe 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).
- Attend all scheduled safety training sessions.
- Comply with all job safety instructions. Request help when unsure how to perform any task safely.
- Help to identify and report unsafe conditions or 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.

- Be aware of the locations of first aid kits, fire extinguishers and defibrillators in your general work area and utilize them as needed.
- When involved in any incident or accident, complete, sign and date the "*Employee Incident/Accident Report*" and submit it to your supervisor as soon as possible.

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 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 Safety and Training Department 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.

EFFECTIVE DATE OF POLICY

This Policy was approved and adopted at a meeting of the Board of Commissioners on January 29, 2016 and was revised and approved at a meeting of the Board of Commissioners on March 18, 2019. It shall remain in effect until amended or rescinded by a vote of the Commissioners of the Boston Water and Sewer Commission.