TOWN OF LISBON, MAINE

WORKPLACE SAFETY POLICY

Adopted: August 20, 2024

1. RETURN TO WORK POLICY

The Town of Lisbon is concerned about the health and well-being of its employees. We are committed to working with our employees and their healthcare providers to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities.

At any time, the Town of Lisbon may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duties within a reasonable timeframe, based on medical documentation and individual case reviews, subject to available work that will be beneficial to the employer. Work consistent with temporary work restrictions may be assigned to the employee for a reasonable period, as determined by medical documentation and case-by-case review, or until the employee is capable of returning to full duty, whichever occurs first. In the event that a modified duty assignment becomes available, the employee is expected to accept the assignment.

The employee is expected to be an active participant in this process by providing Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commits to following restrictions as outlined in the Practitioner's Reports or otherwise agreed upon.

Summary:

This policy recognizes the Family Medical Leave Act, the Town of Lisbon Personnel Policy, along with Standard Operating Procedures (SOPs) that the department may have. It is intended to work in conjunction with them. Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

NO TEMPORARY WORK ASSIGNMENT DESCRIBED OR COVERED UNDER THIS GUIDELINE IS INTENDED OR OFFERED AS A PERMANENT ASSIGNMENT.

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2. SLIP, TRIP, AND FALL PREVENTION POLICY

Slips, trips, and falls exact a substantial toll in terms of death, personal injury and suffering, workers' Compensation, loss in productivity, and liability. Loss of productivity is often an unfortunate side effect.

On average, workers who are injured as a result of a slip and fall accident spend more days away from work than those who are injured as a result of other causes. Slips can occur when floors or other working surfaces become slippery due to wet or oily processes, floor cleaning, leaks, or from materials and debris left in walkways.

Trips can occur due to uneven floor or working surfaces, protruding nails and boards, from stretched carpet or bunched floor mats intended to prevent slipping, from holes or depressions in working surfaces, and from step-risers on stairs that are not uniform in height.

Both slips and trips can result in falls. In addition, falls can occur when ladders are not maintained properly, and when stairways and elevated working surfaces are not designed properly.

According to OSHA, slips, trips and falls constitute the majority of general industry accidents and result in back injuries, strains and sprains, contusions, and fractures. Additionally, they cause 15 percent of all accidental deaths and are second only to motor vehicles as a cause of fatalities.

Hazard Control:

Engineering Controls are engineered into the job and are the most effective type of control. Examples of engineering controls include:

- Redesign of equipment
- Substitution of a material, equipment, or process
- Change of process to minimize slips, trips, and falls
- Use of barriers to isolate a hazard
- Use of barriers to isolate a person

Administrative Controls change the way people do their jobs. They are only effective when people do what they are supposed to do. Administrative controls include:

- Education and training
- Signage

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- Routine inspections of ladders, stairs, walking and working surfaces
- Maintenance
- Good housekeeping

Walking-Working Surface Inspection and Maintenance:

Managers and supervisors are committed to preventing accidental slips, trips and falls. We will make regular, frequent inspections of working and walking areas to identify environmental and equipment hazards which could cause slips, trips and falls. Special attention should be given to the walking working surfaces, housekeeping, lighting, vision, stairways and ladders. Immediate corrective action should be taken.

Reporting Hazards:
All employees are responsible to report any known hazard to their supervisor upon discovery. Supervisors and/or department heads will work with Town Management and the Safety Committee to ensure the hazard is made-safe.

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SLIP, TRIP, AND FALL PREVENTION CHECKLIST

Outdoor Walking Surfaces:

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
Are parking areas free of potholes, depressions or damaged/uneven surfacing?			
Are curbs in good condition with an even transition to sidewalk?			
Are wheel stops, curbs, crosswalks and speed bumps well-marked?			
Is slip-resistant paint used for all pavement markings?			
Are wheel stops situated to prevent vehicles from infringing upon walkways?			
Is there adequate lighting in parking areas and along walkways?			
Are sidewalks and walkways smooth and even (no raised edges >1/4")?			
Is the ground surface directly next to sidewalks relatively level and free from hidden drop-offs or holes?			
Are walkways free of cords, hoses, large grate openings or other tripping hazards?			
Are open, unpaved and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?			
Are downspouts and drains oriented to prevent discharge onto walkways?			
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?			
Are handrails present and in good condition on stairs and ramps?			
Are ramps constructed with slip-resistant materials or treated with traction strips?			
Notes:			

Indoor Walking Surfaces:

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
Are walkways free of low-lying objects, especially at blind corners?			
Are floor tiles in good condition with no broken or missing tiles?			
Are grouted floor tiles smooth and even with no lippage > 1/16"?			
Are doorway thresholds beveled and no more than 1/4" high?			
Is carpeting free of ripples, tears and humps?			
Are stair nosings in good condition?			
Do stair nosings have edge treatments or highlighting to increase visibility?			
Is lighting in stairwells adequate?			
Are steps in low-light areas, like auditoriums, illuminated at ground level?			
Are utility or drain covers in good condition and even with walkways?			
Are cords and hoses routed away from walkways?			
Are cord covers or tape used whenever cords are placed along walkways?			
Are good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?			
Are walkways free of liquids, oils or other contaminants that could create a slippery condition?			
Have detailed floor maintenance procedures been documented and communicated to employees?			
Have floor maintenance procedures and cleaners been examined to ensure their use doesn't create hazardous, low-traction walking surfaces?			
Are wet floor signs used appropriately and not placed so as to create a trip hazard?			
Are wet process work areas treated with traction strips, anti-slip coatings or mats designed for wet processes?			
Are entry mats adequate to prevent water and soil from being tracked inside?			
Are mats in good condition, able to clean shoes/boots and absorb water?			
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?			
Do mats have slip-resistant backings and lie flat with minimal buckling?			
Notes:			

Snow/Ice Management

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
If using a snow/ice management contractor, are detailed contracts in place?			
Does contract specify weather triggers and expectations during thaw/refreeze conditions?			
Are walkways and parking areas cleared before people arrive in the morning?			
Are walkways and entrances shoveled throughout the day during snowy conditions?			
Are ice control products applied to effectively manage slip hazards on walkways, especially on north sides of buildings?			
Is black ice controlled with ice melt, sand, oil absorbent compound and/or warning cones?			
Is snow piled so as to minimize thaw/refreeze problems?			
Notes:			

3. BACK INJURY PREVENTION AND SAFE LIFTING PROGRAM POLICY

The Town of Lisbon is committed to the prevention of back injuries and maintaining the safety and well-being of our employees. This policy is intended to identify back injury hazards, mitigate them to the fullest extent possible and train employees on proper lifting and materials handling techniques.

The Program Administrator has overall responsibility for the program. The Town of Lisbon's Program Administrator is the Human Resources Director.

The duties of the Program Administrator are as follows:

1. Conduct or arrange for hazard assessments. Identify affected employees/departments.
2. Review workers' compensation claims and OSHA 300 logs for back related loss trends.
3. Become familiar with the organization's Personal Protective Equipment (PPE) Program.
4. Identify need of Personal Protective Equipment (PPE).
5. Identify alternative materials handling equipment.
6. Conduct and/or organize training sessions.
7. Ensure training is documented and records kept.
8. Evaluate the written program and update as needed.

Training

The Program Administrator is responsible for ensuring that training is conducted. Training may be conducted by Program Administrator or designated Individuals such as department heads or supervisors.

Initial training at new employee orientation shall consist of:

1. An overview of the facility's Back Injury Prevention and Safe Lifting Program.
2. Proper lifting techniques.
3. An opportunity to ask questions.

Training shall also include the following:

1. Specific job related duties that involve lifting.
2. Proper lifting techniques to perform the assigned duties.
3. Any Personal Protective Equipment (PPE) that is available.
4. Alternative materials handling equipment that is available.
5. An opportunity to ask questions.

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The Program Administrator shall certify that the training has been accomplished. The certification will contain each employee's name, the signatures of the trainers, and the dates of the training. The certification will be available for inspections by employees or their authorized representatives.

Employees who experience back-related workers' compensation injuries shall receive re-training on proper lifting techniques and alternative materials handling equipment.

Management:

Management will make sure the written program is available, help update the program as needed and clearly communicate it to supervisors and employees.

Supervisors:

Training done will be documented by the Supervisor and kept on file. Copies will be given to the Program Administrator. Supervisors will also compete the Back Injury Prevention Program Self-Inspection Checklist on a monthly basis, and keep on file. Issues identified in the checklist will be addressed as soon as possible but no longer than 48 hours.

Records:

The Program Administrator is responsible for maintaining the training records of the Town. Training records will be filled out for each employee upon completion of training. These documents will be kept for at least 3 years and will include:

1. The date of the training session
2. The contents or summary of the training session
3. The names and qualifications of the person(s) conducting the training
4. The names and job titles of all persons attending the training session
5. Training records will be provided upon request to the employee or the employee's authorized representative

Supervisors and Management will:

1. Identify job duties that include heavy lifting
2. Instill general safety awareness as it relates to back safety
3. Identify and eliminate, when possible, job hazards

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4. Train new employees, whose job responsibilities include lifting, on proper lifting techniques within 30 days of hire. Periodically (at least annually) conduct refresher training. Training will be documented and kept on file
5. Provide an overview on back safety to all employees (even if their job duties normally do not include heavy lifting) to assist in protecting employees from spur-of-the-moment unsafe lifting
6. Ensure that all employees understand that if an item is too heavy, they should ask for help
7. Provide appropriate Personal Protective Equipment (PPE), as needed
8. Provide alternative materials handling equipment, as needed
9. Initiate appropriate disciplinary action when an employee fails to follow the safety requirements of the organization

Employees:

All employees will attend annual Back Injury Prevention and Safe Lifting training, use proper lifting techniques learned from the training, and follow the safety procedures and recommendations contained in the written program and discussed in training.

Employees are encouraged to report any hazardous conditions that could lead to injury and offer suggestions on how they can be addressed. Employees must use materials handling equipment when available, and ask for assistance when needed before lifting or moving heavy objects.

1. Comply with the Back Injury Prevention and Safe Lifting Program procedures
2. Ask for help in lifting or pushing heavy items
3. Report any accident or injury to the supervisor
4. Immediately report unsafe conditions, equipment, or observed practices to the supervisor
5. Use Personal Protective Equipment (PPE), as required
6. Use alternative materials handling equipment, as needed

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ANNUAL SAFETY TRAINING

ATTENDANCE SIGN IN SHEET *(Please make additional copies if needed)*

Subject: Back Injury Prevention & Safe Lifting Program Date:

Training Conducted By:

Member Entity:

Training Material: ☐ Safety Talk ☐ Video ☐ Handouts ☐ Demonstration ☐ Other

NAME AND TITLE: (PLEASE PRINT)	DEPARTMENT	SIGNATURE

Instructor/Trainer (please print):

Signature:

Department Head or Supervisor

(If different from Instructor/Trainer) Signature:

Program Administrators: Make and keep a copy for your records

Supervisors: Keep one copy for your records

4. ERGONOMICS PROGRAM POLICY

The Maine VDT Law:

Maine has had a VDT law since 1991. The law stipulates that every employer shall establish an education and training program for all VDT operators that operate a VDT for more than four hours daily. Those employers with fewer than five terminals in one location may provide the education and training program in writing only. Those with more than five operators in one location must provide the training both orally and in writing. MMA recommends that all operators receive training.

The program must include, at a minimum:

- Notification of the rights and duties created under the law and posting in a prominent location in the workplace
- An explanation/description of the proper use of VDT terminals
- Protective measures an operator may take to avoid symptoms that could result from extended or improper use of video display terminals
- Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods used to achieve and maintain this posture, including the use of adjustable workstation equipment

This education and training must be provided within the first month of employment and annually thereafter.

Ergonomics:

Ergonomics is “the” management tool for arriving at the best possible fit between employees and the work they perform. Ergonomic principles, effectively applied can give municipalities the competitive edge they need by:

- Maximizing efficiency
- Increasing productivity
- Enhancing product and service quality
- Reducing workplace injuries and Workers’ Compensation costs and
- Boosting and maintaining employee morale

Effective application of ergonomic principles will lead to a win-win situation for employers and employees alike.

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The Five Basic Steps to Make Ergonomics Work:

Step 1: Evaluate the Work

- A successful ergonomic program begins with evaluating the work and the workstation.
- Looking at your employee's work injury experience will help you decide whether you need to make changes.

Attached to this document you will find a VDT checklist to help you make a quick but thorough appraisal of all your VDT workstations.

Step 2: Consider Your Options

- Prior to making any decisions, explore your options for change.
- The most expensive fix is not necessarily the best. Look for low cost no cost alternatives.
- Conversely, a quick fix to a workstation or practice will not always work.
- Example of cost effective improvisation: In the case of a tall person at a workstation that is low, consider placing blocks of wood under the desk to raise it. Alternatively, if you have a shorter person for a desk that is too high, raise the chair to a higher level and obtain or improvise a footrest rather than purchasing a more costly adjustable workstation.

Adjustable equipment is convenient for workstations used by more than one employee, because the workstation can be modified instantly and easily to suit the needs of each. The disadvantage of adjustable equipment is it is often more expensive than non-adjustable. However, do not forget, adjustability alone will not suffice. It is the fit that counts, and the fit does not happen unless the equipment is actually adjusted. Keep in mind; you do not always need adjustable equipment to get a good fit. Simply reorganizing a workstation and using equipment you already have can result in many significant improvements.

Step 3: Develop a Plan to Address Assessments

To assist you in defining priorities, answer the following questions:

- Which are your highest volume workstations? Workstations used by employees who spend the most time keystroking should generally be given a high priority for modification.
- How long it will take to implement your changes?
- How do finances affect your options? Can simpler and less costly changes be made in the interim?

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• Are there changes you would like to try out on a temporary basis? If so, implement them sooner rather than later, so you will know as soon as possible what works and what does not work.
• Are there any quick fixes or inexpensive changes that could make a big difference? If so, get to these quickly.
• What are the cost/benefit ratios of the ergonomic improvements? There may be costs related to equipment purchases, training, and work time spent implementing improvement. These should be weighed against potential reductions associated with Workers' Compensation claims, lost work time and lost productivity. Improved efficiency can add value to your organization and increase productivity.
• Are any employees currently having symptoms that appear to be related to their use of a VDT? If so, modifying their work practices or workstations is your top priority.

Step 4: Training and Problem Reporting/Solving

• As per the Maine VDT law, Maine requires training within one month of employment and annually for all operators keyboarding for more than four hours in a day at a location where there are two or more terminals. This training can be done in-house, by a vendor, or online. There are many programs and options available.
• Additionally, it is imperative that you tell your employees how things are done in your organization – what equipment is used and what work practices are to be followed. This is information only you can provide. It should be emphasized during employee training.
• As for problem reporting, employees should be informed when, how and to whom to report problems. The goal being quick response to early warnings.
• Ergonomic injuries tend to be fixable and inexpensive at first, but expensive and difficult to alleviate later on. Problem reporting is based on the two following principles:
    1) You cannot fix a problem if you do not know about it.
    2) It is better to know too much than too little.
• Problem solving consists of:
    1) Assessing, adjusting, and maintaining workstations.
    2) Addressing improper/poor work practices.
    3) Dealing with potential ergonomic injuries.
• Whenever an employee reports symptoms that could be related to an ergonomic injury, it is in your best interest to get involved. Take a second look at the employee's workstation as soon as possible and determine if there is anything obvious in the workstation or employee work activity that may be causing the problem.
• If you cannot find an ergonomic solution that quickly alleviates the employee's symptoms, the best solution is to obtain a healthcare evaluation from a provider

who has expertise in treating workplace injuries and is familiar with your workplace.

- MMA Claims Adjuster or Nurse Case Managers are excellent resources for direction to appropriate providers.

Step 5: Implementing and Monitoring Your Progress

- The key is to have a plan in place and consistently follow it.
- Remember, employees often have much of the critical information necessary to identify problems and propose solutions. Include them in this process.
- Questions to consider as you evaluate your program's effectiveness include:

1) Are ergonomic injuries being reduced in number and/or severity?
2) Has the scheduling, pace, organization or work activity changed?
3) Have staffing levels changed?
4) Have any additional ergonomic problems been created by new job tasks, equipment, or even the program itself?
5) Is information freely exchanged between employees and their supervisors about updates or changes in the programs?
6) Is the problem reporting and problem solving procedure you put in place working?
7) Is additional training needed?

Following these five steps should see you well on your way to:

- Improving how work is done in your organization
- Developing solutions to the problems that arise
- Significantly impact your bottom line in a positive way
- Increase efficiency and productivity and
- Have everyone working smarter, not harder

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CRITERIA	*YES*	*NO*	*If No, how does the workstation differ from criteria and what controls if any are needed?*
13. The chair height is easily adjustable.			
14. The chair has an easily height and tilt adjustable backrest.			
15. The seat (pan) has an adjustable forward/backward glide.			
16. The backrest supports the inward curve of the operator's spine in the lumbar region.			
17. The seat is padded and has a waterfall front.			
18. You can easily place 2-3 fingers between the front edge of the seat and the back of the operator's calf.			
19. When comfortably seated, the operator's thighs are horizontal and lower legs are vertical.			
20. When comfortably seated, the operator's feet are flat on the floor or on a footrest.			
21. The chair is comfortable to the operator, and the operator is seated correctly in the chair.			
WORK SURFACE			
22. The operator knows how to properly adjust the chair or it's adjustment has been reviewed with the operator.			
23. There is sufficient space under the desk for knees, feet and thighs.			
24. Mouse is parallel to and on the same level as keyboard.			
25. The edge of the work surface in front of the keyboard is rounded or padded.			
26. The keyboard rests on an adjustable height work surface.			
27. There is adequate working space.			
28. Items on the desk/work surface that are frequently used should be within arms' reach.			
29. A Phone headset is in use.			

CRITERIA	YES	NO	If No, how does the workstation differ from criteria and what controls if any are needed?
ENVIRONMENT			
30. The lighting is not so bright as to cause discomfort or reflections.			
31. The lighting is not so dim as to cause the operator to strain to see.			
32. There is no light shining into the operator's eyes.			
33. Task lighting is available for operator use.			
34. The general environment is clean, with comfortable temperature and humidity and there is no excess noise.			
35. External windows have adjustable blinds or curtains to minimize glare.			
TRAINING AND WORK PRACTICE			
36. Adequate breaks away from the VDT are provided (minimum 15 minutes for every 2 hours of VDT use).			
37. Eye exam within last 2 years			
38. Minimum keystroke pressure is utilized by the operator.			
39. The operator has been trained in hazards associated with VDT use, how to avoid the hazards, proper use and adjustment, and how to obtain assistance.			

5. EMPLOYEE WORKPLACE SAFETY PLAN ACKNOWLEDGEMENT

I acknowledge that I have been informed of the Town of Lisbon's Workplace Safety Policy and have knowledge of where the written policy is maintained. I have been provided initial training and understand that my supervisor will conduct additional job-related training. I understand my responsibilities as they relate to Workplace Safety, and I accept this plan and procedures as working documents that I will support and follow in my daily work at the Town of Lisbon. I further understand that failure to follow these procedures or instructions from management may result in disciplinary action.

I have read and understand the following sections of this Policy:

1. Return to Work Policy
2. Slip, Trip, and Fall Prevention Policy
3. Back Injury Prevention and Safe Lifting Policy
4. Ergonomics Program Policy
5. Employee Workplace Safety Plan Acknowledgement

Town of Lisbon, Maine

Employee Name (print and sign)	Date
Supervisor's Name (print and sign)	Date

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REVIEW AND APPROVAL

The Town of Lisbon commits to ensuring a safe working environment for all employees. The Town Safety Committee, along with the Human Resources Director and Town Management will review all safety policies on an annual basis, or sooner if necessary. The Town Council of Lisbon has reviewed and approved this Safety Plan.

Workplace Safety Policy created:

8/16/24

Workplace Safety Policy adopted:

8/20/24

Lisbon Town Council

Harry Moore, Jr., *Chair*	Raymond Robishaw, *Vice Chair*
Mark Lunt	Jo-Jean Keller
Christine Cain	Fern Larochelle
Normand Albert	