

Developing a Safety and Health Program



A Toolkit For Municipal Officials

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Introduction

The purpose of this best practice is assist municipalities in developing and executing a Safety and Health Program. There are several ways to create an effective Safety and Health Program but they all have a similar thread; Top management support and involvement, management team and employee involvement and organizational operations that encourage safe behavior. There are several sources of assistance available for developing, executing and maintaining a successful Safety and Health Program.

After reading this document you should contact your **Maine Municipal Association** Loss Control Consultant with any questions; e-mail rmslosscontrol@memun.org or telephone at **1-800-590-5583 or 207-626-5583**.

The **Maine Department of Labor's SafetyWorks Division** also offers free assistance as well at the link below or telephone @ **207-623-7900 or toll-free 1-877-SAFE-345 (1-877-723-3345)** http://www.safetyworksmaine.com/consultations/consult_request.html

Federal **Occupational Safety and Health Administration** (OSHA) has a wide range resources for developing safety and health programs.

Refer to the following link for more guidance: <https://www.osha.gov/shpguidelines/>

10 Ways to Get Your Program Started

OSHA.gov website

If these recommended practices appear challenging, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions presented in the recommended practices.

1. **Establish safety and health as a core value.** Tell your employees that making sure they finish the day and go home safely is the way the municipality does business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick. Commit to safety and health as a municipal value by having it listed in your municipal safety mission statement. More information on the municipal safety mission statement can be found on page 5.
2. **Lead by example.** Ensure the entire management team practices safe behaviors and make safety part of everyone's daily conversations with employees.
3. **Implement a reporting system.** Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns, without fear of retaliation. Include an option for reporting hazards or concerns anonymously.
4. **Provide training.** Train employees on how to identify and control hazards in the workplace, as well as report injuries, illnesses, and near misses.
5. **Conduct inspections.** Inspect the workplace with employees and ask them to identify any activity, piece of equipment, or materials that concern them. Use checklists to help identify and document concerns.
6. **Collect hazard control ideas.** Ask employees for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions. Put a safety committee in place.
7. **Implement hazard controls.** Assign employees the task of choosing, implementing, and evaluating the solutions they come up with.

8. **Address emergencies.** Identify foreseeable emergency scenarios such as wind, flood, snow, or fire that can cause service interruption or catastrophic loss to municipal property and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.
9. **Seek input on workplace changes.** Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.
10. **Make improvements.** Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

Develop Key Programs, Policies, and Procedures.

All public entities are required by [Maine State Law Title 26](#) to identify and assess workplace exposures and implement safety and health policies and safe work procedures to protect employees from injury. The written policies and actual work practices will vary considerably from municipality to municipality so they must be specific to each municipalities' and department's actual exposures and control methods.

The Maine Department of Labor enforces occupational safety and health regulations in public sector workplaces, including: state, county and municipal workplaces; public schools, colleges and universities; and quasi-government agencies such as sewer and water districts. **Refer to the following link for more information:** https://www.maine.gov/labor/workplace_safety/publicsector.shtml

The Maine Department of Labor has developed Compliance Directives for basic municipal departments such as; Town Offices, Public Works, Waste Water, Water, Education, Law Enforcement, Fire and Rescue, Transfer Station, Library and Parks and Recreation to assist in developing required safety and health programs. There are also Compliance Directives for specific items such as safety training records, chemical hygiene officer requirements, emergency scene traffic control requirements, fire apparatus driver training requirements and others.

Refer to the link below to download these Compliance Directives:

https://www.maine.gov/labor/workplace_safety/compliancedirectives/index.shtml

Maine Municipal Association's Loss Control Department has developed several "Best Practices" to assist in you in creating a specific safety and health programs required by the Maine Department of Labor.

Refer to the following link for an updated list:

<https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Loss-Control-Best-Practices>

Examples include:

Personal Protective Equipment (PPE)
 Hazard Communication Program
 Bloodborne Pathogens

Fire Prevention Plan
 Emergency Response Plan
 Lockout - Tagout

The Maine Department of Labor has developed several OSHA compliant sample safety programs that can be modified to the specific details of your operations.

Refer to the link below for a full listing:

https://www.maine.gov/labor/workplace_safety/model_policies/index.shtml

Issue a Safety and Health Mission Statement.

One of the key elements that many employers fail to include in their workplace safety program, when it is first being developed is a Workplace Safety Mission Statement. This critical document will provide employees with a basic outline of the organization's safety program and goals. It informs all employees that management has set the safety and health of that organization's workers as one of its top priorities. The Workplace Safety Mission Statement should also clearly state the organization's desire to protect property from loss and the general public from injury. The mission statement provides a broad overview to achieving and maintaining an accident-free workplace and assigns responsibilities to all employees, supervisors, and managers to support and participate in the safety program.

Top Management commitment provides the motivating force and the resources for organizing, controlling and measuring results from all activities within an organization to ensure a positive safety culture. In an effective safety program, management regards worker safety and health and protection of property and the public as a fundamental value of the organization and applies its commitment to safety and health and property protection with as much vigor as to any other organizational purpose or goals.

Refer to the following link for MMA's Best Practice for developing a "Safety and Health Mission Statement;

<https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Loss-Control-Best-Practices>

Provide Safety and Operational Training.

All employees including supervisors and top management need to know about the workplace safety and health hazards to which they may be exposed, how to recognize the hazards, how to control their exposure and any other workplace rules that affect the operational safety of the workplace. The best way for them to gain this knowledge is through training and be a participant in safety procedures development procedure. Employees must have operational and safety training that is appropriate for their tasks.

Evacuation drills, classroom sessions, and hands-on practice are the best ways to learn. Be sure to keep a record of each employee trained by using the attached **Safety Meeting / Training Attendance Sheet – Appendix F**; information required: type of training and description, training date, trainer name and an outline or training materials used.

New employees or employees transferred from other departments are required to be provided with orientation training that covers your safety-and-health policy, workplace safety rules, hazards and locations and procedures for responding to emergencies. Employees must be trained to do their jobs safely before they begin any tasks so schedule accordingly. Employees must also be retrained whenever there are operational changes that create new workplace hazards, and trained periodically to maintain their skills.

There are several sources for free training; Maine Municipal Association's Loss Control Consultants, MMA's FirstNet online training, Maine Department of Labor's SafetyWorks Division, In-house trainers such as Fire-Rescue personnel and vendors of equipment and supplies. There are times when specialized training must be provided by certified trainers such as First Aid / CPR / AED, Confined Space Rescue, Emergency Response to Hazardous Chemicals, Emergency Vehicle Operations Course, and Structural Fire Fighting to name a few. For the specialized trainings the municipality may apply for a MMA's "**Ed MacDonald Safety Scholarship Grant Program**" to assist with deferring some of the cost of training. The scholarship can be used any time. Further information is available at MMA's web site link below:

<https://www.memun.org/Insurance-Services/Risk-Management-Services/Grants-Scholarships>

MMA has established an interactive web-based safety training program in cooperation with FirstNet Learning. This service includes web based training courses, training record management and several other features that allow the member to assign training courses and your own safety policies to review. These training courses and management features are provided at no cost to you as a value-added service. Please contact Risk Management Services if more information or a training session is needed. Email at rmslosscontrol@memun.org or call **1-800-590-5583** and ask for the Loss Control Technician or Loss Control Manager.

MMA has several "**Safety Shorts**" for smaller type trainings that consist on 1 or 2 pages of information or about 15 minutes of training time; you are able to download them from MMA's website: <https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Safety-Shorts>

MMA's Loss Control Department has several updated **OSHA required training presentations** and associated handouts that can be used by your in-house instructors. Please contact your assigned Loss Control Consultant directly or call the Loss Control Department Technician at **1-800-590-5583** to obtain copies. Presentations include Lockout, Hazard Communication, Emergency Preparedness, Blood Borne Pathogens, Video Terminal Display, Emergency Scene Traffic Control, Effective Safety Committees, Snow Plow Safety and many others.

MMA also has a computer based "**Driving Simulator**" complete with monitor, steering controls and foot pedals. This interactive training device is to improve a driver's overall awareness of hazards while driving. Depending on the number of employees needed to be trained, the driving simulator is set up at a central location by a Loss Control Consultant. After one or two weeks the Loss Control Consultant will pick up the simulator and provide you with a copy of the training records. To request this free service please send an e-mail to rmslosscontrol@memun.org

The Maine Department of Labor **SafetyWorks Division** also offers free on-site training for 10 or more employees, online training and at their Augusta Training Facility on most OSHA required trainings including OSHA 300 Log Recordkeeping and 15-Passenger Van training classes. SafetyWorks also provides OSHA 10- Hour and 30-Hour Courses for General Industry and Construction. Please use the following link to get more information on class schedules and contact information: <http://www.safetyworksmaine.com/training/index.html>

SafetyWorks also has several free training videos, DVDs, and CDs along with free publications to use for training. Refer to the following link for more details and available topics: <http://www.safetyworksmaine.com/videos-pubs/index.html>

The Federal **Occupational Safety and Health Administration** (OSHA) also has several downloadable free publications, presentations, and video clips to use for your training. Refer to the following link for more information: <https://www.osha.gov/training>

Other training resources:

National Safety Council of Northern New England <https://www.nscnne.org/>

American Red Cross <https://www.redcross.org/take-a-class>

Maine Local Roads Program with the Maine DOT: <https://www.maine.gov/mdot/events/#events2>

Maine Fire Service Institute: <https://mfsi.me.edu/>

Conduct Facility Safety Audits and Equipment Inspections.

Facility Safety Audits and Equipment Inspections are effective workplace tools to help identify physical and environmental hazards, unsafe employee work practices, inadequate exposure controls and equipment in need of repairs. Several OSHA standards require equipment, personal protective equipment and Life Code Safety items be inspected, tested and documented at intervals indicated in the Maine Department of Labor's "**Compliance Directives**"; refer to the following link for details;

https://www.maine.gov/labor/workplace_safety/compliancedirectives/index.shtml

The Maine Department of Labor also has **sample equipment inspection forms** available;

https://www.maine.gov/labor/workplace_safety/checklists/index.shtml

Equipment such as lifting chains, hydraulic jacks, jack stands, eyewash – drenching station, fire extinguishers, hoist, fire apparatus, mobile equipment such as dump trucks and loaders, respiratory protection equipment, ladders and others are required to be inspected and in some instances tested. All inspections and test are to be documented. If the Maine Department of Labor does not have a sample form please contact your assigned Loss Control Consultant and they may be able to provide a sample to you.

Safety Audits may be performed free of charge by outside organizations like MMA Loss Control Department or the Maine Department of Labor's SafetyWorks Division. Your local Fire Department may also be used to conduct National Fire Protection Association Life Code Safety audits.

SafetyWorks telephone number **1-877-723-3345** and website link for free consultations:

https://www.safetyworksmaine.gov/consultations/consult_request.html

The most beneficial safety audits will be performed by trained in-house employees who know the processes, equipment and available resources for needed corrections. This allows your employees to take personal ownership of maintaining a safe working environment. When employees have a stake in the safety and health program the overall safety culture will improve. Your MMA Loss Control Consultant can provide this training upon request by contacting him or her directly by calling **1-800-590-5583** or e-mailing a request to rmslosscontrol@memun.org

Facility and Operational Safety Audit should be site specific to address hazards particular to that site. The Maine Department of Labor has provided a sample "**Facility Safety and Health Audit form**" that is in Microsoft Word format that can be downloaded and modified; a sample of the form is attached to this document as **Appendix E**. Refer to the following link to download: https://www.maine.gov/labor/workplace_safety/checklists/index.shtml

For additional information see our "**Self-Inspection Program**" Best Practice posted on MMAs website at: <https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Loss-Control-Best-Practices>

Since safety equipment is a crucial component of providing a safety work environment, Maine Municipal Association has the “**Ed MacDonald Safety Enhancement Grant Program**” to aid members in purchasing safety equipment that will assist in providing employees a safe workplace. Items that receive grant awards are for the prevention of injuries. Items such as work zone safety equipment, ergonomic workstation equipment, firefighter turnout gear, stepladders, items used to prevent slip, trip and falls are just few of the items that get awarded two times each year in April and September. The grants reimburse two-thirds of the cost and awards range from \$200.00 up to \$2,000.00. There is a one page application and instructions that you may complete on-line. More information is available at: <https://www.memun.org/Insurance-Services/Risk-Management-Services/Grants-Scholarships>

Establish A Safety Committee.

One way to encourage employee participation in the workplace safety and health program is to create a Safety & Health Committee. The committee can assist in the sharing of the responsibilities of implementing and monitoring the safety and health program. Typical safety committee duties might include workplace self-inspections, incident investigations, developing safe work practices and written safety programs to meet regulatory requirements, and facilitate safety training. The Committee also can help promote other activities that encourage employees to support the organization’s safety and health program.

Safety Committees are typically made of representatives from all departments and consist of a good mix of management and hourly employees. In some instances specialized safety committees in Law Enforcement and Fire – Rescue may be needed to address their specific hazard exposures. The meetings are conducted monthly and meeting times are typically one to two hours in duration. The safety committee responsibilities may include; safety program development and training, incident investigations, facility safety audits, and other safety solution projects, new business and the completion of old business. It is important to post the minutes of the safety committee meetings so that all employees can see the ongoing effort being made to make safety a priority. The safety committee is very important in the development and execution of any Safety and Health Program. Please contact your Loss Control Consultant with additional questions or an “Effective Safety Committee” training session.

Refer to the following link for MMA’s Best Practice for developing an “Effective Safety Committee”;

<https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Loss-Control-Best-Practices>

Injury Management and Recordkeeping.

Important but overlooked components of an effective safety and health program are having an employee reporting system for injuries, first aid, and near-misses and a modified return to work program managed in conjunction with a 10-day healthcare provider and MMA Claim’s representative that knows your operations. **Refer to Title – 39-A Chapter 5 Section 206 Workers Compensation Act for guidance on the 10-day rule;** <https://legislature.maine.gov/statutes/39-A/title39-Asec206.html>

Reporting is an important part of being able to trace where or what might be causing employee injuries, illnesses or damage to the municipal assets so solutions can be implemented to reduce your exposures. The safety committee or management team can use this information to modify your existing safety and health program activities and goals during the annual review.

If you have more than ten employees in a one year period (January to December) including any type of volunteers such as firefighters, select board members, and any municipal sub-committees that are injured in direct relation to their municipal work then you will need to record their injuries and illnesses on an “OSHA 300 form” or the **OSHA Forms for Recording Work-Related Injuries and Illnesses**. Helpful directions and forms are available at the following link: <https://www.osha.gov/recordkeeping/index.html>

The **OSHA 300A**, Summary of Work-Related Injuries and Illnesses needs to be posted where employees can see it, no later than February 1 of each year through April 30th. Even if a department has zero recordable injuries or illnesses in a given year, you must still post a 300A form with zeros across the totals line.

OSHA Form 301 or a Maine Workers Compensation Board’s “**First Report of Injury**” must be completed within 7 calendar days after you receive information that a recordable injury or illness has occurred.

The **Maine Department of Labor** requires all employers regardless of size to report injuries that require overnight hospitalization, amputations, fractures and other serious injuries and loss of life, **Refer to Appendix A**; below is the contact information:

Maine Department of Labor: Phone: (207) 592-4501 or Email: accident.bls@maine.gov

The OSHA 300 log should be used as tool to identify exposures by the safety committee or management team but because not all injuries or illness such as near-misses, first aid and injuries that do not require first aid are recordable on the OSHA 300 form, they should be reported to MMA’s Claim Department as “FYI”s to assist your Loss Control Consultant with hazard exposure trending.

Please contact your Loss Control Consultant and they will provide a detailed analysis for a period of years’ injuries of all causes to assist in modifying your safety and health program.

To contact your Loss Control Consultant please contact them directly or call **1-800-590-5583** or send an e-mail request by e-mail; rmslosscontrol@memun.org

All organizations need to incorporate a reporting system for injuries, near-misses and equipment repairs. See **Appendix B** for guidance on developing an “Employee Injury / Near-Miss Reporting Policy”. The reporting of workplace injuries will assist in keeping employees from going to the emergency room or other medical providers without the knowledge of the member. Cost are typically higher and healthcare providers not affiliated with the organization may not know your operations or what is available for modified duty and place the employee “out of work”. Reporting the workplace injury or other incident as soon as possible to MMA will improve the management of the claim and prevent any financial penalties to the State of Maine Workers Compensation Board. MMA Claims Department has “HERO” (Helping Employees Return Occupationally) training program for management team and administrators members that discusses the importance of early reporting and claim management. **For assistance with 10-day providers in your area or the HERO training you may contact your Claim Adjuster, Nurse Case Manager or your Medical Technician at 1-800-590-5583.**

To set up a web account to report a workers compensation or property and causality claims please contact **Carol Weigelt – Web Publishing Technician** at cweigelt@memun.org or telephone at **1-800-590-5583**.

Conduct Incident Reviews

Incident Review - what is it?

The purpose of an “incident review” is to determine why that specific incident took place. Incidents may involve bodily injury, damage to property or cause interruption in your normal operations. There may also be “near miss” incidents and not cause any of the above.

After an incident occurs, it is important to determine **how** and why an incident took place. By fully investigating how and **why** an incident occurred, the root cause can be established and measures can be taken to prevent a similar incident from happening again.

A series of close calls means it is just a matter of time before someone is hurt and/or property gets damaged. These near misses presents an opportunity for an organization to examine the how and why's of what happened in order to prevent a more serious incident in the future. The purpose of Incident Review is to objectively identify and address the root cause to prevent the same situation from taking place again. All workplace incidents with in an employee or member of the public being injured to any degree should be reported to Maine Municipal Association.

Why should I take time and resources to do Incident Reviews and how does my organization benefit?

- A thorough incident review can prevent employees or members of the public on your premises from being seriously injured- or worse- killed.
- An incident review may be able to identify weaknesses in your operations to prevent your organization from being disrupted from a future incident causing injuries to employees, injuries or damage to members of the public or damage to your critical equipment.
- Will help can lower workers' compensation costs by reducing the frequency and severity of incidents at the workplace.
- It can be difficult to ask “what in our organizational structure contributed to systemic failures that caused this incident”, but the benefits noted above far outweigh the difficulties.

Why do I need to have a written Incident Review Program?

- Ensuring consistent implementation of all elements of the incident review program.
- Clearly defining expected outcomes, methods and individual behavior.
- Providing a basis for succession of the program through personnel changes.
- Providing a basis for training new employees.
- Providing documentation for regulatory agencies as well as to specify the program's elements and the logic behind the development process.
- Giving investigators the road map for implementing the program.
- What message is sent to employees when incident reviews are not conducted to determine root causes?

Elements of an Incident Review Program should include:

- Employee training on incident reporting, and procedures following an incident
- Incident review procedures.
- Investigator Training.
- Assigning responsibilities for incident reviews and follow-up.

- Identify who will be completing the review and their level of involvement. This should include supervisors, management staff, safety committee members, review team members, and employees knowledgeable with the work process.
- For major events identify an organization contact person for speaking with the media or contacting additional emergency services.
- Implementing a follow-up process to implement recommendations for controlling the risk/hazard exposure in the future. This should include review of information developed in the review and recommendations by employees, management, and the safety committee
- Management/supervisory notification procedures.
- How and which incidents will be investigated.
- Who is responsible for reviews?
- Who will complete the proper reports and forms?
- How investigator training will be performed. (Loss Control Consultant, FirstNet or Other Sources)
- *Periodic program review for effectiveness.* (Annual)
- How records will be maintained.
- How monitoring and follow up is to be accomplished.

Incident Investigation Resources:

- Sample Supervisors Incident Review Form - **Appendix D**
- Sample Incident Investigation and Reporting Policy - **Appendix B**
- FirstNet Online training link: <https://firstnetcampus.com/MMA2/entities/MMA/logon.htm>
- MMA's Loss Control Consultant requests for training: Phone 1-800-590-5583 or rmslosscontrol@memun.org
- MMA's Best Practice for developing a "**Supervisors Incident Review**";
<https://www.memun.org/Insurance-Services/Risk-Management-Services/Loss-Control/Loss-Control-Best-Practices>
- Maine Department of Labor's SafetyWorks Accident Investigation trainings:
https://www.maine.gov/tools/whatsnew/index.php?topic=Safetyworks_Classes&v=ListAll

Summary and Implementation

Maine Municipal Association's commitment to our members' safety and health efforts does not stop with this document. Please reach out to your assigned Loss Control Consultant for guidance on implementing or reviewing existing safety and health programs. Please remember to be patient with developing and implementing these areas of your safety and health program.

Recommended steps:

1. Review operations to determine what safety and health policies and programs are needed based off the Maine Department of Labor's Compliance Directives or contact your Loss Control Consultant who may have detailed knowledge of your operations. You may also consider contacting the Maine Department of Labor's SafetyWorks Division for a voluntary safety audit of your operations.
2. Contact your assigned Loss Control Consultant for incident trending and review previous OSHA 300 logs for incident trending as well.
3. Using the results from your operations survey and loss trending of incidents develop some measurable goals; examples could be developing safety policies and provide training to employees to be in compliance with the Maine DOL Compliance Directives or reducing ergonomic or slip, trip and fall type incidents.
4. Set up a Safety Committee of employees from all Departments. A good mix of management team and hourly employees; contact your assigned Loss Control Consultant to provide any needed training on "Effective Safety Committees". Meetings at first should be conducted at least monthly until the safety program is operational. Assign a Safety Committee Chair to moderate the meetings and set agendas and assign a scribe to document the meetings so minutes are available to all employees.
5. Develop a Safety and Health Mission Statement stating goals, resources commitment, responsibilities of management, hourly employee and safety committee, and top management's commitment to providing a safe workplace. Have a kick-off meeting and review with all employees and answer any questions they may have.
6. Provide needed training to employees based off the Maine DOL's Compliance Directives and document the training; use the above resources to provide training. DO NOT conduct it all at in one meeting because experience shows that when this is done employees retain less and tend not to focus on safety as long as if you were to do it over a period of months.
7. Set up training matrixes for each department to track the training efforts; contact your Loss Control Consultant for samples you can use to modify.
8. Assign an employee to manage your incidents for injured workers and property and equipment type damage. Responsibilities may include reporting incidents to MMA's Claims Department, recording OSHA 300 Log data, setting up medical appointments and managing employee work restrictions with managers within the return to work program.
9. Contact your Maine Municipal Association Claim Adjuster for assistance with getting in contact with a 10-day healthcare provider and setting up an online account for reporting to incidents.
10. Assign and provide "Supervisors' Incident Review" training to supervisors, managers, and employees to investigate and provide solutions for incidents to prevent re-occurrence. Contact your Loss Control Consultant or SafetyWorks training site to arrange training and guidance.
11. Using the Maine DOL Compliance Directives and Facility Audit form start performing monthly facility safety audits and equipment test inspections.
12. Have each department set up a process to organize and document inspections and audits. Provide resources for any deficiencies identified to be corrected and document what was corrected.

13. Put a process in place for employees to communicate to management safety concerns or equipment repairs needed.
14. Place a safety board in each department's break or central meeting area so the required State of Maine Labor poster may be put on, safety committee minutes and agendas are posted and any safety related communications can be displayed. **See Appendix G for list of required posters.**
15. Most of all take this process slow and steady and reach out to your assigned Loss Control Consultant for guidance.
16. These steps are not in any particular order and can be implemented based on your operational needs.

Some keys to making it all work:

- Safety policies/program must be consistent with HR/personnel policies.
- Involve employees at *all* levels.
- Include both positive recognition and corrective enforcement of negative behavior.
- Communicate successes and failures.
- Implement a program with written policies and practices specific to your entity. A policy "template" taken from others is a recipe for failure.
- Review, update, revise, and expand on a continuous basis.

This information is intended to assist you in your loss control efforts. "Best Practices" are developed from available current information but may not address every possible cause of loss. We do not assume responsibility for the elimination of all hazards that could possibly cause accidents or losses. Adherence to these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal laws.

Appendix A – Maine State Reporting Injuries Notice



Important Notice Public Sector Only



The Maine Department of Labor, Bureau of Labor Standards has jurisdiction (MRSA Title 26), and responsibility to investigate injuries and fatalities of public sector (county, municipal, or state) employees.

MRSA Title 26: LABOR AND INDUSTRY Chapter 1: GENERAL PROVISIONS Section 2: REPORT OF DEATH AND INJURIES

1. Reports of deaths. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 8 hours after the occurrence, report the death of any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the cause of the death and the place where the deceased person has been sent and supplying other information relative to the death that may be required by the director who may investigate the causes of the death and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the death reported. [2015, c. 138, §1 (AMD).]

2. Reports of serious physical injuries. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 24 hours after the occurrence, report all serious physical injuries requiring immediate hospitalization sustained by any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the extent and cause of the injury and the place where the injured person has been sent and supplying other information relative to the injury that may be required by the director who may investigate the causes of the injury and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the accident reported. [2015, c. 138, §1 (AMD).]

3. Serious physical injuries defined. "Serious physical injuries," as used in this section, means an incident that results in an amputation, loss or fracture of any body part or that necessitates immediate hospitalization or formal admission to the inpatient service of a hospital or clinic for care or treatment.

NOTE: Incidents should be reported as soon as possible so appropriate notification can be made.

Phone: (207) 592-4501
Email: accident.bls@maine.gov



Appendix B – Reporting Incidents Policy

Member Name

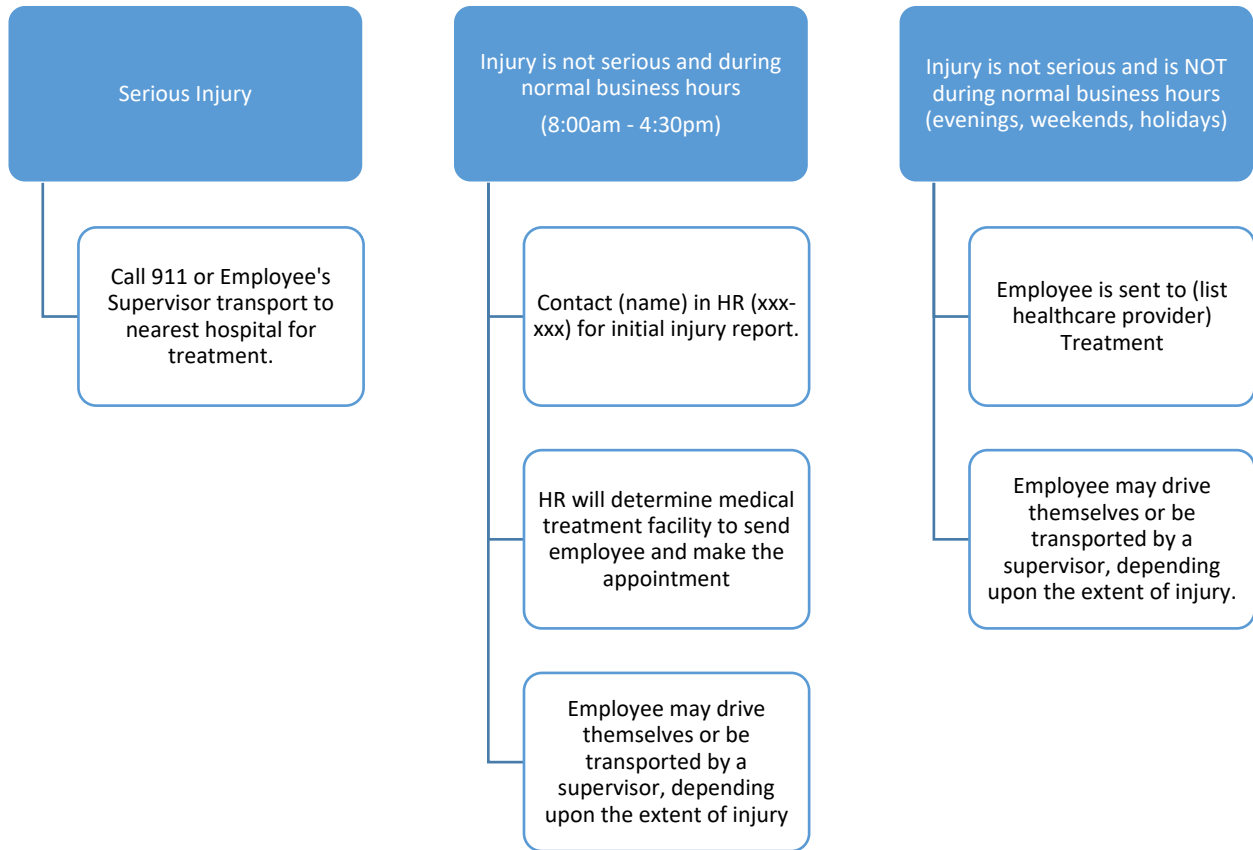
Occupational Accident, Injury & Near Miss Management

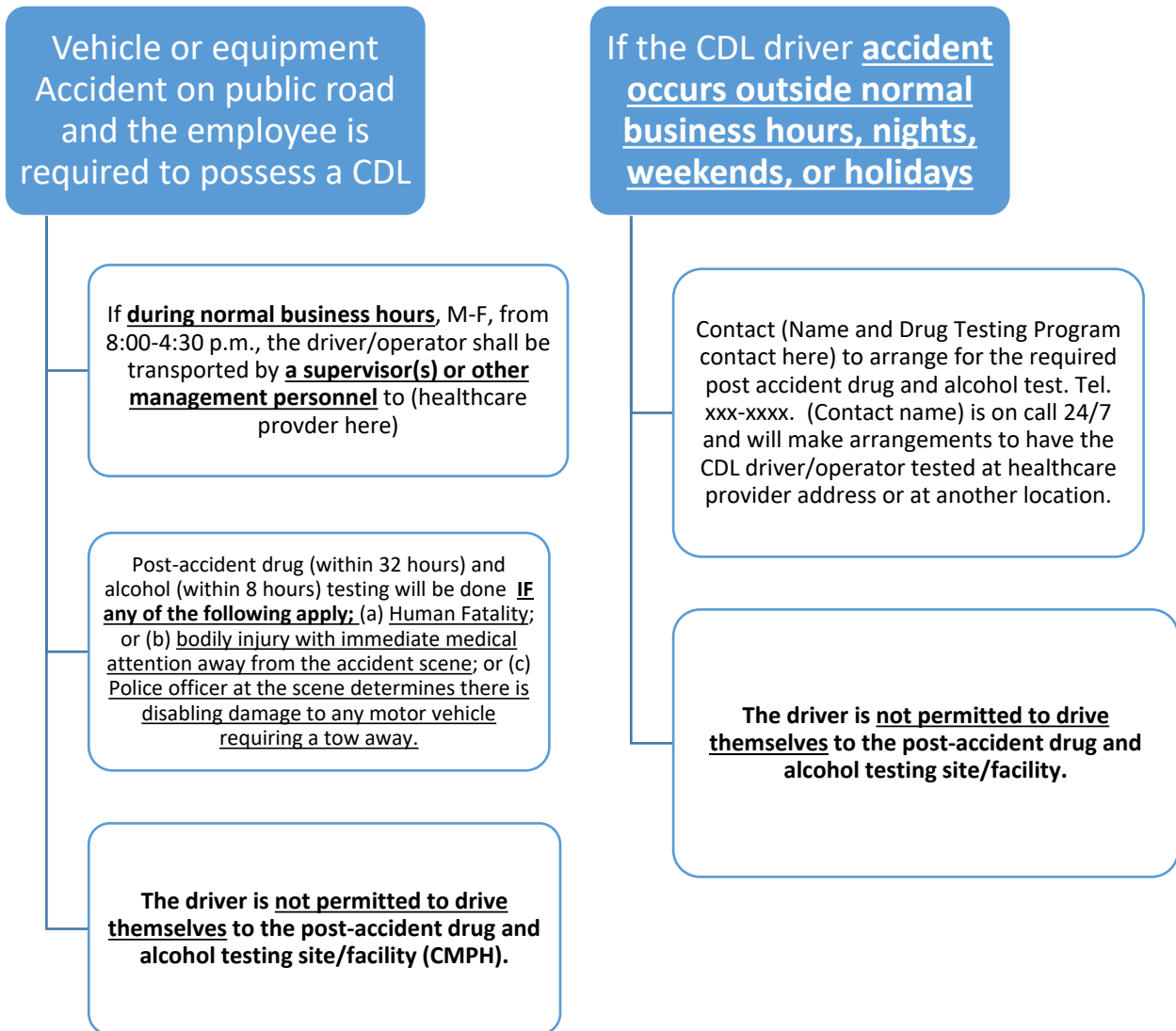
Emergency Care, Reporting, Post Accident Testing and Investigations

Procedural Steps

Employee Injury

IF an employee sustains an occupational accident or injury; immediately send injured employee for medical treatment or follow the below guidelines:





Follow the below steps ONLY AFTER emergency needs are met, injured employees or members of the public have been transported for medical treatment, accident and/or injury site has been secured, and employees have been transported to CMPH or other identified location for mandated post-accident drug and alcohol testing for CDL licensed drivers/equipment operators.

- Supervisor or Manager completely fills out [Accident/Injury/Near Miss Report](#); as soon as is practicable.
- FORWARD** the completed [Accident/Injury/Near Miss Report](#) to (Contact name here) in Human Resources within 24 hours of occurrence, or as soon as is practicable, **and** send a copy to Department Head and Department Safety Committee Chairperson.
- Supervisor, Department Head, Safety Coordinator and Human Resources will determine the need for an **Accident Investigation**, and who will conduct the investigation, based on a number of factors, including but not limited to; the severity of the incident, any lost time, medical treatment, and/or information obtained from other sources / witnesses, including the police report (vehicle accident).

4. **Accident Investigators** shall follow practices identified in Supervisor Accident Investigation Training and use the [Accident Analysis form](#) to aid in the investigation process to identify why the incident occurred and what changes to procedures, policies, equipment or training need to be implemented to reduce the chance of a recurrence.
5. The results of the accident investigation, recommendations to prevent recurrence, and actions / controls taken will be reviewed and discussed at Dept. Safety Committee meeting(s) for follow-up action as necessary.
6. Corrective actions implemented, new work procedures and new PPE, etc. shall be communicated to employees, and appropriate training provided.
7. **The Safety Committee** will report on the accident or injury, investigation findings and corrective measures implemented to the Management Team at the next scheduled meeting.
8. As a reminder, all Public Sector employers are required to report as soon as possible to the Maine Department of Labor all work related fatalities or injuries/illnesses when one or more employees are admitted to a medical facility overnight. At a minimum, **all fatalities must be reported within 8 hours, and hospitalizations must be reported within 24 hours.** The Emergency Notification Phone Number is (207) 592-4501, or accident.bls@maine.gov.
9. **Questions?** Contact (Name Here) Human Resources Director, at xxx-xxxx (Office), or xxx-xxx-xxxx (Cell).



Appendix C – Incident Reporting and Investigation Form

Employee Accident / Incident Investigation Report

General Information(Supervisor Enters Data)

Employee Name _____
Date of Birth_____. Sex M / F
Home Address_____ Mailing Address_____
City_____. Zip Code_____ City_____. Zip Code_____
Home Phone_____.Date of Hire_____. Time in Department_____.
Does employee work for another employer ? Y / N

Accident Information (Supervisor Enters Data)

Date of Incident_____. Day of Week_____. Time of Incident ____AM PM.
Date Reported to Supervisor_____. Supervisor's Name_____.
Department Incident Occurred In_____. Machine_____.
Job Title_____ Body Part(s)_____ L/R. Injury Type_____
Symptoms_____
Did Employee get Medical Attention? Y / N

If Yes, what type: **First Responder, Emergency Room, Company Health Care Provider or Other**

Did Employee miss any work other than the day of the injury? Y / N

Witnesses Names_____

Describe the Incident _____

Accident Information (Employee Enters Data)

Employee's Description of Incident _____

Employees opinion on what directly was the root cause of the incident(Be Specific):

Action to be Taken(Safety Director)

Responsibility for accident / incident investigation:

- | | |
|--|--|
| <input type="checkbox"/> JSA Committee | <input type="checkbox"/> Ergonomics |
| <input type="checkbox"/> Safety Audit Team | <input type="checkbox"/> Supervisor with additional training |



<input type="checkbox"/> Safety Director	<input type="checkbox"/> Supervisor with discipline
--	---

Incident/Accident Analysis Section(Investigating Personnel)

Check items listed below judged to be contributing factors in the causes of the incident.

Unsafe Acts

<input type="checkbox"/> Horseplay <input type="checkbox"/> Inattention to Surroundings <input type="checkbox"/> Using tools or equipment in unsafe manner. <input type="checkbox"/> Failure to get assistance <input type="checkbox"/> Bypassing safety devices <input type="checkbox"/> Operating equipment with removed guard(s)	<input type="checkbox"/> Unsafe lifting & carrying <input type="checkbox"/> Failure to wear PPE <input type="checkbox"/> Unsafe position or use of the body <input type="checkbox"/> Failure to warn or signal <input type="checkbox"/> Machine not properly locked out <input type="checkbox"/> Failure to follow proper operating procedures <input type="checkbox"/> Other (Please note specifics) _____
--	--

Unsafe Conditions

<input type="checkbox"/> Inadequate guards and safety devices <input type="checkbox"/> Lack of adequate warning systems <input type="checkbox"/> Poor design <input type="checkbox"/> Close clearance or congestion	<input type="checkbox"/> Defective tools or equipment <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Poor Storage practices <input type="checkbox"/> Lack of Preventive Maintenance <input type="checkbox"/> Other _____
--	---

Corrective Actions To Prevent Reoccurrences(Investigating Personnel)

<input type="checkbox"/> Provide Additional Training <input type="checkbox"/> Install Guard or Safety device <input type="checkbox"/> Improve protective equipment <input type="checkbox"/> Improve housekeeping	<input type="checkbox"/> Action to improve design <input type="checkbox"/> Modify JSA for job <input type="checkbox"/> Reprimand, council or discipline <input type="checkbox"/> Additional equipment needed <input type="checkbox"/> Other _____
---	---

Describe corrective action to be taken _____

Please Attach Additional Notes if Needed.

Person Responsible for Corrective Action _____ Date _____
 Estimated date of Completion _____ Date Completed _____

This investigation has been reviewed with Supervisor/Department Manager on _____.

Comments _____

Town Manager Signature _____ Date _____ Investigator Signature _____ Date _____

Safety Committee Signature

Date

Dept. Manager Signature

Date

Appendix D - Supervisors Incident Review Form

MMA – Risk Management Services

Supervisor's Incident Investigation – Injury Report

(Entity Name) _____

**FILL OUT THIS REPORT COMPLETELY AND SUBMIT IT TO _____ WITHIN 24 HOURS.
THIS FORM IS CONFIDENTIAL AND SHOULD BE MAINTAINED IN A CLOSED CHAIN OF CUSTODY**

1. DATE OF ACCIDENT: _____
2. TIME & LOCATION OF ACCIDENT: _____
3. NAME OF INJURED EMPLOYEE: _____
4. OCCUPATION/ JOB TITLE: _____
5. DEPARTMENT: _____
6. EMPLOYEE'S HOME ADDRESS: _____

7. EMPLOYEE'S HOME PHONE NO: _____
8. PART OF BODY INJURED: _____
9. MEDICAL ATTENTION OR FIRST AID: YES _____ No _____ BY WHOM: _____
10. DOES EMPLOYEE WORK FOR ANOTHER EMPLOYER? YES _____ No _____
11. IF YES, NAME & ADDRESS: _____
12. INVESTIGATING SUPERVISOR: _____
13. DATE OF INVESTIGATION: _____
14. WITNESSES: _____
15. DESCRIPTION OF INCIDENT LEADING TO INJURY, INCLUDING ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN THE ACCIDENT OCCURRED: _____

16. WAS ACTIVITY PART OF NORMAL JOB DUTIES? YES _____ No _____
A) WAS JOB SAFETY ANALYSIS (JSA) AVAILABLE? _____ B) IF NO, NEEDED? _____



c) WAS JSA BEING FOLLOWING? _____
EXPLAIN _____

17. DESCRIPTION OF ACTUAL INCIDENT:

WHAT HAPPENED: _____

WHEN DID THIS HAPPEN: _____

WHERE DID THIS HAPPEN: _____

WHY DID THIS HAPPEN? _____

18. CORRECTIVE ACTION TO PREVENT REOCCURRENCES:

- | | |
|---|--|
| <input type="checkbox"/> Provide Additional Training | <input type="checkbox"/> Action to improve design |
| <input type="checkbox"/> Install Guard or Safety device | <input type="checkbox"/> Modify JSA for job |
| <input type="checkbox"/> Improve protective equipment | <input type="checkbox"/> Additional equipment needed |
| <input type="checkbox"/> Improve housekeeping | <input type="checkbox"/> Other _____ |

19. REVIEWED BY SAFETY COMMITTEE & RECOMMENDATIONS: _____

20. CORRECTIVE ACTION TAKEN BY WHOM? WHEN? _____

Submitted by: _____

Date: _____

Safety Committee Chair: _____

Date: _____



Appendix E - Facility Safety and Health Audit Form

Area _____ AUDIT DATE: _____

Auditor: _____

The Facility Manager and Safety Officer shall complete this audit. Note the location of any deficiency and complete a work order (e-mail). The work order shall be sent to xxxxxxxxx at xxxxxxxxxx.

Exterior	YES	Requires Action	NA
Are walkways clear of obstacles that could cause a tripping hazard?			
Are parking lots free of tripping hazards?			
Are walkways, parking lots, and stairs kept free of snow and ice?			
Is parking lot lighting adequate?			
Housekeeping			
Are floors kept clean?			
Are ceiling tiles free of stains?			
Are all ceiling tiles in place and in good condition?			
Are carpets kept clean and free of any visible mold or musty smell?			
Are carpets free of holes, tears, and worn spots?			
Are all walkways free of obstructions?			
Are partitions walls maintained and cleaned?			
Are all fabric surfaces cleaned on a periodic schedule?			
Are air registers clean?			
Fire Safety			
Are all EXITs free of obstructions?			
Are EXIT ways clear and unobstructed?			
Are all EXIT signs lighted?			
Does the emergency lighting operate?			
Are fire extinguishers inspected monthly?			
Is the Evacuation Plan up to date?			
Are the evacuation routes posted?			
Is all staff trained on the Evacuation Plan?			
Are all Fire Doors (stairway doors) kept closed?			
Are emergency numbers posted?			
Have the Evacuation Wardens properly trained?			
Has there been a evacuation drill in the past 6 months?			
Electrical Safety			
Are all electrical outlet covers in place?			
Are all cords out of the way of walking surfaces?			
Are all cords and plugs in good condition?			
Is the use of extension cords prohibited?			
Do all electrical cords look safe (not frayed or cut)?			

Are portable heaters prohibited?			
Are all "breaker panels" marked?			
Are "power taps" used properly?			
Electrical Safety Cont...	YES	Requires Action	NA
Is all equipment properly grounded?			
Ground Fault Circuit interrupter (GFCI) within 6 feet of sinks?			
Breaker panels clear for at least 3 feet?			
Chemical Hazards			
Is the chemical Inventory up to date? -			
Have all staff received Hazardous Communication training?			
Are Safety Data Sheets available and current?			
Do outside companies supply SDS's when working in or around the building with chemicals?			
General Office Conditions			
Are first aid kits properly stocked?			
Is lighting adequate in all areas?			
Does the elevator have a current inspection date?			
Is the ventilation adequate?			
Food vending areas clean?			
Kitchen/Cafeteria clean?			
Are State and Federal Posters in place?			
Are all required written programs in place:			
Hazard Communications			
Lockout/Tagout			
Ergonomics			
Have the work stations been ergonomically evaluated?			
Are desk and chairs adjusted properly for the employee?			
Have all Video Display operators been trained in the Maine VDT law?			
Are VDT exercises done?			

ACTION TO BE TAKEN FOR DEFICIENCIES NOTED ABOVE:

Appendix - F - Safety Meeting / Training Sign-Off Sheet

SAFETY MEETING/TRAINING RECORD

Meeting Date:	Time of Day: am
pm	
Location:	
Topic(s) Covered: Attach any handouts, outline or other materials used for this meeting to the back of this form.	
Person(s) Conducting Meeting:	
Translator(s) Used:	
Employee Signatures	
<p>By signing this form I am certifying that I attended this meeting on the date, time, and location specified; that the meeting covered all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand.</p>	
Print Name	Sign Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

FOLLOW-UP SAFETY TRAINING (persons absent from 1st meeting)

This form should be used to document training for any / all employees that were not present at the original safety meeting or for those employees that required additional training on the topic.

Meeting Date:	Time of Day: <div style="text-align: center; margin-top: 5px;"> am pm </div>
Location:	
Topic(s) Covered: Attach any handouts, outline or other materials used for this meeting to the back of this form.	
Person(s) Conducting Meeting:	
Translator(s) Used:	
Employee Signatures	
By signing this form I am certifying that I received follow-up training on the date specified below; that the training included all of the topics described on this form; that I understood the material; and that I had the opportunity to ask questions to seek clarification of any and all items I did not understand.	
Print Name	Sign Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

Appendix G – Department of Labor Required Posters

Labor Posters

State Of Maine Required Posters

- 1. *Minimum Wage Poster - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 2. *Sexual Harassment Poster - rev 10/12 (PDF)***
Telephone: Maine Human Rights Commission 624-6290
- 3. *Whistleblower's Protection Act Poster - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 4. *Workers' Compensation Poster (PDF)***
Telephone: Maine Workers' Compensation Comm. 287-3751
- 5. *Video Display Terminal Poster - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 6. *Occupational Safety & Health Regulations Poster - public sector workplaces only - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 7. *Child Labor Poster - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 8. *Regulation of Employment Poster - rev 03/20 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 9. *Maine Employment Security Act Poster: for employers required to pay unemployment tax - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 621-5100

State Of Maine Optional Posters

- 1. *Maine Human Rights Act - Equal Employment Rights***
Telephone: Maine Human Rights Commission 624-6290
- 2. *Equal Pay Poster (PDF)***
Telephone: Maine Department of Labor 623-7900
- 3. *Domestic Violence in the Workplace Poster (PDF)***
Telephone: Maine Department of Labor 623-7900
- 4. *Maine Workplaces Support Nursing Moms (PDF)***
Telephone: Maine Department of Labor 623-7900
- 5. *Nursing Mother - rev 03/20 (PDF)***
- 6. *Social Media - rev 11/19 (PDF)***
Telephone: Maine Department of Labor 623-7900
- 7. *Service Dogs Welcome sign (PDF)***
Telephone: Maine Department of Labor 623-7900



Human trafficking

Please choose any or all of the attached Human Trafficking posters. **Please note:** all employers who are on the following list are required to display one of these posters in a public area.

- A Department of Labor career center
- An office that provides services under the Governor's Jobs Initiative Program under section 2031
- A hospital or facility providing emergency medical services that is licensed under Title 22, section 1811
- An eating and lodging place licensed under Title 22, chapter 562
- An adult entertainment nightclub or bar, adult spa, establishment featuring strippers or erotic dancers or other sexually oriented business
- A money transmitter licensed under Title 32, chapter 80, subchapter 1
- A check cashing business or foreign currency exchange business registered under Title 32, chapter 80, subchapter 2

List of Human Trafficking Posters

- 1. *What Does Human Trafficking Look Like? - English (PDF)***
- 2. *Domestic Servitude Poster - English (PDF)***
- 3. *Forced Labor Poster - English (PDF)***
- 4. *Sex Trafficking Poster - English (PDF)***

Maine Sex Trafficking and Exploitation Network (Maine STEN) Human Trafficking Posters

- ***Maine STEN Human Trafficking Poster - English (PDF)***

Federal government Required Posters

- 1. *Equal Employment Opportunity is the Law***
 - a. Telephone: U.S. Equal Opportunity Commission 1-800-669-3362
- 2. *Fair Labor Standards Act - Federal Minimum Wage***
 - a. Telephone: U.S. Dept of Labor, Wage and Hour Div. 780-3344
- 3. *Employee Polygraph Protection Act (PDF)***
 - a. Telephone: U.S. Dept of Labor, Wage and Hour Div. 780-3344
- 4. *Family and Medical Leave Act* (for employers with 50 or more employees)**
 - a. Telephone: U.S. Dept of Labor, Wage and Hour Div. 780-3344
- 5. *Job Safety and Health* (for private sector workplaces)**
 - a. Telephone: U.S. Dept of Labor, OSHA 941-8177
- 6. *Uniformed Services Employment and Reemployment Rights Act (USERRA) Notice/Poster***
 - a. U.S. Dept of Labor, Veterans' Employment and Training Service 1-866-487-2365

This list of required Labor poster is generated directly from the Maine Department of Labor. For any additional information or resources please go to the Maine Department of Labor's website. This document is generated as a guidance tool and resource in displaying the appropriate posters in your work place. Please review the Department of Labor website to ensure all poster your business requires are posted.

Maine department Of Labor

<https://www.maine.gov/labor/posters/index.html>

