

## 2012-112 Workplace Safety and Injuries



# Westbrook Fire & Rescue Department

## Standard Operating Procedure

Section: Administrative	TOPIC: Workplace Safety and Injuries
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POLICY REFERENCES: MRSA Title 26 Chapter 6 19 CFR sections 1910 and 1926	APPROVED BY:  <hr/> <p style="text-align: right;">Andrew R. Turcotte Chief of Department</p>

### Purpose:

To establish workplace safety expectations and work-related injury reporting guidelines.

### Scope:

Establishes workplace safety rules and outlines procedures for reporting workplace injuries as an employee of the Westbrook Fire & Rescue Department.

### Policy:

The Westbrook Fire & Rescue Department expects that all employees will give their best efforts to the prevention of accidents and communicable diseases. The department will provide the necessary direction and aid to accomplish this goal and will also reward or discipline employees according to their actions on behalf of safety or health concerns.

Employee safety and health are important to the department. All employees must adhere to all Occupational Safety and Health Administration (OSHA), federal, and state regulations and must comply with the following general rules.

- All injuries, regardless of severity, shall be immediately reported to the on-duty supervisor. The Public Safety administrative assistant shall be notified as soon as possible of any work-related accident or injury so that appropriate notifications are made to Human Resources and the Chief of Department.
- The Officer in Charge (OIC) shall ensure that a First Report of Injury form is completed for all injuries and forwarded to administration as soon as possible, but no later than the end of shift.
- In the event of minor injuries requiring medical follow up, the employee shall be sent to Concentra (Westbrook Fire & Rescue Department's Occupational Healthcare provider).
- Injuries requiring transport of an employee to a medical facility shall be immediately reported to the Chief of Department or in his absence the Deputy Fire Chief. In the rare event that neither is available, the Human Resource Director shall be notified. Upon notification, the Chief or his designee shall report the injury(s) to the Maine Department of Labor, Bureau of Labor Standards within twenty-four (24) hours of the injury or illness. A determination will be made by the Chief or his designee relative to notifying the employee's emergency contact person(s).
- Upon release from the medical facility the injured employee shall check in with the administrative assistant at the earliest opportunity to ensure that he/she has all relevant information for filing of

insurance claims or any other paperwork.

- Horseplay and practical jokes in work areas will not be tolerated.
- Smoking is prohibited in all areas throughout the premises.
- Employees are expected to follow workplace safety procedures when operating any equipment/machinery and must ensure that others do not harm themselves on their assigned equipment/machines.
- Operating shortcuts that jeopardize employee safety will not be tolerated and will result in immediate discipline.
- No employee should ever perform a task or work with equipment that he/she considers to be unsafe or with equipment that they are unfamiliar with or have not been properly trained on.

Employees are responsible to themselves, to other employees and to the department for reporting unsafe conditions or practices to management. It is then management's responsibility to act as conditions warrant. Any questions regarding this policy should be directed to the Chief or Deputy Chief of the Department.