



Office of the  
**BOARD OF SELECTMEN**  
272 Main Street  
Townsend, Massachusetts 01469

Robert L. Rebholz, *Chairman*

John F. Pelletier, *Vice Chairman*

Harvey J. Youngsma, *Clerk*

Beverly J. Sleeper,  
*Town Administrator*

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## Safety Policy

### Statement

It is this policy of the Town of Townsend that all employees work under the safest possible conditions in each department. To this end, every reasonable effort will be made to provide and maintain a safe and healthy work environment, safe equipment, proper materials and to establish and require safe work practices at all times.

Accidents which injure people, damage machinery or equipment and destroy materials and property, cause needless suffering, inconvenience, and expense.


The Selectmen's Office will see that all department heads and supervisory personnel carry out their designated responsibilities in the area of loss control.


All accidents must be thoroughly investigated using the appropriate form. Investigations should be conducted by the most immediate supervisor. The responsibility of department heads will be to make sure the accident investigations are complete and that emphasis is placed on determining the responsible condition for each and every incident.

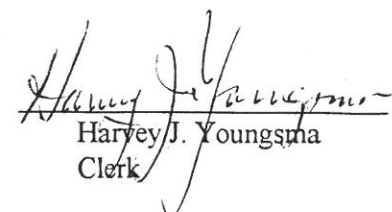
It is the responsibility of every employee to make job safety a part of their daily concern. As an employee of the Town of Townsend, it is your duty to observe rules of conduct and safety and to properly use any and all safety equipment provided.

Employees are our most important asset. Your safety is our greatest responsibility. We appreciate your full cooperation in making this policy effective.

Sincerely,  
THE BOARD OF SELECTMEN

  
Robert L. Rebholz  
Chairman

  
John F. Pelletier  
Vice Chairman

  
Harvey J. Youngsma  
Clerk

April 18, 2000

*Date*