

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 13 FY88/89  
DATE May 15, 1989

AN ORDER  
ESTABLISHING THE INTERDEPARTMENTAL COMMITTEE ON  
SAFETY IN THE WORKPLACE

WHEREAS, the provision of safe workplaces and safe working conditions is a prime responsibility of the State of Maine in its role as an employer; and

WHEREAS, safe conduct of work activities is a prime responsibility of each supervisor and employee; and

WHEREAS, employee accidents or poor health adversely impacts employees and their families, reduces the capacity of the State to effectively provide services to its citizens, and increases workers' compensation and other insurance costs; and

WHEREAS, the State of Maine should provide vigorous leadership in the effort to improve the safety of workers in all sectors of the State's economy; and

WHEREAS, the Legislature of the State of Maine has addressed employee safety issues by passage of numerous statutes and programs; and

WHEREAS, strong and visible interdepartmental management efforts are critical to the development and implementation of policies and programs which can enhance the State's efforts to improve safety in the workplace;

NOW, THEREFORE, I, JOHN R. MCKERNAN, JR., Governor of the State of Maine, do hereby:

1. Establish the Interdepartmental Committee on Safety in the Workplace.

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**Membership:** The Committee shall be chaired by the Commissioner of Administration and shall consist of representatives designated by the Commissioners of the following departments of State Government:

Department of Transportation  
Department of Labor  
Department of Corrections  
Department of Mental Health & Mental Retardation  
Department of Human Services  
Department of Inland Fisheries & Wildlife  
Department of Public Safety  
Department of Defense & Veterans Services

Each representative shall be selected from staff at the policy level of the respective departments and will report directly to the Commissioner.

In order to facilitate communication and advisory input from existing employee groups with a focus on health and safety issues, the Chairpersons of the Labor Management Committee on Building Safety and the Employee Health Commission shall serve as ex officio members.

The Committee may appoint such advisory committees as it deems necessary, and may request staff assistance from all State agencies as required to fulfill its tasks. The Division of Risk Management, Department of Administration, shall be the lead agency for the administration of the State's safety programs and shall provide staff support for the Committee.

**Duties:** The duties of the Committee shall be to:

- A. Develop and recommend to the Labor Management Committee on Safety, the Governor and Legislature, policies and programs which will improve workplace safety of State employees;
- B. Identify the resources necessary to implement workplace health and safety programs and recommend budget items or the pursuit of grant support to obtain these resources;
- C. Coordinate and monitor the implementation of policies and programs designed to improve the workplace safety of State employees;

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- D. Monitor and evaluate the development and execution of risk management and loss prevention programs;
- E. Encourage communication and, where appropriate, joint efforts with other governmental agencies and private sector representatives that will improve safety in the workplace;
- F. Develop and monitor the implementation of training programs for State managers, supervisors, and employees that will improve awareness of safety issues, and the capability to conduct their duties in a safe manner;
- G. Ensure the development of an accurate and common record keeping system among all State agencies which will allow a comparative analysis and evaluation of problem areas, the need for additional training, and the measurement of progress;
- H. Ensure that all State agencies are aware of, and complying with, the requirements of State law as regards workplace safety conditions and practices, including fire and building safety.


All State agencies are directed to assist the Committee as required to assure the effective execution of this Executive Order.

- 2. Direct each Commissioner and Director to establish a safety and health program within his/her Department or Division, including the following program components at a minimum:
  - A. Designation of a lead person at the management level that will be responsible for safety and health.
  - B. Establishment, in concert with the Interdepartmental Committee on Safety, of a procedure to report hazards and review accidents.
  - C. A procedure for periodic inspection of the workplace by management and employee representatives, with the results of those inspections being directed to the Division of Risk Management.
  - D. A mechanism for labor/management discussion of safety issues.

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3. Direct the Department of Administration to review purchasing procedures to incorporate consideration of employee safety and health factors in the selection of equipment, chemicals, service providers and other items that directly affect employees.

The effective date of this Executive Order is May 15, 1989.

  
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JOHN R. MCKERNAN, JR. GOVERNOR