

Town of Epsom

Office of the Selectmen

1598 Dover Road

Epsom, NH 03234

EMPLOYEE SAFETY MANUAL

Developed by the Epsom Joint Loss Safety Management Committee

Updated August 2014

Revised August 2020

Revised October 2022

FORWARD

The Epsom Joint Loss Safety Management Committee has created this Employee Safety Manual with supervision from the New Hampshire Department of Labor as well as our workers' compensation insurance carrier to be a program that will ensure that every employee has a workplace free from safety and health hazards; (Lab 1403.01). This program is established specifically to provide all personnel with a comprehensive set of written safety policies and procedures to prevent accidents and illnesses. These policies and procedures, when followed correctly, will provide the structure to manage possible safety concerns. Every employee, supervisor, and manager is expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance by following the policies and procedures herein, which will minimize the possibility for an incidental accident or illness.

The information in this document will be reviewed periodically to assure that up-to-date information is readily available.

A department may have their own safety guidelines specific to their line of work and use them along with the procedures outlined herein.

EMPLOYEE SAFETY MANUAL

TABLE OF CONTENTS

SECTION

| | |
|---|--------------------------------|
| 1. Introduction | 5 |
| 2. Management Statement of Commitment | 5 |
| 3. Responsibilities | 5 |
| Board of Selectmen | |
| Supervisory Personnel and Department Heads | |
| Employees | |
| 4. Joint Loss Safety Management Committee | 6 |
| Purpose | |
| Membership and Structure | |
| Meetings | |
| Duties | |
| 5. Safety Statutes Rules and Standards / | |
| General Rules Regarding the Safety and Health of Employees | 7 |
| Safety and Health Requirements | Record Keeping |
| Abrasive Grinding | Rollover Protective Structures |
| Accident Reporting Requirements for | Saws |
| Fatality and Serious Injury | Storage |
| Aerial Lifts | Toxic Substance |
| Air Tools | Traffic Control |
| Blood Borne Pathogens | |
| Chains, Cables, Ropes and Hooks | |
| Chipguards | |
| Compressed Air Use | |
| Compressed Gas Cylinders | |
| Confined Air Space | |
| Ergonomics | |
| Excavating and Trenching | |
| Exits | |
| Fall Protection | |
| Flagger | |
| Flammables and Combustible | |
| Floor Openings and Open Sides | |
| Forklift Trucks and Powered Industrial Trucks | |
| Guards | |
| Hand Tools | |
| Supervisory Requirements | |
| Use of Hand Tools | |
| Use of Power Tools | |
| Housekeeping | |
| Additional Information | |
| Hygiene and Sanitation | |
| Ladders | |
| Medical Services | |
| Mechanized Equipment | |
| Noise Exposure | |
| Personal Protective Equipment | |
| Additional Requirements | |
| Portable Abrasive Wheel Machinery | |

| | |
|---|---------------|
| 6. Disciplinary Policy (See Employee Handbook) | 27 |
| 7. Accident / Incident Reporting and Investigations / Handling Injuries, Accident Reporting and Investigations | 28 |
| Handling Injuries | |
| Accident Reporting | |
| Accident / Incident Investigation | |
| 8. Safety Education and Training Requirements | 28 |
| Types of Training | |
| Record Keeping | |
| 9. Emergency Evacuation and Response Plans | 29 |
| Emergencies – General | |
| Evacuation Plan / Maps | |
| Emergency Building Evacuation Plan | |
| 10. Safety and Health Communication | 29 |
| Purpose | |
| Safety Equipment | |
| Penalties | |
| 11. Equipment Inspections / Safety and Health Communications | 30 |
| Frequency | |
| Guidelines for Correcting Unsafe Conditions | |
| Record Keeping Guidelines | |
| 12. Workplace Violence | 31 |
| Prevention Guidelines | |
| Public Sector | |
| 13. Motor Vehicles | 31 |
| Use of Vehicles | |
| When an Incident Occurs | |
| General Maintenance of Epsom Vehicles | |
| Physical Safety of Epsom Vehicles | |
| Use of Epsom Vehicles for Official Epsom Business | |
| 14. Temporary Alternative Duty Program (TAD) | 33 |
| Appendix | 35 |
| Chapter 281-A Worker’s Compensation | |
| Chapter Lab 600 Rules / Safety Programs and Joint Loss Management Committees | |
| Accident / Incident Review | |
| Town of Epsom Safety Orientation and Employee Responsibilities Form (SOERF) | |
| Town of Epsom SOERF and Employee Safety Manual Acknowledgement Form | |

EMPLOYEE SAFETY MANUAL

The Joint Loss Safety Management Commitment Program is designed to prevent accidents and illnesses, and is established and administered jointly by employees and management.

Section 1. INTRODUCTION

The Town of Epsom believes every employee has the right to a workplace free from occupational safety and health hazards. The primary purpose of the Employee Safety Manual is to prevent incidents. A well-trained, well-disciplined and well-supervised employee in a safe and healthful environment is less likely to have an incident.

Section 2. MANAGEMENT STATEMENT OF COMMITMENT

As an employer, the Town of Epsom wants to develop and establish a written safety program to ensure a safe workplace. It is also a requirement under RSA 281-A:64 to develop a written safety program.

Section 3. RESPONSIBILITIES

The Joint Loss Safety Management Committee (JLSMC) will consist of equal member representatives from labor and management. At a minimum the committee will include a representative from each department; Selectman representative, Town Office, Police, Fire, Highway, as well as a representative from the Library.

The JLSMC will meet at least quarterly to develop and carry out workplace safety programs and programs for continuing education for employees on the subject of workplace safety.

Employees shall be fully responsible for implementing the provisions of this program as they pertain to operations under their jurisdiction. The responsibilities listed are the minimum acceptable and should not be construed to limit individual initiative to implement more comprehensive procedures to control losses.

A. Board of Selectmen

The responsibilities shall include, as a minimum, the following functions:

1. Provide overall support, direction and commitment to the program.
2. Ensure that the personnel responsible for carrying out the provisions of this program have a copy of it, understand it, are adhering to the rules and procedures outlined in the program, and are held accountable for their actions / inactions in accordance with the policies and procedures.
3. Provide required resources including:
 - a. Funding for safety equipment; personal protective equipment; training and training materials.
 - b. Provide to personnel when necessary, access to outside experts, loss prevention consultants if and when required and to ensure the exchange of safety information between departments.
 - c. To provide time as part of the normal operations for review and inspection / investigation reports. Encourage employees to participate in training programs.
 - d. To provide other necessary support / programs as necessary.

B. Supervisory Personnel and Department Heads

Supervisors or Department Heads have the authority and responsibility to maintain a safe and healthy workplace. Specifically, they will do the following:

1. Comply with this program and applicable department procedures.
2. Ensure that all employees within their jurisdiction comply with the program and follow all department procedures.
3. Provide personal protective equipment, along with the training for its use and make certain that it is worn when necessary.
4. Follow disciplinary procedures for violation of work rules.
5. Educate employees within their jurisdiction in the accepted method for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required.
6. As necessary, but at a minimum of twice a year, meet with staff to review any accidents that have occurred and discuss plans and ideas to improve loss prevention measures.
7. Where accidents, incidents, or near misses have occurred involving the supervisor's staff, the supervisor shall review each incident to determine if additional preventative measure(s) can or should have been taken and discuss these measures with the staff to ensure future compliance.
8. Include and evaluate an employee's safety record in each formal performance appraisal, recognizing good safety practices and discussing any specific safety deficiencies that need to be corrected.

C. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making the safety program work. An Accident / Incident Review Form is attached in the Appendix.

Employees shall:

1. Understand and follow all department safety procedures.
2. Be informed of and practice established safe practices.
3. Use and wear the required personal protective equipment as required by department policies and procedures issued by the individual Department Heads.
4. Report all unsafe acts and conditions to their Supervisor.
5. Operate only machines and equipment that they have been authorized and trained to operate.
6. Follow all accident reporting procedures.
7. Attend all safety training that may be required.

Section 4. JOINT LOSS SAFETY MANAGEMENT COMMITTEE (JLSMC)

A. Purpose

The purpose of the JLSMC is to bring workers and management together in a cooperative effort to promote workplace safety. The Committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work and programs for continuing education on the subject of workplace safety. The Committee shall develop a written safety program for submission to the New Hampshire Department of Labor.

B. Membership and Structure

The Committee shall consist as nearly as possible of equal representation of management and employees. Specifically: a Selectman, Road Agent, Fire personnel, Police personnel as well as a representative from the Library shall be permanent members and shall represent the employer. Other non-supervisory employees shall consist of a representative from the Town office, Fire

Department, Police Department and Library and shall be chosen by the non-supervisory employees of those respective departments.

C. Meetings

The Committee shall meet on a quarterly basis, four (4) times per calendar year, on a date and time and location to be determined by the Committee.

The Committee shall elect a Chairperson. The position of Chairperson shall be rotated between employee and employer representatives.

D. Duties

1. Accident Review

All accidents and subsequent recommendations for prevention will be reviewed and approved or returned for clarification. Any recommendations made will be followed through on.

2. Inspections

The Committee may choose to conduct an inspection of a particular location / piece of machinery / job site. Any recommendations will be communicated to those responsible for implementing them.

3. Communication of Relevant Information

- a. Meeting Minutes – All minutes from the meetings will be available at the Town Office.
- b. Suggestions – Committee members are expected to listen to safety suggestions from co-workers and present them to the Committee.

Section 5. **SAFETY STATUTES RULES and STANDARDS**

GENERAL RULES REGARDING THE SAFETY and HEALTH OF EMPLOYEES

Except where more stringent rules, as outlined in this document may apply, the Town of Epsom accepts and adheres to the Department of Labor's ADMINISTRATIVE RULES FOR SAFETY and HEALTH OF EMPLOYEES, Chapter Lab 1400.

Lab 1403.01 Safety and Health Requirements.

(a) Each employer shall furnish to each of its employees employment and a place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.

(b) Each employee shall comply with all safety rules and regulations that are applicable to the employee's own actions and conduct.

(c) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

(d) The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of these rules shall be prohibited.

Lab 1403.03 Abrasive Grinding. The employer shall ensure compliance with the following requirements:

(a) Abrasive wheels shall be used only on machines provided with safety guards;

(b) The following shall be exempt from the safety guard requirements:

- (1) Wheels used while within the material being ground; and

- (2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter;
- (c) Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch;
- (d) Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections;
- (e) An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8 inch;
- (f) Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move; and
- (g) All abrasive wheels shall be closely inspected and ring-tested before mounting to insure that they are free from defects.

Lab 1403.04 Accident Reporting Requirements for Fatality and Serious Injury.

- (a) Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.
- (b) The reporter shall include the following information:
 - (1) Date and time of fatality;
 - (2) Location of fatality;
 - (3) Cause of death; and
 - (4) Place where the body of the deceased person was sent.
- (c) Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.
- (d) The reporter shall include the following information;
 - (1) Date of injury;
 - (2) Time of injury;
 - (3) Cause of the injury;
 - (4) Place where the injured person was sent for medical evaluation or treatment; and
 - (5) Place where the injured person was hospitalized.

Lab 1403.05 Aerial Lifts.

- (a) This section shall not apply to fire fighting apparatus.
- (b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made by a competent person in accordance with the manufacturer's and owner's instructions.
- (c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
- (d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.
- (e) When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
- (f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.
- (g) An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
- (h) During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

Lab 1403.06 Air Tools. The employer shall ensure compliance with the following requirements:

- (a) Pneumatic power tools shall be secured to the hose or whip with a locking mechanical connector to prevent accidental disconnection;
- (b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled;
- (c) The manufacturer's safe operating pressure for all fittings shall not be exceeded; and
- (d) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Lab 1403.08 Blood Borne Pathogens. To eliminate or minimize employee exposure to human body fluids or infectious waste, the employer shall ensure that the following safety work practices shall be followed:

- (a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens;
- (b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed; and

(c) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

Lab 1403.09 Chains, Cables, Ropes, and Hooks. The employer shall ensure compliance with the following requirements:

(a) Chains, cables, ropes, and hooks shall be visually inspected daily by a competent person, for deformation, cracks, excessive wear, twists and stretch, and defective gear shall be replaced or repaired;

(b) Hoist ropes on crawler, locomotive, and truck cranes shall be free from kinks or twists and shall not be wrapped around the load; and

(c) All U-bolt wire rope clips on hoist ropes shall be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. Clips shall be installed in accordance with the clip manufacturer's recommendation. All nuts on newly installed clips shall be retightened after the first hour of use.

Lab 1403.10 Chipguards. The employer shall ensure that protective shields or barriers shall be provided in operations involving cleaning with compressed air, to protect personnel against flying chips or other such hazards.

Lab 1403.11 Compressed Air Use. The employer shall ensure that compressed air used for cleaning purposes shall not exceed 30 psi. However, this limitation shall not apply to concrete form or mill scale, or to areas where compressed air is used in a fixed process, such as attached to a machine.

Lab 1403.12 Compressed Gas Cylinders. The employer shall ensure compliance with the following requirements:

(a) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored;

(b) Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved;

(c) Compressed gas cylinders shall be secured in an upright position at all times, except if necessary for short periods of time when cylinders are actually being hoisted or carried;

(d) Cylinders shall be kept far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided, as required by NFPA 51B and Saf-C 6008;

(e) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour; and

(f) Compressed gas shall not be used for cleaning purposes.

Lab 1403.14 Confined Space Entry.

(a) The employer shall evaluate the workplace to determine if any areas are confined spaces as defined under Lab 1402.02.

(b) If an area is found to be a confined space, the employer shall meet the following requirements:

- (1) The employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of, and the danger posed by, the confined spaces;
- (2) A minimum of 2 employees shall be assigned to the work activity involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation;
- (3) Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space;
- (4) Testing required by (b) (3)-above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions in the order listed:
 - a. Oxygen content;
 - b. Flammable gases and vapors; and
 - c. Potential toxic air contaminants;
- (5) The employer shall establish and implement the means, procedures and practices required to eliminate or control hazards and make the confined space safe for conducting entry operations including purging, making inert, flushing or ventilating the confined space;
- (6) Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant /observer non-entry rescue;
- (7) The employer shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them; and
- (8) A procedure shall be implemented which shall require a written permit evidencing that the above steps were taken prior to entering a confined space.

(c) The training in (b)(7) above shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective and any other equipment necessary for safe entry.

Lab 1403.18 Ergonomics.

- (a) Each employer shall evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and make necessary workplace modifications to prevent recurrences.
- (b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Lab 1403.19 Excavating and Trenching. The employer shall ensure compliance with the following requirements:

- (a) Before excavation, underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area;
- (b) A competent person as defined in Lab 1402.01 shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter;

(c) The inspection shall be performed at the beginning of each day and at least 4 times during the workday thereafter, and include the following:

(1) Attention shall be given when adverse weather conditions might affect the condition of the excavation or trench; and

(2) If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirement of (d) below have been met to safeguard the employees;

(d) The walls and faces of trenches 5 feet or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground;

(e) In excavations which employees might be required to enter, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation;

(f) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps in the protected area of the trench. The exit shall be located so as to require no more than 25 feet of lateral travel; and

(g) Excavations near retaining walls, utility poles and other objects that are supported by compacted soil shall be supported at all times to prevent their collapse or undermining.

Lab 1403.20 Exits.

(a) Every building designed for human occupancy shall be provided with exits sufficient to permit safe escape of occupants in case of emergency.

(b) In hazardous areas, or where employees might be endangered by the blocking of any single means of egress due to fire or smoke, there shall be at least 2 means of egress remote from each other.

(c) Exits and the way of approach and travel from exits shall be maintained so that they are unobstructed and are accessible at all times.

(d) All exits shall discharge directly to the street or other open space that provides safe access to a public way.

(e) Exit doors serving more than 50 people, or at high hazard areas, shall swing in the direction of exit travel.

(f) Exits shall be marked by clearly visible, suitably illuminated exit signs. Exit signs shall be distinctive in color and provide contrast with the surroundings. The word "EXIT" shall be of plainly legible letters, not less than 6 inches high.

(g) Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely mistaken for an exit, shall be identified by a sign reading "Not An Exit".

Lab 1403.21 Fall Protection.

(a) This section shall not apply to stairways, ladders and scaffolds, cranes and derricks or steel erection.

(b) The employer shall ensure that each employee on a walking/working surface with an unprotected side or edge which is 4 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

(c) The requirement in (a) above shall apply to the following surfaces:

- (1) Hoist areas;
- (2) Holes;
- (3) Form-work and reinforcing steel;
- (4) Ramps;
- (5) Runways and walkways;
- (6) Excavations;
- (7) Bricklaying;
- (8) Working above dangerous equipment;
- (9) Roofing work;
- (10) Pre-cast concrete erection;
- (11) Wall openings; and
- (12) Other walking/working surfaces.

Lab 1403.22 Flagger. The employer shall ensure compliance with the following requirements:

- (a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flagger shall be provided;
- (b) A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with high visibility material that is visible through the full range of the flag person's body motions; and
- (c) A flagger shall be provided with and use a combination Stop/Slow paddle while flagging that is:
 - (1) Highly visible;
 - (2) At least 18 inches in height and width; and
 - (3) With lettering at least 6 inches in height.

Lab 1403.23 Flammables and Combustible. The employer shall ensure compliance with the following requirements:

- (a) Flammable liquids shall be stored only in containers designed for that purpose;
- (b) Portable containers in excess of one gallon capacity shall have a self-closing lid and a pressure relief device;
- (c) Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure shall be prohibited;
- (d) Precautions shall be taken to prevent the ignition of flammable vapors;

- (e) Automatic overhead extinguishers or portable fire extinguishers shall be available at locations where flammable or combustible liquids are stored;
- (f) Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas;
- (g) A portable fire extinguisher designated at least 6# BC shall be located within 75 feet of any refueling area;
- (h) Flammables such as draperies, curtains, area rugs, and other similar furnishings and decorations in educational facilities shall not be permitted unless treated with fire-retardant coatings; and
- (i) Artwork and teaching materials in educational facilities shall be permitted to be attached directly to walls. Such materials shall not exceed 20 percent of the wall area in buildings not protected throughout by an approved supervised automatic sprinkler system and 50 percent of the wall area in buildings protected throughout by an approved supervised automatic sprinkler system.

Lab 1403.24 Floor Openings and Open Sides. The employer shall ensure compliance with the following requirements:

- (a) Every stairway and ladder way floor opening shall be guarded by a standard railing on all exposed sides except at the entrance. The entrance to ladder way openings shall be guarded to prevent a person from walking directly into the opening;
- (b) Every hatchway and chute floor opening shall be guarded by a hinged floor opening cover equipped with standard railings to leave only one exposed side or by a removable railing with toeboard on not more than 2 sides and a fixed standard railing with toeboards on all other exposed sides; and
- (c) Every floor hole into which persons can accidentally walk shall be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover capable of supporting at least twice the weight of employees, equipment, and materials that might be imposed on the cover at any one time. All covers shall be secured to prevent accidental displacement and shall be marked with the word "hole" or "cover" to provide warning of the hazard.

Lab 1403.25 Forklift Trucks and Powered Industrial Trucks. The employer shall ensure compliance with the following requirements:

- (a) If at any time a powered industrial truck is in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition;
- (b) Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit;
- (c) Fork trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator;
- (d) The brakes of highway trucks and trailers shall be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while fork trucks are entering or leaving; and
- (e) Employers shall verify that the above equipment shall be operated by competent individuals as defined in Lab 1402.01

Lab 1403.26 Guards. The employer shall ensure that guards for mechanical power transmission equipment be made of metal or other rigid material. Except that wood guards may be used in the woodworking and chemical

industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.

Lab 1403.27 Hand Tools. The employer shall ensure compliance with the following requirements:

- (a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees;
- (b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs; and
- (c) Electric power operated tools shall either be double-insulated, grounded, or used with ground fault circuit interrupters.

Supervisory Requirements

- 1. Supervisors Should Assure That Tools and Equipment are in Good Condition.
 - a. Tools, which develop defects while in use, shall be removed from service, tagged and not used until they have been reconditioned or replaced.
 - b. Impact tools such as chisels, drills, hammers, and wedges with mushroom heads shall not be used until they have been reconditioned or replaced.
 - c. Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked or splintered, or which otherwise present a hazard.
 - d. Shovels, picks and similar tools shall not be handled in such a manner as to endanger other workers nor shall they be left lying in such a manner as to cause persons to trip.
 - e. When proper and safe tools are not available for the work on hand, the employee should report the fact to the Supervisor.
- 2. Supervisors Should Assure That Tools are not Misused by Employees.
 - a. Sharp edged or pointed tools shall have the edge or point guarded at all times when not in use. Shovels and rakes left on the ground shall have sharp or pointed edges placed toward the ground.
 - b. All electric power hand tools shall be properly grounded. If the power cord attached to the tool does not have a three-prong plug, the tool shall be grounded by attaching one end of a wire to the metal frame of the tool and the other end to a grounded structure. The ground plug from an electrical plug should never be removed. Extension cords shall not run across walkways, or through oil or water. Cords will be inspected frequently for kinks, worn insulation, and exposed strands of wire. Cords found to be defective shall be replaced. Ground Fault Circuit Interrupters (GFCI's) must be used in damp and wet areas.
 - c. Tools, equipment and materials shall not be thrown or dropped from one employee to another or from one level to another, but shall be transferred from hand to hand by use of a hand line or some similar safe method.
 - d. Tools are to be carried in a toolbox, bag, or tool belt and not in pockets or pants belt. This is especially applicable to pointed or edged tools.
 - e. Tools lying around benches, near machines, and on floors or ladders cause incidents (and get lost). Tools are to be returned to kit or storage when no longer needed.
 - f. Employees are cautioned to use the right size and type of tools for the job.

Use of Hand Tools

- 1. Wrenches:
 - a. Wrenches should be adjusted to fit tightly or are the correct size open-end or box wrenches.
 - b. Pull; don't push, when using a wrench.
 - c. Don't tighten a nut or bolt too much. You may strip the threads or snap the bolt.

- d. When stooping and using a wrench or when using large wrenches on heavy work, brace yourself to avoid slipping or being thrown off balance. When using a wrench lying on your back, don't let it slip and hit your face.
 - e. Never hit a wrench with a hammer unless the wrench is made for striking.
 - f. Open end and adjustable wrenches which have defects such as worn threads, spread jaws, etc., shall not be used as they are likely to slip.
 - g. Do not use a pipe or other wrench extension on a wrench handle to increase leverage. This often causes stripped threads, broken bolts, sudden loosening of nuts or bolts, slipping of the pipe from the wrench, and broken wrenches and fingers.
 - h. When pulling on a wrench above you, stand out of its line. Place wrenches so that the pull will be on the stationary jaw.
2. Screwdrivers:
- a. Do not use screwdrivers with broken or rounded points or bent shafts.
 - b. When using a screwdriver, place work on a solid object; never hold it in the palm of your hand.
 - c. Keep the screwdriver shank lined directly over the screw head.
 - d. Never use pliers or wrenches on the shanks of screwdrivers unless they are designed for that.
3. Hand Saws:
- a. Use each type of saw only for the purposes for which it is intended. Keep saws sharp and teeth properly set.
 - b. Start the cut carefully so that the saw will not jump and strike you.
 - c. Be sure that the materials to be cut are firmly supported or secured. When sawing horizontally, cut on the side opposite the direction in which you want the cut off parts to fall.
4. Chisels:
- a. Hold the chisel in your fingers with a steady but relaxed grip. Keep your eyes on the cutting edge and not the chisel head.
 - b. Clamp small pieces in a vise before chiseling them. Chip toward the stationary jaw of the vise. Chip away from yourself. Do not hold stock in your hand.
 - c. Goggles shall be worn when working with a chisel.
5. Punches:
- a. Keep the points of center punches ground and the faces of starting and pin punches square.
 - b. Do not use center punches on materials hard enough to dull or shatter the points.
 - c. Be sure punches are held firmly in position before striking, especially on round surfaces. Strike lightly at first, and then increase the force.
6. Files and Rasps:
- a. Files and other tools with pointed tongs shall be equipped with suitable handles.
 - b. Cut only in the forward direction. Ease pressure on the backward stroke. When teeth become clogged, clean them with a file card (a brush with short stiff bristles).
 - c. When storing files or rasps in toolboxes, wrap each tool with cloth or paper.
 - d. Do not use files and rasps on material that are too hard or soft. Hard objects wear the teeth smooth and soft objects clog the teeth. Smooth cutting faces may cause the tool to slip suddenly and injure you.
 - e. Never hammer on files or rasps or use them as pry bars, chisels or punches.
 - f. When filing small objects, use a vise.
7. Hack Saws:
- a. Place the blade in the frame so the teeth point toward the end of the frame and away from the handle. Tighten the blade rigidly.
 - b. Cut away from yourself, and saw with straight, long strokes, using almost the whole blade. Relieve pressure on the backward stroke.
 - c. Judge cutting speed by the hardness of the metal. Forty to fifty strokes per minute is right for metals of average hardness. A faster rate may ruin the blade.

- d. Do not saw objects that are too hard. Test objects for hardness with the front or rear end of the blade.
8. Pliers:
- a. Use pliers only when no other tool will do the job.
 - b. Do not use pliers as wrenches.
 - c. Use cutting pliers only for cutting soft metals, never on hardened metals or as nail pullers.
 - d. When cutting wire that is under tension, protect yourself so the wire can't fly and strike you. When cutting wire in rolls and on bales, load cars, trucks and boxes use long hand wire cutting pliers. **Always wear eye protection.**
9. Axes and Hatchets:
- a. Check the ax head to see that it is sharp and has no defects. A dull ax will often glance off the wood being cut and strike the user.
 - b. Check the ax to make sure the handle is not cracked and that the ax head is securely attached.
 - c. Be sure that others are a safe distance away from you and clear the area of obstructions (vines, limbs, brush, etc.) that may catch the ax as it is swung.
 - d. A narrow ax with a thin blade should be used for hard wood and a wide ax with a thick blade for soft wood.
 - e. Ax blades should be protected with a sheath or other guard. When the blade cannot be guarded, it is safe to carry the ax at one's side in a manner that it will not strike the leg or foot when walking. The blade of a single-edged ax should be pointed down when being carried.
 - f. To start the cut with a hatchet, it is good practice to strike the wood lightly, and then force the blade through by striking the wood against a solid block of wood.
 - g. Using a hatchet or ax to drive nails is a poor practice.
 - h. A sledgehammer is unsafe to use if it has a split handle or a loose or heavily chipped head.
 - i. Sledgehammer heads should be "dressed" whenever they begin to check or mushroom.
 - j. A sledgehammer so light that it bounces off the work is hazardous; likewise, one too heavy is hard to control and may cause body strain. Select one of the proper weights for the work to be done.
 - k. Claw hammers are designed for driving and drawing nails. Their shape, depth of face, and balance make them unsuitable for striking objects such as cold chisels.

Use of Power Tools

1. General:
 - a. Know your power tool.
 - i. **Read owners or operating manual carefully.**
 - ii. Learn the tool's applications and limitations, as well as the specific potential hazards peculiar to it.
 - iii. Use the proper tool for the job you are doing. Don't force a small tool or attachment to do the job of a heavy-duty tool. It will do the job better and safer at the rate for which it was designed.
 - b. **Always wear the proper Personnel Protective Equipment (PPE) for the proper tool being utilized.**
 - c. All visitors should be kept a safe distance away from work areas.
 - d. When not in use, tools should unplugged and be stored in dry, high, locked-up locations.
2. Use Common Sense:
 - a. Ground all electrical tools - unless double insulated.
 - i. If a tool is equipped with a three-prong plug, it should be plugged into a three-hole (grounded) electrical receptacle. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground. Do not rely on the screw securing the receptacle cover plate to be an acceptable ground. Check before using.

- ii. Never remove the ground prong of a three-prong plug.
 - iii. If working in a damp or wet area a ground fault circuit interrupter (GFCI) **must** be used.
- 3. Maintain a safe working environment:
 - a. Keep work area clean. Cluttered areas and benches invite incidents.
 - b. Avoid use of electric power tools in damp or wet locations.
 - c. Maintain proper footing and balance at all times. Do not allow debris to accumulate under foot.
- 4. Dress appropriately for the job:
 - a. Loose clothing or jewelry, which may get caught in moving parts, should not be worn.
 - b. Rubber gloves and footwear should be used when working outdoors under wet weather conditions or wet soil conditions with an electrical tool. (GFCI are required.)
 - c. Use safety glasses. Use a face or dust mask if the cutting operation is dusty.
- 5. Treat the tool properly:
 - a. Never carry a tool by the cord, or yank it to disconnect it from a receptacle.
 - b. Keep the cord away from heat, oil, and sharp edges.
 - c. Keep guards in place and in working order.
 - d. Keep tools sharp and clean at all times for the best and safest performance.
 - e. Disconnect tool when not in use or if you leave the work area.
- 6. Always Implement Principles of Basic Safety:
 - a. Use clamps or a vise to hold work. It's safer than using your hand and it frees both hands to operate the tool.
 - b. Do not carry a plugged-in tool with your finger on the switch.
 - c. Use only approved, grounded, properly insulated, and inspected extension cords.
 - d. Always examine both the cord and connections of an electrical power tool before using. When using pneumatic hand tools, make sure the hose is properly connected and keep the air valve closed until the gun is actually ready to use.
 - e. Remove adjusting keys and wrenches; see that keys and adjusting wrenches are removed from the tool before connecting the tool to the source of power.
 - f. Wear proper PPE.
- 7. Follow Guidelines for Using Specific Tools:
 - a. When using compressed air:
 - i. Use only sound, strong hoses with secure couplings and connections.
 - ii. Be sure there are no sharp points on metal hose parts.
 - iii. Close control valve in portable pneumatic tools before turning on air.
 - iv. Before changing one pneumatic tool for another, turn off air control valve. Never kink hose to stop airflow.
 - v. Wear suitable goggles, mask, protective clothing, and safety devices.
 - vi. Never use air to blow dust or chips from the hair, clothing or safety devices, or from the skin.
 - vii. When using compressed air, see that no nearby workers are in line of airflow. Compressed air can be dangerous. Never point the hose at anyone.
 - viii. All compressed air supplies used for blowing with air must be equipped with regulators to reduce the air supply to 30 p.s.i.
 - i. Wear proper PPE.
- 8. When Using Bench or Hand Grinders:
 - a. Wear goggles or face shield even though the wheel has a safety shield.
 - b. Make sure the protective hood is on the wheel.
 - c. Set the tool rest no more than 1/8 inch from the wheel. Stop the machine before adjusting the rest.
 - d. Stand out of line when starting up.
 - e. Feed the work gradually - give a cold wheel a chance to warm up.

- f. Use only the face of the wheel unless it is designed for edge printing.
- g. Do not strike the wheel suddenly or use too much pressure.
- h. Report at once any grinder that appears to be unsafe.
- i. Check the grindstone to ensure that it is properly designed for the work being done and the speeds being used.
- j. Do not use the grinder if tool rest or shield is missing.
- k. Wear proper PPE.

9. When Using Chain Saw:

Before operational use complete a Chainsaw Safety Check:

- Chain brake
- Throttle interlock
- Chain catcher
- Chain tension
- Muffler
- Chain saw kickback
- Chain sharpness
- Cutter shape
- Depth usage setting
- Lubrication
- No chain movement when engine is at idle

- a. Never work alone, but make certain that other employees in the area should keep a safe distance from a running saw. Have a cleared work area.
- b. **Wear proper PPE including eye protection, hearing protection, approved chainsaw chaps, safety shoes, gloves and hard-hat.**
- c. Always carry the saw with the chain brake engaged, guide bar and saw chain to rear, and the muffler away from the body.
- d. Make sure the chain brake is in good condition. Never remove the chain brake.
- e. Never operate the saw with an excessively loose chain. Keep teeth sharp.
- f. Make sure the chain is not touching anything before starting.
- g. Stand at engine end of running saw, keeping body parts away from saw chain.
- h. Always hold the saw below waist high.
- i. Avoid "running" chain contact. (Chain should not run on bar while idling.) Adjust the clutch and carburetor to prevent this.
- j. Never cut with the tip of the blade.
- k. Exercise extreme caution when felling a tree.
- l. Wear all required PPE.
- m. Inspect the tree for dead wood, which may fall during the cut.
- n. Plan ahead.
- o. Plan an escape route, making sure that it is clear of debris.
- p. Warn others in tree fall area. Do not fell trees within 150 feet of other operations unless precautions to warn personnel are taken.
- q. Make the cut carefully and deliberately.
- r. Exercise extra safety precautions as the tree begins to fall.
- s. Shut off engine.
- t. Move 10 to 20 feet away from the base along your cleared route.
 - i. When limbing a felled tree, keep a firm grip on the handle of the saw with the thumb locked under the handle. Limbs can snap back as they are cut and throw the saw against you.
 - ii. Shut off engine when refueling, adjusting, and cleaning, etc. Use spout can to refuel. Keep fuel in approved safety cans.
 - iii. Place saw out-of-way when not in use.

10. Electric Hand Tools:

- a. Keep tools in good condition, i.e., cleaned, oiled and repaired.
- b. Always use grounded or double insulated tools.
- c. Wear eye protection while using electric hand tools.
- d. Do not use electric tools in the presence of flammable vapors or gases.
- e. Use of electric hand tools in wet or damp locations should be avoided. When use is necessary, a power supply protected with a ground fault circuit interrupter (GFCI) is required.
- f. Take care of cords.
- g. Use only approved and inspected 3-wire extension cords. Always examine both the cord and connections carefully before using.
- h. Never use electric tools having worn or damaged cords, damaged plugs, defective switches, or other defective parts, which might give an electric shock.
- i. Never hang an extension cord over nails or other sharp edges, allow it to become kinked, or leave it where a vehicle may run over it. Wire or insulation will be damaged.
- j. It is bad practice to patch any serious injury to cord insulation with tape. Replace the cord.
- k. Store the extension cord in a clean, dry place where it can lie loosely coiled.

Lab 1403.29 Housekeeping. The employer shall ensure compliance with the following requirements:

- (a) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas;
- (b) Combustible scrap and debris shall be removed from work areas at least daily;
- (c) Trash shall be disposed of on a regular basis, and at other times when necessary;
- (d) All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition; and
- (e) All floors shall be kept clean, dry, safely maintained, and free from trip hazards.

Additional Information

1. Office Safety:

Good housekeeping in the office is a must.

- a. All desks should be kept orderly and clean.
- b. Clean up spilled or splashed liquids on the floor. This might prevent someone from falling.
- c. Slips of paper, a pencil, or even a paper clip on the floor can cause a slip or fall. If you see something on the floor, take the time to stop and pick it up.
- d. An open drawer of a desk or cabinet is a hazard, which can cause you or others to trip or collide. Keep drawers and cabinet doors closed.
- e. The standard four-drawer filing cabinet can cause injury if it upsets as a result of opening a heavily loaded top drawer. Open only one drawer at a time.
- f. Use handles when closing desk drawers, files, safes and doors.
- g. All chairs should be used sensibly:
 - i. Do not tilt or slump back.
 - ii. Remove defective chairs from use.
 - iii. If you must reach high or climb, use a safe ladder, do not use a chair. Do not stand on drawers, cabinets, or boxes.

2. Electric and Electronic Equipment Should be Monitored for Safety:

- a. Make sure equipment is properly fixed in place. Work at a comfortable height.
- b. Do not attempt any electrical repairs.

- c. Cords on electrically operated machines and telephones create a tripping hazard when left on the floor or in walkways. Arrange the work area to avoid this hazard.
 - d. When using extension cords, place them so that they do not lie in a traffic area (tripping hazard) or through doors, which may cut the cord (fire or shock hazard). Minimize the use of extension cords. Do not overload electrical circuits.
 - e. Do not remove the ground prong of a three-prong plug. Electrical equipment with a three-prong plug requires a three-hole (grounded) receptacle. If an adapter must be used to accommodate a two-prong receptacle, have maintenance personnel assure that the adapter is properly grounded.
3. Always Practice Basic Principles of Safety:
- a. Walk, do not run.
 - b. When walking in hallways keep to the right, especially at corners.
 - c. Reading should be done at your desk, not while walking.
 - d. When using stairways, take your time and use the handrails.
 - e. Do not stand in front of a closed door that may be opened suddenly.
 - f. Smoke in authorized areas only. Remember the fire hazard - use ash trays, not wastebaskets.
 - g. Daydreaming is a dangerous habit. Keep your mind on the job.
 - h. Sharpened pencils should be placed point down in pencil holders. Other sharp objects, i.e., scissors, letter openers, etc., should be covered or placed down to prevent puncture wounds.
 - i. Carry pencils, fountain pens, scissors, etc., in such a way that the sharp end cannot cause puncture wounds to you or others.
 - j. Report all defective equipment to your Supervisor for repair.
4. Building Maintenance:
- a. Always practice good housekeeping in the workplace.
 - i. Poor housekeeping breeds fire. All storage areas should be kept neat with cardboard boxes, paper and other combustible materials being removed to safe storage bins immediately.
 - ii. **Never** use a stairway or exit way for a storage area, even on a temporary basis.
 - b. When replacing bulbs or fluorescent tubes, observe the following precautions:
 - i. Ask persons to move from under the fixture.
 - ii. Select a ladder of proper height.
 - iii. Remove globe (cover) and place on desk or floor beneath ladder.
 - iv. Remove bulb with protective device if bulb is hot, or allow it to cool.
 - v. Be sure fluorescent tubes are properly locked in place.
 - vi. Replace globe and fittings, using both hands, making sure that they are secure.
 - vii. Never carry light bulbs in pockets.
 - viii. Light bulbs should never be wiped with a damp cloth while still in socket. Do not use an oily cloth to wipe light bulbs.
 - ix. Report any fixtures or appliance from which electrical shock is received or which sparks, is unusually hot or otherwise appears defective.
 - x. Be aware that defective fluorescent tubes may contain powder that can be harmful or fatal.
 - c. **Disconnect all power sources while working and place a warning sign on the power box control warning that work is in progress.**
 - d. Inspect all portable electrical equipment periodically.
 - e. Replace broken windows or door panes promptly. Always handle broken glass carefully.
 - i. Do not handle broken glass with your bare hands.
 - ii. Always place broken glass in suitable container and dispose of promptly.
 - iii. Do not place broken glass in trashcans or wastebaskets that are accessible to

other employees or to the public.

- f. Remove from use any metal receptacles which are broken or which have jagged edges, i.e., ashtrays, trashcans or waste bins.
- g. Always place adequate warning signs when cleaning floors, stairways, etc. Wet or slick floors, stairways or handrails can cause incidents. **Never** allow a stairway or handrail to become slippery.
- h. Never use fingers or bare hands to comb down mops.

Lab 1403.30 Hygiene and Sanitation. The employer shall ensure compliance with the following requirements:

- (a) A supply of potable water shall be provided in all places of employment;
- (b) Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap;
- (c) Every employer shall provide and maintain sanitary and hygienic toilet facilities; and
- (d) The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

Lab 1403.32 Ladders. The employer shall ensure compliance with the following requirements:

- (a) Fixed ladders shall comply with the following requirements:
 - (1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood;
 - (2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart;
 - (3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length;
 - (4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel;
 - (5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder; and
 - (6) Side rails shall extend 3-1/2 feet above the landing.
- (b) Portable ladders shall comply with the following requirements:
 - (1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position;
 - (2) Ladders shall be inspected prior to use and those which have developed defects shall:
 - a. Be withdrawn from service for repair or destruction; and
 - b. Be tagged or marked as "Dangerous, Do Not Use";
 - (3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping;
 - (4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing;

(5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors; and

(6) Portable ladders shall be safely secured when not in use.

Lab 1403.39 Medical Services. In addition to the requirement for a medical chest required in RSA 277:6, the employer shall ensure emergency telephone numbers for ambulance service, hospital, or physician shall be posted throughout the facility.

Lab 1403.40 Mechanized Equipment. The employer shall ensure compliance with the following requirements:

(a) All construction equipment in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. All defects shall be corrected before the vehicle is placed in service;

(b) No employer shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:

(1) The vehicle has a reverse signal alarm distinguishable from the surrounding noise level; or

(2) The vehicle is backed up only when an appointed observer signals that it is safe to do so; and

(c) Heavy machinery, equipment, or parts thereof which are suspended or held aloft shall be blocked to prevent falling or shifting before employees are permitted to work under or between them.

Lab 1403.41 Noise Exposure. The employer shall ensure compliance with the following requirements:

(a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in Table 3, Permissible Noise Exposures. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.

(b) When engineering or administrative controls fail to reduce the noise level to within the levels of Table 1400.1, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.

(c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Table 1400.1 Permissible Noise Exposure

| Sound Level | dBA Slow |
|-------------------------|----------|
| Duration Per Day, Hours | Response |
| 8 | 90 |
| 6 | 92 |
| 4 | 95 |
| 3 | 97 |
| 2 | 100 |
| 1-1/2 | 102 |
| 1 | 105 |
| 1/2 | 110 |
| 1/4 or less | 115 |

Lab 1403.43 Personal Protective Equipment. The employer shall ensure compliance with the following requirements:

- (a) The employer shall assess the hazards and provide and require the use of appropriate personal protective equipment where indicated based upon that assessment;
- (b) Where employees furnish their own personal protective equipment, the employer shall be responsible to, assure its adequacy and, to ensure that the equipment is properly maintained and in a sanitary condition;
- (c) Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests; and
- (d) Emergency eye wash/shower stations shall be tested periodically and testing records shall be maintained by the employer.

Additional Requirements

- 1. Head Protection:
 - a. Approved American National Standards Institute (ANSI) hard-hats shall be furnished to and shall be worn by personnel who are working in and around areas where there is a possibility of head injury.
- 2. Eye Protection:
 - a. Goggles, face shields, or other suitable eye protection shall be required for wear by employees whenever there is danger of exposing the eyes to flying particles chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the Supervisor.
 - b. Suitable eye protection devices will be purchased and furnished by the department.
- 3. Hand Protection:
 - a. Employees may be required to use appropriate work gloves in completing their duties.
 - b. The department shall furnish specialized hand protection such as rubber gloves, welding gloves, etc.
- 4. Foot Protection:
 - a. Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazard pose an increased risk that foot injuries may occur.
- 5. Clothing:
 - a. Employees are required to dress appropriately. Standard dress will be trousers and shirt. Shorts and T-shirts may be worn in certain circumstances.
 - b. Employees are further required to use appropriate personal protective clothing and equipment when necessary.

Lab 1403.44 Portable Abrasive Wheel Machinery. The employer shall ensure compliance with the following requirements:

- (a) Abrasive wheels shall be used only on machines provided with safety guards- ;
- (b) The following shall be exempt from the safety guard requirement in (a) above:
 - (1) Wheels used while within the work being ground; and
 - (2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.

- (c) A safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel;
- (d) Safety guards used on right angle head or vertical portable grinders shall:
 - (1) Have a maximum exposure angle of 180 degrees; and
 - (2) Meet the following minimum requirements:
 - a. The above guard shall be so located so as to be between the operator and the wheel during use; and
 - b. Adjustment of the guard shall be such that pieces of an accidentally broken wheel shall be deflected away from the operator.

Lab 1403.49 Record Keeping. The employer shall ensure compliance with the following requirements:

- (a) An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request;
- (b) Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement; and
- (c) The log shall include, at a minimum, the following information:
 - (1) Date of injury;
 - (2) Name of employee;
 - (3) Occupation of employee;
 - (4) Description of the injury or illness;
 - (5) Whether lost time was involved; and
 - (6) The date employee returned to work.

Lab 1403.52 Rollover Protective Structures (ROPS). The employer shall ensure that, except for side boom pipe laying tractors and compactors, rollover protective structures of substantial strength be used with the following types of materials handling equipment:

- (a) All rubber-tired, self-propelled scrapers;
- (b) Rubber-tired front-end loaders;
- (c) Rubber-tired dozers;
- (d) Wheel-type agricultural and industrial tractors;
- (e) Crawler tractors;
- (f) Crawler-type loaders;
- (g) Motor graders, with or without attachments, that are used in construction work; and
- (h) Forklifts trucks and powered industrial trucks.

Lab 1403.54 Saws. The employer shall ensure compliance with the following requirements:

(a) Band saws shall comply with the following requirements:

(1) All portions of band saw blades shall be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table; and

(2) Band saw wheels shall be fully enclosed according to the following requirements:

a. The outside periphery of the enclosure shall be solid; and

b. The front and back shall be either, solid wire mesh or perforated metal;

(b) Portable circular saws shall comply with the following requirements:

(1) All portable power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe;

(2) The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work;

(c) The above provision shall not apply to circular saws used in the meat industry for meat cutting purposes;

(d) Radial saws shall comply with the following requirements:

(1) Radial saws shall have an upper guard which completely encloses the upper half of the saw blade;

(2) The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut;

(3) Radial saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted;

(4) An adjustable stop shall be provided to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations; and

(5) Radial saws shall be installed so that the cutting head shall return to the starting position when released by the operator;

(e) Swing or sliding cut-off saws shall comply with the following requirements:

(1) All swing or sliding cut-off saws shall be provided with a hood that shall completely enclose the upper half of the saw;

(2) Limit stops shall be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table;

(3) Each swing or sliding cut-off saw shall be provided with an effective device to return the saw automatically to the back of the table when released at any point of its travel; and

(4) Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut; and

(f) Table saws shall comply with the following requirements:

(1) Circular table saws shall have a hood over the portion of the saw above the table, with the hood mounted so that it shall automatically adjust itself to the thickness of and remain in contact with the material being cut;

(2) Circular table saws shall have a spreader aligned with the blade spaced no more than 1/2 inch behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required;

(3) Circular table saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted; and

(4) Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point.

Lab 1403.58 Storage. The employer shall ensure compliance with the following requirements:

(a) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse;

(b) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary; and

(c) Where mechanical handling equipment is used, aisles that are not clearly defined shall be marked with reflective paint or tape, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.

Lab 1403.61 Toxic Substance.

(a) The employer shall remove hazards from the workplace, and establish policies and work practices aimed at maintaining a safe work environment to protect workers from exposure to hazardous and toxic substances such as radioactive substances or other hazardous substances which are defined as a toxic substance under RSA 277-A:3 V.

(b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

Lab 1403.62 Traffic Control.

(a) The employer shall ensure that an effective means for control of pedestrian and vehicular traffic be instituted on every job site where necessary.

(b) Under the authority of RSA 277:16 and in reference to traffic control devices on job sites, the employer shall ensure compliance with Part 6 of the 2009 Edition with revisions 1 and 2 dated May 2012 of the Federal Highway Administration Manual on Uniform Traffic Control Devices MUTCD approved under 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010, as specified in Appendix B.

Section 6. **DISCIPLINARY POLICY – See Employee Handbook**

Section 7. **ACCIDENT / INCIDENT REPORTING and INVESTIGATIONS**

HANDLING INJURIES, ACCIDENT REPORTING and INVESTIGATIONS

A worker's compensation injury is defined as an accidental injury or death arising out of, and in the course of, employment or any occupational disease arising out of, and in the course of, employment. There are definite State requirements for reporting these injuries, which are summarized in this section.

The first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

A. Handling Injuries

Good judgment is a key factor in handling any injury. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow, however, if there is any question about the seriousness of an injury, call for help!

1. Employee will call the appropriate emergency service (medical, fire, and / or police) whenever those services are deemed necessary.
2. Employee will notify the Supervisor of the incident as soon as possible.
3. Employee will follow reporting and investigation requirements outlined below.

B. Accident Reporting

1. All accidents or incidents will be reported immediately to the responsible Supervisor.
2. Supervisors will insure that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (for 8-WC available at each Department Head's office).
3. The Form 8-WC will be completed and processed by the Department Head within twenty-four hours. The Department Head will also complete any other required forms.
4. The completed form shall be submitted to the Selectmen's Office who, in turn, shall be responsible for distributing the form as appropriate.

C. Accident / Incident Investigation

The immediate Supervisor or other designated individual will investigate all accidents and incidents that occur within their jurisdiction. The purpose of the investigation is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required, see Appendix for Accident / Incident Review Form.

Guideline for Conducting Investigations:

1. Investigate the scene as soon as possible after the accident / incident, noting conditions, location of equipment, physical objects and witnesses. Make notes, take pictures and draw sketches as needed.
2. Interview witnesses soon after the accident so the facts will be fresh in their minds.
3. Interview the victim when the timing is right. Keep in mind his / her physical and emotional condition.
4. Make recommendations for preventing similar occurrences.

Section 8. **SAFETY EDUCATION and TRAINING REQUIREMENTS**

Safety education and training raise the employee's level of safety awareness.

A. Types of Training

1. Introductory:

All new or transferred Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the JLSMC, and be made aware of the department's operating procedures and where they are located. When the Supervisor who conducts the training is confident that the employee understands the rules, the employee and Supervisor will complete and sign the Town of Epsom Safety Orientation and Employee Responsibilities Form (see Appendix) which will be included in the employee's personnel file.

2. Specific / On the Job:
The Supervisor will instruct employees on specific job safety procedures.
3. Follow-up:
When the Supervisor identifies the need, follow-up training will be conducted.

B. Record Keeping

1. Introductory Training:
Documents will be kept in the employee's personnel file.
2. Specific Training:
Employee trainings will be documented. It will consist of a brief description of the training, the date and instructor's name and a list of those attending. The Supervisor will keep these lists.

Section 9. EMERGENCY EVACUATION and RESPONSE PLANS

A. Emergencies - General

For emergencies including, but not necessarily limited to, serious injury, fire or hazardous material spills, **CALL 911**. For fire, hazardous spills or other potentially dangerous conditions within a building, in addition to calling 911, **EVACUATE THE BUILDING**.

B. Evacuation Plan / Maps shall be posted in all Town facilities.

C. Emergency Building Evacuation Plan to be posted near the door of each building at the following:

1. Town Office
2. Fire Station
3. Library / New
4. Library / Old
5. Meeting House
6. Old Town Hall
7. Police Station
8. Highway

Section 10. SAFETY and HEALTH COMMUNICATION

The key to success of any safety and health program is an open line of communication between employees and management.

The JLSMC encourages employees to suggest safety and health changes to management, to notify management of any unsafe conditions or equipment, and to actively participate on Town safety committees.

Management can keep employees informed on issues of safety and health by:

- Providing all employees with a copy of the safety program
- Posting information such as notification of safety meetings and the minutes of the meetings
- Posting safety and health signs and posters
- Posting safety and health training
- Providing personal protection equipment
- Performing safety inspections

A. Purpose

To establish a policy that requires employees to always use PPE when performing certain hazardous tasks or when in an unsafe environment.

B. Safety Equipment

Seat Belt Policy: During the operation of a Town vehicle equipped with seat belts, the operator and passenger are required to wear seatbelts.

Hard Hats: It is the policy of the Town to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. The ground person must wear a hard hat within the work area during the operation of all equipment, including backhoe, loader and street sweeper.
2. When working in the vicinity of tree or brushwork operations.
3. When working below ground level, such as in lift stations, ditches, etc.
4. When other conditions warrant and / or when ordered to do so by a supervisor.

Safety Vest: Shall be worn when an employee is in flagging position and / or when working in a traveled right-of-way or appropriate PPE.

Safety Glasses / Goggles / Face Shield: Shall be worn when grinding, chipping, using air tools, weed whacking, brush / wood cutting, when within the work area of active construction sites, or under conditions which warrant the supervisor to require safety goggles to be worn.

Safety Chaps / Fire Gear: Shall be worn when operating a chain saw or similar equipment.

Communicable Diseases: All possible precautions must be taken by employees to avoid exposure to injury and / or communicable diseases to themselves or others.

Ear Protection: Shall be worn when occupational noise exposure exceeds the sound levels shown in Table 3 PERMISSIBLE NOISE EXPOSURES, Section Lab 1403.41 of the Department of Labor Administrative Rules for Safety and Health for Employees

C. Penalties

Failure to comply with mandatory requirements for wearing safety apparel and / or using safety equipment will result in disciplinary action up to and including termination.

Section 11. EQUIPMENT INSPECTIONS / SAFETY and HEALTH COMMUNICATIONS

Department heads and supervisors are responsible for conducting formal safety inspections and recording their findings. Employees should also inspect their work areas prior to the start of any job and address any identified unsafe conditions. Any unsatisfactory conditions are to be evaluated and corrected in an appropriate and cost effective manner. If correction of a condition will require major renovations and / or expenditures, review with the Board of Selectmen will be required.

A. Frequency

Inspections of the work area and equipment to identify potential safety hazards are to be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required depending on frequency of use, location and proximity to potential hazards. In all cases, Department Heads, Supervisors and employees are expected to constantly be alert for unsafe acts and conditions, and to take necessary corrective action.

B. Guidelines for Correcting Unsafe Conditions

1. First and foremost, take the necessary action to prevent any injury (remove debris from a walkway or work areas; post a warning sign, etc.).

2. If possible, take steps to permanently correct the hazard. Report all action taken to your Department Head / Supervisor.
3. If a permanent solution to the identified problem is not immediately possible, take steps to prevent an injury that might result from it. Report the problem along with your recommended solution, if you have one, in writing to the person who has the authority to correct it.

C. Record Keeping Guidelines

1. Document the inspection. At a minimum, record the inspection date, location, piece of equipment, inspector's name, notes, list of unsatisfactory conditions noted, corrective actions taken, and a list of further recommendations. (Accident / Incident Review – see Appendix)
2. Keep a copy on file with the Department Head.

Section 12. WORKPLACE VIOLENCE

The Town of Epsom realizes that workplace violence can strike anywhere, anytime and no one is immune. Employees must be able to recognize the high risk behaviors; such as exchanging money with the public, working alone or in isolated areas and working after hours in the evening.

“No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances”. ~ NIOSH Director Linda Rosentock, M.D., M.P.H.

A. Prevention Guidelines

1. Assessing the workplace and identify methods for reducing the risk.
2. Each department management personnel and employee will monitor the work environment for possible scenarios that may elicit possible violent situations. They will develop, create and administer their department's specific plan.
3. Implement engineering and administrative controls and train the employees to recognize dangerous situations.
 - a. **Engineering Controls:** Implement a prudent cash-handling policy, which includes a physical separation of workers from customers, good lighting, panic buttons, and any other controls to discourage would-be assailants.
 - b. **Administrative Controls:** Establish policies to activate emergency services and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone who can come in contact with employees. The implementation of an emergency alert plan, which includes building design exit maps as well as the execution of dialing 911.
 - c. **Training:** Employees trained to anticipate, recognize and respond to conflict and potential violence in the workplace.

B. Public Sector: Town Offices

1. Clerk's counter should be at a height even to customer.
2. Physical barrier separating customers and clerks with sliding window panels, banking windows, interior double hung windows, and wide counter space between customer and clerk.
3. No swinging doors to allow intruders behind the work environment.
4. Proper lighting in hallways, and parking lots.

Section 13. MOTOR VEHICLES

The following is a guideline pertaining to the use of motor vehicles owned by the Town of Epsom.

A. Use of Vehicles

1. Reckless driving will **NOT** be tolerated, even on emergency calls.

- a. The Epsom Police Department and/or New Hampshire State Police will investigate incidents involving Epsom vehicles.
- b. The Supervisor will see that all the necessary reports are made and proper action is taken in accordance with rules and regulations.
2. **Seat belts in All Epsom own vehicles are mandatory; also if you are using your personal vehicle (POV) on Epsom time, wearing your seat belt is mandatory.**
3. Use of Epsom Vehicles will ALWAYS Require the Permission of a Supervisor.
4. Permissibility of Passengers in Epsom vehicles:
Epsom personnel shall not allow any non-Epsom employee to ride with them in any Epsom vehicle without first securing the permission from the Department Head, except as follow
 - a. Persons taken into custody or persons necessary to aid an investigation which is being made by a Police Officer, or Fire Officer or
 - b. Police Officers or Employees of Epsom offering authorized assistance to a Police Officer or
 - c. Employee to whom a vehicle has been assigned in his performance of official Epsom business; or
 - d. Emergency situations in which it is reasonably impracticable to obtain prior permission.

B. When an Incident Occurs

When Epsom vehicles are involved in any incident, **STOP IMMEDIATELY**, the immediate Supervisor must be called at once regardless of the extent of damage to the vehicles or whether or not personal injury has occurred.

1. Set out and or turn on warning devices.
2. Assist injured persons, but DO NOT move if likely to cause further injury.
3. The radio dispatcher should be notified immediately of conditions surrounding the incident, request a police officer and Supervisor.
4. Give your name, address, employer name and address, vehicle registration number, and operator's driver's license number to Police
5. DO NOT admit fault. Discuss details **only** with your Supervisor, and the investigating Police Officer.
6. If you have no radio equipment and or phone, stop a passerby and ask him or her to call for help.
7. Secure names and addresses of witnesses or first persons at the scene.
8. If you strike an unattended vehicle and owner cannot be located you **MUST** place your name and the Epsom address securely on the vehicle.
9. Protect the vehicle from any further damage
10. Complete driver's report at incident scene.
11. Drivers subject to post incident testing shall remain readily available for such testing.
12. Post incident drug and alcohol testing is required of each driver who was driving a vehicle of 26,001 lbs. or over and there was severe personal injury or loss of life resulting from the incident, or the driver has been issued a citation for a moving traffic violation resulting in the incident.
13. An Incident Report Kit will be completed any time an Epsom-owned vehicle is involved, regardless of amount of damage or location of incident. Return the completed Incident Report Kit packet to your Supervisor upon return.
14. Personnel may be subject to disciplinary action when damage to Epsom vehicles results from their carelessness or poor judgment.

C. General Maintenance of Epsom Vehicles

1. Personnel who have vehicles assigned to them shall be held personally responsible for their condition.

2. When a vehicle breaks down, the operator shall immediately notify the immediate Supervisor as well as the radio dispatcher. The Supervisor will instruct the operator in accordance with the rules and regulations.
3. Personnel are responsible for the cleanliness of the vehicle. They shall keep windshields and windows clean so that vision will not be impaired.
4. Proper tire pressure must be maintained.
5. Kicking or slamming of doors or forcing the windows of Epsom vehicles is forbidden. If doors or windows do not operate properly, they are to be reported to the mechanic at DPW.
6. No personal equipment shall be installed on Epsom vehicles without prior approval from the Department Head.
7. Personnel must not push or tow any vehicle or object with an Epsom vehicle unless said vehicle is properly equipped for such purpose.
8. No Epsom vehicle will be allowed to jump a battery with any privately owned vehicle.

D. Physical Safety of Epsom Vehicles

1. Except in extreme emergencies, personnel are forbidden to leave vehicles unlocked when they contain Epsom property or other valuables.
2. Under no circumstances are ignition keys to be left in the vehicles.
3. Engines are to be turned off when vehicle is not in use and unit is left unattended, with the exception of emergency personnel.
4. Persons who are permanently or temporarily subject to recall and who have vehicles assigned to them will keep the vehicles either at their homes or at the designated area for the vehicle, whichever is determined necessary for administrative efficiency by the Department Head. In making such determination, the Department Head shall regulate the use of assigned vehicles according to the following classifications:
5. Persons to whom Epsom vehicles are assigned vehicles shall monitor the two-way radio when using the vehicle.

E. Use of Epsom Vehicles for Official Epsom Business

Any Officer or Employee may use or travel in any Epsom vehicle as is necessary or convenient to perform official Epsom business, including the observation of Epsom facilities or the operation of Epsom government.

If your department has a Motor Vehicle Policy, please refer to your individual department policy, which will supersede these instructions.

Section 14. Temporary Alternative Duty Program (TAD)

The Town of Epsom offers a TAD Program in accordance with the provisions of RSA 281-A:23-b as intended to provide temporary transitional alternative work opportunities for employees who suffer a work-related injury or illness.

When practicable, employees will be returned to their regular duties with modifications consistent with a physician's stipulated work restrictions. In the event that such restrictions make it impractical for an employee to perform their normal job, even with modification, the employee may be reassigned to different duties or different work schedule and may include assignment to a different department with the Town of Epsom.

The specific assignment of duties shall be determined on a case-by-case basis pursuant to the physician's restriction and the work available at the time of the injury or illness.

Examples of light duty tasks:

- Housekeeping
- Inventorying
- Data Entry
- Filing
- Inspections (if qualified)
- Driving

The temporary alternate work program may be available to employees for a period of time extending as long as the circumstances of the illness / injury requires, but no longer than four (4) months, as directed by the treating physician and as such duties are available.

After each subsequent visit, the ill / injured employee will be responsible for providing an updated medical form completed by the treating physician and returned to the Department Head of their department.

The Town of Epsom has no obligation to provide temporary alternative work opportunities to employees who suffer a non-work related injury or illness.

APPENDIX

TITLE XXIII LABOR CHAPTER 281-A WORKERS' COMPENSATION Section 281-A:64

281-A:64 Safety Provisions; Administrative Penalty. –

I. Every employer shall provide employees with safe employment. Safe employment includes but is not limited to furnishing personal protective equipment, safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees. For the purposes of this section, "employer" shall include railroads, even if the employees of such railroads receive compensation for work injuries under federal law rather than RSA 281-A.

II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.

IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.

V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

VI. The commissioner, in conjunction with the National Council of Compensation Insurance (NCCI), shall develop a list of the best and worst performers based on the experience modification factors promulgated by NCCI. The list shall include the top 10 lowest experience modification employers. The commissioner shall publicly recognize these low experience modification employers by presenting them with an award at the department's annual workers' compensation conference. The list of the top 10 highest and lowest experience modification employers shall be provided to the advisory council. The department shall review any specific claim against any employer listed in the top 10 highest experience modification list in conjunction with the safety program on file with the commissioner.

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

VIII. The commissioner may assess an administrative penalty of up to \$250 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be deposited in the department of labor restricted fund established pursuant to RSA 273:1-b.

IX. [Repealed.]

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, 1, eff. Jan. 1, 2013. 2019, 134:20, eff. June 25, 2019; 346:142, eff. July 1, 2019.

CHAPTER Lab 600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES

REVISION NOTE:

Document #5909, effective 10-13-94, made extensive changes to the wording, format, structure, and numbering of rules in Chapter Lab 600. Document #5909 supersedes all prior filings for the sections in this chapter. The prior filings for former Chapter Lab 600 include the following documents:

#5372, eff 4-14-92

PART Lab 601 DEFINITIONS

Lab 601.01 "Employer representative" as used in RSA 281-A: 64, III means any individual who serves as the management member of the joint loss management committee and who has the authority delegated by the employer to use his/her judgment in the interest of the employer to take the following actions:

- (a) Hire;
- (b) Transfer;
- (c) Suspend;
- (d) Lay off;
- (e) Recall;
- (f) Promote;
- (g) Discharge;
- (h) Assign;
- (i) Reward;
- (j) Discipline;
- (k) Direct them; or
- (l) Adjust grievances or effectively to recommend such actions.

Source. (See Revision Note at chapter heading for Lab 600)
#5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

PART Lab 602 SAFETY PROGRAMS

Lab 602.01 Program Requirements. As set forth in RSA 281-A: 64, II, the written safety program shall include the following:

- (a) The components required by Lab 603.03(g);
- (b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;
- (c) Provision(s) for the commitment of adequate resources solely for safety;

(d) Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation;

(e) Provision(s) for review of the current written safety program by all employees;

(f) Provision(s) for review and update of the written safety program by an employer representative at least every 2 years; and

(g) Provision(s) for a signature of the above employer representative which shall include the date the program was reviewed and updated.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 602.02 Filing Procedures. Under the authority of RSA 281-A: 64, II, an employer with 15 or more employees shall file a single submission of the summary of the above written safety program with the commissioner of labor by completing and submitting a Safety Summary Form WCSSF 10/07/15. See Appendix II.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94; ss by # #6735, eff 4-23-98; ss by #8592, eff 3-24-06; ss by #10379, eff 7-18-13; ss by #11051, eff 3-10-16

PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

Lab 603.01 Purpose. To carry out the purpose of RSA 281-A: 64, a joint loss management committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.02 Establishment of Joint Loss Management Committee.

(a) Pursuant to RSA281-A: 64, III, all employers of 15 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives or more employee representatives as follows:

(1) The size of the joint loss management committee shall be determined as follows:

a. Employers with 15 to 20 employees shall have a minimum of 2 members; and

b. Employers with more than 20 employees shall have a minimum of 4 members;

(2) Employee representatives shall be selected by the employees;

(3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;

(4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and

(5) Committee members shall be representative of the major work activities of the employer.

(b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.

(c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.

(d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

Source. (See Revision Note at chapter heading for Lab 600)
#5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A: 64, the joint loss management committee shall:

- (a) Meet at least quarterly to carry out their duties and responsibilities.
- (b) Keep minutes of meetings which shall be made available for review of all employees;
- (c) Elect a chairperson, alternating between employee and employer representatives;
- (d) Develop and disseminate to all employees a committee policy statement;
- (e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- (f) Review workplace accident and injury data to help establish the committee's goals and objectives;
- (g) Establish specific safety programs which include, but are not be limited to, the following:
 - (1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - (2) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (3) Performance of audits at least annually regarding the inspection findings; and
 - (4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;

(h) Assist with the identification of necessary safety and health training for employees; and

(i) Assist with the identification and definition of temporary, alternate tasks.

Source. (See Revision Note at chapter heading for Lab 600)
#5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.04 Duties and Responsibilities of the Employer. To carry out the intent of RSA 281-A: 64, the employer shall:

(a) Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes;

(b) Pay any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, at his/her regular rate of pay for all time spent on such activities; and

(c) Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Source. (See Revision Note at chapter heading for Lab 600)
#5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Accident/Incident Review

Department: _____
Job Title: _____
Location: _____

Date of Review: _____
Date of Injury: _____
Reviewer's Signature: _____

Personal Injury or Illness Information

Part of Body Affected: _____ Nature of Injury/Illness: _____
Cause of Injury/Illness _____
(Object/equipment/substance): _____

Describe Clearly What Happened, Including Events Leading Up to Accident/Illness:

Did Injured Leave Work? _____ Time: _____ AM/PM Date: _____
Did Injured Seek Medical Attention: YES ____ / NO ____
Name of Medical Facility : _____
Return to Work Date: _____

Describe conditions or factors that may have contributed to the Accident/Illness

For Slip/Trip/Fall or Material Handling Incidents, please complete reverse side

Corrective Actions Taken:

(please outline actions taken to reduce likelihood that this type of incident will reoccur)

Safety Committee Comments:



Material Handling Analysis

- 1. What was being handled: _____
- 2. How much did it weigh? _____ 3. Distance of lift/lower? _____
- 4. Did the employee slip while lifting? Yes _____ NO _____
- 5. Were there any abnormal working conditions at the location of the accident (wet floors, debris on floor, etc.)? _____
- 6. Was the material handled in the standard way? _____
- 7. How often is this job done? _____
- 8. Was the accident reported immediately? _____
- 9. Who was the employee working with at the time of the accident? _____
- 10. Has the employee had previous material handling accidents? Yes _____ No _____
Explain: _____

Slips, Trips or Falls

- 1. What was the condition of the walking surface? (i.e. damaged, worn, wet, icy, cluttered)

- 2. Was hazardous condition reported prior to the accident?

- 3. How long had the condition existed?

- 4. Was the hazardous condition corrected?
When? _____
How? _____
- 5. Was the lighting adequate? YES _____ NO _____
- 6. Was the employee wearing appropriate footwear? YES _____ NO _____
- 7. Was the employee carrying/pulling anything? YES _____ NO _____

- 8. Have similar accidents occurred at this location prior to this accident? YES _____ NO _____

Town of Epsom Safety Orientation and Employee Responsibilities Form

Employee Name: _____ Position: _____ Date Hired: _____
New Employee ___ Transfer ___ Rehire ___ Part-time ___ Full-time ___

Safety Orientation:

1. Purpose of orientation
 - a. Function of the JLSMC
 - b. Introduce to the JLSMC representative
2. Accident reporting
 - a. Emergency telephone numbers
 - b. Obtaining treatment
3. Tour of facility and equipment
4. First Aid Kit
 - a. Location in facility
 - b. Supplies
5. Potential hazards on the job
 - a. Identification of
 - b. Proper use of equipment
 - c. Care and use of PPE
6. What to do in the event of an emergency
 - a. Exit locations and evacuation routes
 - b. Use of fire-fighting equipment (extinguishers, hoses, etc)
 - c. Specific procedures (medical, chemical, fire, etc)
7. Personal work habits
 - a. Proper lifting procedures
 - b. Safe work procedures and good housekeeping
 - c. No smoking policy
8. Vehicle safety

Employee Responsibilities:

- Observe all Town Safety Rules and apply the principles of accident prevention in my day-to-day duties.
- Report any job related injury, illness or property damage to my Supervisor and seek treatment promptly. I will fill out the required form(s) provided by my Supervisor or Department Head and submit to the Selectmen's office.
- Report hazardous conditions (unsafe equipment, floors, materials) and unsafe acts to my Supervisor or JLSMC representative promptly.
- Observe all hazard warnings and the No Smoking policy.
- Keep aisles, walkways and working areas clear of slipping/tripping hazards.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
- Not report to work under the influence of alcoholic beverages or drugs or consume them while on the job.
- Refrain from fighting, horseplay or distracting my fellow workers.
- Observe safe operating procedures for all equipment I am authorized to operate.
- Follow proper lifting procedures at all times.
- Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
- Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
- Not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
- Actively participate in the Town's effort to provide a Joint Loss Safety Management Program.

I hereby acknowledge that I have received my Town of Epsom Safety Orientation and Employee Responsibilities Training and a copy of the Employee Safety Manual developed by the Joint Loss Safety Management Committee.

Date: _____

Department: _____

Employee Name: _____

Employee Signature: _____

Supervisor / Department Head: _____

Supervisor / Department Head Signature: _____