

TOWN OF STRATHAM

Safety & Loss Control

Employee Safety Manual

9/28/2022

References:

RSA 141G Notifications of Emergency Response/Public Safety Workers after Exposure to Infectious Disease

RSA 155-A, State Building Codes

RSA 277 Safety and Health of Employees

RSA 281-A:23-b Alternative Work Opportunities

RSA 281-A:64 Workers Compensation

Lab 500 Workers' Compensation Claims

Lab 600 Safety Programs and Joint Loss Management Committees

Lab 1400 Safety and Health of Employees

Table of Contents

- Introduction (Section 1):.....5
- Management Statement of Commitment (Section 2):5
- Responsibilities (Section 3):6
- Joint Loss Management Committee (Section 4):.....6
- Safety Statutes, Rules and Standards (Section 5):7
- General Safety Practices (Town Wide):8
 - Electric Power and Hand Tools:8
 - Housekeeping:8
 - Ladders:8
 - Landscape and Grounds Safety:10
 - Lifting and Material Handling:11
 - Office Safety:.....11
 - Slip, Trips, Fall Prevention:.....12
- Town Safety Policies, Procedures, and Guidance :13
 - Confined Space:.....13
 - JLMC Health and Safety Facility Inspections:14
 - Lockout/Tag out Policy:16
 - Personal Protective Equipment:.....18
 - Head protection:19
 - Eye protection:.....19
 - Hearing protection:19
 - Reflective clothing vests/belts:19
 - Buoyant work vests:19
 - Respiratory Protection:19
 - Hand protection/gloves:19
 - Foot protection:.....19
 - Other considerations:19
 - Seatbelts:.....19
 - Worker’s Right to Know Act:.....20
- Disciplinary Policy (Section 6):.....21
- Accident and Incident Reporting (Section 7):22
 - Property Liability Accident Reporting:24
 - Motor Vehicle Accident Reporting:25
 - Workers’ Compensation Incident Reporting:27
 - Temporary Alternate Duty:.....29
- Training Requirements for Safety & Health (Section 8):31
 - New Employee Orientation Training:.....31
 - On-the-Job Training (OJT):.....31

Job Instructional Training (JIT):.....31
Refresher Training:.....32
Facility Evacuation Plan Guidelines (Section 9):32
Safety and Health Communication (Section 10):33
Workplace Violence Prevention (Section 11):34
Workers' Compensation Chapter 281-A: Safety Statutes (Section 12):.....35

Introduction (Section 1):

The Town of Stratham is committed to providing the safest environment possible for our employees and the organization. Safety is essential to all Town functions and every reasonable effort shall be made by the Town to provide a safe and healthy work place, safe equipment, proper materials, and to establish and enforce safe operations at all times.

Management Statement of Commitment (Section 2):

The Town of Stratham is committed to creating a workplace that is safe, healthy and injury-free. Our employees are our most valuable assets, and their safety and health is a primary priority. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents.

We will provide training, review our procedures, review accidents and maintain all Town equipment. In the event of an injury, we will actively work to return the employee back to work when medically possible. Our Drug and Alcohol policy will be strictly enforced.

We will provide support to our Joint Loss Management Committee by providing them the time, employees and management commitment needed to reach our common goal of a safe and healthy workplace. We appreciate your full cooperation to follow our safety program and make our workplace safe, healthy and injury-free.

In accordance with State Law, the Select Board in conjunction with the Town Administrator and Finance Administrator will document the review, update, or revision of this document at least every two years.

Sincerely,

Town of Stratham Select Board

Responsibilities (Section 3):

All employees - are responsible to adhere to the Town's safety and loss control program; comply with all applicable policies, procedures, laws, and rules and regulations; and exercise sound judgment with regards to safe operating procedures.

Additionally, any employee witnessing a potentially unsafe act or condition has the responsibility to take action to mitigate the behavior or condition, if possible, and report the incident to the appropriate authority.

Department Heads - shall be knowledgeable and accountable for implementation, adherence, monitoring, training and inspection relative to safety regulations, policies, and procedures pertinent to their operations. Supervisors shall ensure that each employee is instructed on the safety and loss control considerations particular to their specific assignment.

- shall be knowledgeable of the safety requirements, applicable laws, policies, and procedures pertinent to the safe operation of their department/division and ensure they have appropriate specific processes and procedures to ensure compliance.

-shall be responsible and accountable to ensure the implementation, adherence, monitoring, budgeting, training, and inspections relative to safety requirements, applicable Town policies, laws or regulations.

Joint Loss Management Committee (JLMC) - shall serve as an advisory group to the Select Board. The Committee's goal shall be to foster and promote safety in the workplace and reduce losses from accidents involving Town employees, vehicles and property. This shall be accomplished through regular review of all accidents and the generation of recommendations relative to safety, health and loss control training and policies. The committee shall be composed of equal numbers of employer and employee representatives and comply with all required duties as outlined by the New Hampshire Department of Labor (NHDOL) Lab 603 for the purpose of carrying out the intent of RSA 281-A: 64.

Select Board – The Select Board is ultimately responsible for the smooth operation of the Safety and Loss Control Management Program through overall support, direction, and commitment.

Joint Loss Management Committee (Section 4):

Duty and Responsibility - The JLMC shall work in a cooperative, non-adversarial manner to foster a safe and healthy work environment and reduce Town losses from accidents involving employees, vehicles, and property. The JLMC, at a minimum, will comply with requirements as outlined under the New Hampshire Administrative Rules regarding the Duties and Responsibilities of Joint Loss Management Committees (Lab 603.03).

Membership - The JLMC shall consist of equal numbers of employee and employer representatives, or more employee representatives at the discretion of the Select Board, to ensure representation of major work activities.

Additionally, the employee responsible to file the Town's Property Liability claims will attend as a non-voting member if not a designated employee member.

Alternate representatives may be designated to perform the duties of the designated JLMC member when the designated representative is unavailable to attend a regularly scheduled meeting.

Procedures - JLMC meetings will be held quarterly. The JLMC will establish a meeting calendar indicating the date and times of scheduled meetings at least once annually. The Chairperson will ensure that a written reminder notice and agenda are prepared and distributed to members prior to the meeting and will ensure meeting minutes are taken.

The JLMC shall elect a Chairperson from among its members which shall be rotated between employee and employer representative.

No committee action can be taken without a quorum. A quorum is defined as at least 50% of the active membership.

Recommendations made by the JLMC will be responded to either in writing or verbally and will be included in the committee's written minutes.

Non-members, departmental safety committees or other employees who wish to have an issue reviewed by the JLMC may submit their request through any employee or employer representative. The JLMC member representative receiving the request will advise the Chair of the request for potential inclusion on the next meeting agenda.

Safety Statutes, Rules and Standards (Section 5):

In the public sector, the New Hampshire Department of Labor (NHDOL) is the enforcement agency for the health and safety of employees much like the Occupational Safety and Health Administration (OSHA) is in the private sector.

NHDOL Rule 1400, Administrative Rules for Safety and Health, shall be applicable to all workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased or used in connection with employee activity at a place of employment in the State. However, requirements under NHDOL Rule 1400 shall not preclude compliance with RSA155-A, the State Building Code or other state or federal laws, rules, regulations or codes.

If a conflict should arise between these rules and any other law, rule, regulation, code, or departmental policy, labor rules shall not supersede the more stringent requirements.

Other notable statutes, rules or standards regarding safety include the following, many of which referenced herein:

- Lab 600 rules, Safety Programs
- RSA 155A, State Building Codes
- RSA 277, Safety & Health of Employees
- RSA 277A, Employees Right to Know
- RSA 281-A:64, Safety Provision

General Safety Practices (Town Wide):

Electric Power and Hand Tools: Employees who use hand and power tools and are exposed to the hazards of falling, flying, abrasive and splashing objects must follow these practices. All electrical connections for these tools must be suitable for the type of tool and the working conditions (e.g. wet, dusty, flammable vapors). When a temporary power source is used, a ground-fault circuit interrupter shall be used.

Four basic safety rules can help prevent hazards associated with the use of hand and power tools:

- Keep all tools in good condition with regular maintenance. 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.
- Use the right tool for the job.
- Examine each tool for damage before use and do not use damaged tools.
- Operate tools according to the manufacturers' instructions.

Housekeeping: Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health on a day-to-day basis. An orderly workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. The following practices are in place:

- All floors shall be kept clean, dry, safely maintained and free from trip hazards.
- All passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- Trash shall be disposed of at frequent intervals.
- All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions.
- All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.
- 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.
- 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.
- Washing facilities shall be maintained in a sanitary condition. Cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling shall be provided.

Ladders: The main hazard associated with using a ladder is falling. Whenever possible the three point rule of climbing should be used when using any type of ladder. The three point rule simply states that three body parts should be in contact with the ladder at all times. For example you should have at a minimum both feet and one hand on the ladder or both hands and one foot on the ladder. This reduces your chances of falling significantly.

Fixed ladders shall comply with the following requirements:

- Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood.
- Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart.
- Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length.
- 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.
- 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.
- Side rails shall extend 3-1/2 feet above the landing.

Portable ladders - There are three types of portable ladders: step, single and extension. A step-ladder is self-supporting and non-adjustable in length. A single ladder is a single, non-self-supporting and non-adjustable in length. An extension ladder is a non-self-supporting, adjustable in length portable ladder. Portable ladders can be constructed of wood, aluminum and fiberglass materials.

All portable ladders receive one of four ratings, based on their maximum working load (the maximum weight they can safely support).

Rating	Working Load
Extra heavy duty (I-A)	300 pounds
Heavy duty (I)	250 pounds
Medium duty (II)	225 pounds
Light duty (III)	200 pounds

Portable ladders shall comply with the following requirements:

- 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.
- Ladders shall be inspected prior to use and those which have developed defects shall:
 - a. Be withdrawn from service for repair or destruction;
 - b. Be tagged or marked as “Dangerous, Do Not Use.”
- Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.
- The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing.
- Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.
- Ladders shall be safely stored when not in use.

The following general work practices should always be followed when using a portable ladder:

- Inspect the ladder before use.
- Never use a broken ladder.
- Place ladder on a secure footing.
- Hold ladder in a secure position with a tie off at the top.
- Extend ladder three feet above the point of support.
- Place the ladder at a pitch so the distance is one quarter the working length of the ladder.
- Face the ladder when climbing up or down.
- Short ladders shall not be spliced together to make a longer ladder.
- Never stand on the top step of a ladder. The third rung to the top is the highest an employee should climb on a ladder.
- Use both hands when climbing or descending.
- Never use a metal ladder while working near electrical equipment.
- Never use a ladder for a purpose other than climbing (i.e. no work platforms).

Landscape and Grounds Safety: Landscape and horticultural services (which include professional lawn care, landscape construction and maintenance, tree care, and other plant care) are one of the highest hazard industries in the United States. Employees may face an array of different types of hazards while performing landscaping tasks. Among these hazards are motor vehicle and other equipment accidents; ergonomic injuries, such as back strains; exposure to noise, heat, cold, chemicals, and insects; amputations; slips, trips and falls; eye injuries; and electrocutions.

Gasoline Powered Lawn Maintenance Tools:

- Do not operate powered equipment on which you have not been trained.
- Do not use gas powered tools that have parts that are loose, worn, cracked or otherwise visibly damaged.
- Tag damaged gas powered tools "Out of Service" to prevent accidental start up or use.
- Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
- Keep body parts and clothing away from the running engine and the cutting blade.
- Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
- Allow the engine to cool before covering or storing it in the storage shed.

Mowing:

- Only the operator is permitted to ride on a riding mower, or tractor.
- Shift the riding mower or tractor into neutral before starting or shutting it off.
- Do not place your hands or feet under the mower deck.
- When operating a riding mower or tractor mow up and down the slope. Do not mow across a slope.
- Keep the mower in gear when going down slopes.
- Do not jump from a riding mower or tractor.

- Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of a riding mower or tractor.

Line Trimming/Weed Eater/Brushcutters:

- Before refueling the trimmer, remove it from your harness, place it on the ground and allow the engine to cool.
- When edging along roads, stay as close to the curb as possible.

Backpack Blowers:

- Wear goggles when operating a blower.
- Do not use the blower to clean yourself.
- Do not direct the blower toward bystanders.

Fueling Gasoline Power Tools:

- Turn the mower or gasoline powered tool off before fueling.
- Do not smoke while fueling a mower or gasoline powered tool.
- Wash your hands with soap and water if you spill gasoline on your hands.
- Do not pour fuel into the tank of a running engine.

Lifting and Material Handling: One of the primary hazards associated with incorrect lifting and material handling is back injuries.

Lifting is strenuous. It requires proper training and technique. By lifting with your large, strong leg muscles instead of the small muscles of your back, you can prevent back injuries and reduce low back pain.

There are five steps to follow when lifting an object:

Step 1 *Get close to the load.* Get as close to the load as possible, as if you're hugging the object. Having the object close to your body puts less force on your lower back.

Step 2 *Maintain your curves.* Keep yourself in an upright position while squatting to pick up.

Step 3 *Tighten your stomach muscles.* Tightening your stomach muscles helps support the spine. Don't hold your breath while tightening the muscles.

Step 4 *Lift with your legs.* Your legs are the strongest muscles in your body, so use them.

Step 5 *Pivot, don't twist.* Turn with your feet, not your back. Your back isn't built for twisting from side to side.

If a load is too heavy to lift alone, ask for help. Pick one person to coach the lift. This way you lift and lower at the same time.

If a load is above your shoulders, use a step stool to elevate yourself until the load is at least chest level, preferably waist height. Pull the object close to your body and then lift. Remember to maintain your curves. Use your arms and legs to do the work.

Sources: National Institute of Occupational Safety and Health

Office Safety: Workplace accidents and injuries can happen anywhere including in office areas. Common causes of office accidents include the following:

- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards

- Improper lifting and handling techniques
- Improper office layout and arrangement

The majority of office accidents may be prevented by good housekeeping practices, which is the responsibility of every employee.

Below are some general office safety guidelines:

- Keep office area floors both neat and clean to avoid slipping, tripping and falling hazards.
- Keep storage areas in good order. Avoid overloading shelves and keep heavier items on lower shelves.
- Ensure that electrical cords and phone cords do not cross walk ways or otherwise pose a tripping hazard.
- Report or repair tripping hazards such as defective tiles or carpet.
- Be careful of catching fingers in drawers or office machines. Turn off or unplug equipment when attempting maintenance, repair or troubleshooting. (I.e. unplug shredders)
- Close and secure hand-operated paper cutters.
- Use care when opening, closing file cabinets, and desk drawers. Never leave drawers open when not in active use.
- Consideration to ergonomic principals should be taken when setting up desks or other types of workstations.
- Office desks, shelves, and chairs should not be used as a makeshift ladder.
- Keep ergonomic principals in mind when acquiring office furniture.

Ergonomics can be defined simply as the study of work. More specifically, ergonomics is the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job. Adapting tasks, work stations, tools, and equipment to fit the worker can help reduce physical stress on a worker's body and eliminate many potentially serious, disabling work related musculoskeletal disorders (MSDs). <https://www.osha.gov/Publications/osh3125.pdf>

The Town 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.

Training will be provided for employees who might be subject to ergonomic exposures such as those listed above. Lab 1403.18 Ergonomics.

Slip, Trips, Fall Prevention: Slips, trips, and falls exact a substantial toll in terms of death, personal injury and suffering, workers' compensation, loss in productivity, and civil liability.

Slips, trips, and falls are defined as:

Slip- Too little friction or traction between feet (footware) & walking/working surface, resulting in loss of balance. Slips are commonly caused by wet products or spills on walking surfaces, sloped, uneven or muddy terrain, environmental conditions, mounting or dismounting vehicles and equipment, loose, and irregular surfaces.

Trip- Foot or lower leg hits object and upper body continues moving, resulting in loss of balance stepping down to lower surface and losing balance. Trips are commonly caused by uncovered hoses, cables, wires or extension cords across aisles or walkways; clutter, obstacles in aisle, walkways and work areas; open cabinet, file or desk drawer and doors.

Fall- Occurs when too far off center of balance. Slips and trips often lead to falls which result in injuries. Falls may also result from improper use of equipment or ladders.

There are two basic types of falls:

1. Fall at same level- A fall to same walking or working surface, or fall into or against objects above same surface.
2. Fall to lower level- A fall to a level below walking or working surface.

As indicated above a variety of situations and conditions may increase the risk of a slip, trip, or fall. However, the majority of situations and conditions are preventable through employee due diligence to address and report existing conditions.

Town Safety Policies, Procedures, and Guidance:

Confined Space:

Purpose: To inform employees of requirements for the establishment of written procedures to reduce the hazards and risks associated with entering and working in confined spaces.

Definition: The term “confined space” for the purpose of this policy and as defined by the NH Department of Labor Lab 1402.02 means any space that meets the following criteria:

- Large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous employee occupancy; and
- Contains or has a potential to contain a hazardous atmosphere; or
- Contains a material that has the potential for engulfing an entrant; or
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

Procedure: Each department whose employees must enter confined spaces must develop and implement a written policy governing such entry. The policy must include (but is not limited to) provisions for the following elements:

- Definition of confined space and examples of confined spaces typical to the department's operations.
- Method by which confined spaces will be identified, tested, and monitored.
- Permit and entry procedures.

- Rescue procedures.
- Training procedures.

JLMC Health and Safety Facility Inspections:

1. All departments will conduct a health and safety facility inspection within their scope of their responsibilities.
2. At least once annually, a specific safety and health facility inspection shall be performed by a department representative for the purpose of hazard identification to be audited by the JLMC.
3. JLMC members may perform health and safety facility inspections as needed.
4. The JLMC will audit health and safety findings, recommendations and corrective actions at least annually.

Procedures for required annual health and safety facility inspections:

1. The individual in charge of the facility, or a designated representative, will conduct an annual facility health and safety inspection for hazard identification purposes between **September 1 and November 30 each year**.
2. The individual performing the inspections will communicate any identified findings resulting from the facility health and safety inspection with recommended control measures to the department or person most able to implement controls and annotate this information on the JLMC Health and Safety Inspection Form.
3. Inspection findings with planned corrective actions must be recorded on a JLMC Health and Safety Inspection Form by November 30th of each year and a copy turned into the JLMC.

Inspection Findings:

1. The JLMC will be kept informed of facility health and safety inspections and findings.
2. Reports should be kept on file for a minimum of 3 years at facility by department representative.

Infectious Disease Policy (Includes Blood Borne Pathogens and other communicable diseases):

Purpose: To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes and to ensure compliance with the New Hampshire Department of Labor Standard 1403.08, Blood Borne Pathogens.

Overview: Blood borne pathogens are microorganisms such as viruses or bacteria that are carried in blood and other bodily fluids, and can cause disease in people. Certain employees may be exposed to these and other blood borne pathogens as part of their job duties such as emergency response/public safety workers. Town employees that may come into contact with blood borne pathogens while performing their duties include: firefighters, police officers, wastewater workers, sewer workers and janitorial/custodial workers. Although many blood borne pathogens exist, the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) are two of the more dangerous. Additionally,

although less dangerous, pathogenic organisms such as fecal coliforms or E. coli., which are much more common although not usually life threatening, can cause severe illness and should be protected against using appropriate personal protective equipment (PPE).

The New Hampshire Department of Labor Standard 1403.08 requires a “universal precautions” approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious in all situations where there is a potential for contact with blood or other potentially infectious material.

Definition:

Blood borne disease means pathogenic microorganisms that are present in human blood and/or bodily fluids and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Critical exposure means contact of an employee's ruptured or broken skin or mucous membrane with a person's blood or body fluids, other than tears, saliva, or perspiration, of a magnitude that can result in transmission of blood borne disease.

Emergency response/public safety worker means firefighters; police officers; employees of any prison, jail, corrections institution, or other detention facility where persons are held pending arraignment, adjudication, or disposition of a criminal charge or in protective custody, as defined in RSA 172-B:1, XIII; emergency care providers licensed under RSA 153-A; persons using wreckers as defined in RSA 259:126 for towing purposes; and other similar care providers, whether paid or volunteer.

Universal precautions approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious.

Responsibilities:

Departments which have “emergency response/public safety workers” or have job classification where employees have occupational exposure to blood or other potentially infectious materials such as wastewater and sewer workers will:

1. Train applicable employees in proper response procedures for situations involving blood and other potentially infectious materials.
2. Ensure universal precautions are observed in all situations where there is a potential for contact with blood or other potentially infectious material.
3. Supply first aid and potentially infectious material clean-up kits as applicable. Clean-up kits may contain items such as:
 - a. One time use disposable gloves such as surgical or examination gloves.
 - b. Eye/face protection to protect the face against splashing of body fluids.
 - c. Material to absorb blood or other potentially infectious material.
 - d. Device to scoop up absorbent and body fluid (i.e. two pieces of stiff cardboard).
 - e. Disinfectant to clean all surface which blood or other potentially infectious material has contacted. (i.e. 1:10 bleach/water mixture may be appropriate on some surfaces).
 - f. Appropriately marked biohazard containers/bags for disposal of needles, sharps, bandages or other potentially infectious materials.

- g. Waterless, disinfectant hand cleaners.
- 4. Employees responding to emergencies or other situations where blood or body fluids are present should wear appropriate personal protection equipment (PPE). The applicable PPE required may differ but will typically consist of gloves, protective clothing, and face and eye protection.
- 5. Work procedures to include:
 - a. Protection measures when responding to a medical emergency or when you may likely be exposed to infectious material.
 - b. 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 material.
 - c. Clean-up of blood or other potentially infectious material.
 - i. Disposal of infected or potentially contaminated waste must be properly disposed of by putting all waste into a “red plastic bag” clearly labeled “Bio-Hazard Waste”. Disposal of infectious waste in common trash containers such as barrels, trash cans or dumpsters, even if the waste is contained in a properly marked compliant bag is strictly prohibited by Federal Law.
 - d. Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids should include:
 - i. Washing the affected area immediately. If exposure involves the eye, flush with running water for approximately 15 minutes.
 - ii. Reporting the incident according appropriate workers compensation procedures for a work related illness or injury.
 - iii. Complying with the Notification of Possible Exposure to Infectious Diseases process as applicable. (Note: the Town’s Fire Department will assist with this process if needed.)

Lockout/Tag out Policy:

Purpose: The purpose of this policy is to protect employees and equipment from hazards associated with the unexpected activation, sudden release of stored energy, or inadvertent contact with energized equipment and to ensure compliance with the New Hampshire Department of Labor Standard 1403.35, Lockout.

General Information: A lockout is a method of keeping equipment from being set in motion and endangering workers. In lockouts, a locking device is attached so that the equipment cannot be energized while it is being worked on. This method is required by Lab 1403.35 prior to any work which could subject the employee to potential injury from stored energy hazards to include but not limited to: hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical, and gravity.

In a tagout, the energy-isolating device is placed in the “safe” position and a written warning is attached to it.

Responsibility:

Department/ Division - Each department/division whose employees must perform servicing, maintenance and a repair or replacement activity that subjects the employees to potential injury from stored energy hazards shall:

1. Identify potentially hazardous energy sources within their department that require control, as well as the equipment and machinery that must adhere to the lockout/tagout procedures and establish written procedures.
2. Provide padlocks and other needed equipment to be used to lockout equipment when required.
3. Ensure that all lockout and tagout requirements are performed when:
 - a. Prior to performing work which could subject the employee to potential injury from stored energy hazards to include but not limited to: hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical, and gravity.
4. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.

Employee - Each employee who must perform servicing, maintenance and a repair or replacement activity that subjects the employees to potential injury from stored energy hazards shall:

1. Effectively disconnect and make non-hazardous forms of energy capable of causing injury during maintenance procedure.
2. Lock energy sources or switches in the “off” position prior to making repairs.

Written Procedure Guideline: The written procedures should include:

1. Identified potentially hazardous energy sources within department that require control, as well as the equipment and machinery.
2. Basic Rules for using lockout and tagout system procedure:
 - a. All equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked and tagged out.
3. Sequence of Lockout and Tagout System Procedure:
 - a. Notify all affected employees that a lockout and tagout system is going to be utilized and the reason therefore.
 - b. Shut down machine or equipment if operating.
 - c. Operate the switch, valve, or other energy source(s). Stored energy (such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc), must be dissipated or restrained by methods such as repositioning, blocking, bleeding down etc.
 - d. Lockout and tagout the energy isolating devices with assigned individual lock(s) and tag(s). Specialized lockout devices may be needed for effective implementation.
 - e. Check to ensure that equipment will not operate.
4. Procedure for removing lockout device and tag (Lab 1403.35 Lockout – Only the individual who is working on the equipment shall be allowed to remove the lockout device.)

Personal Protective Equipment:

Purpose: The purpose of the Personal Protective Equipment Policy is to protect employees from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE) and to ensure compliance with NH Department of Labor (NH DOL) safety requirements. This policy is general in nature and recognizes other specific requirements may be needed based on specific hazards.

Definition: Personal Protective Equipment (PPE): Specialized clothing or equipment worn by employees for protecting against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, hearing, etc.

Responsibility:

Department Heads/Division Heads: Departments shall be responsible for assessing hazards and providing and requiring the use of appropriate personal protective equipment, where indicated, based upon their assessments, Town and Departmental policies, requirements set forth by the NH DOL and applicable collective bargaining agreements.

In Departments where employees furnish their own personal protective equipment, the Department shall be responsible for assuring its adequacy and ensuring that the equipment is properly maintained and in a sanitary condition.

Supervisors: Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work areas: This involves:

- Providing appropriate PPE and making it available;
- Ensuring employees are trained on the proper use, care, and cleaning of PPE;
- Ensuring that employees properly use and maintain issued PPE; and
- Ensuring that defective or damaged PPE is disposed of and replaced. Please note this requirement is waived for safety footwear, as there is a separate policy specific to footwear.

Employees: Employees shall properly use all PPE provided by the Town, where such use is necessary and appropriate as specified by their supervisor, by policy or NH DOL requirements.

Employees shall properly care for, clean, maintain, inspect and notify supervisor of potential issues, as applicable, according to manufacturers' guidelines.

All Town supplied protective apparel and equipment, excluding personal safety boots worn exclusively by the employee, is to be used and worn for conducting Town business and is not to be used/worn for personal activities.

General Guidelines Personal Protective Equipment (PPE): The following are general guidelines as to when PPE is required. Town employees perform a vast number of specialized tasks which have specific safety equipment and PPE requirements associated

with them. In all cases, employees should adhere to specific requirements of the task being performed.

Head protection: Employee will wear head protection when working in areas where there is a potential for injury to the head from falling objects. Additionally, employees will wear head protection designed to reduce electrical shock hazards when exposed electrical conductors could contact head.

Eye protection: Employee will use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Hearing protection: Employees will use hearing protection when exposed to high noise levels. It is important to remember that there is no cure for noise-induced hearing loss caused by exposure to high noise levels. (Lab 1403.41)

Reflective clothing vests/belts: Employees that are exposed to traffic or other hazards associated with low visibility will wear appropriate high visibility outerwear or equipment as applicable.

Buoyant work vests: Employees working over or near water (wells, rivers, ponds, wastewater lagoons, etc.), where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests. (Lab 1403.43)

Respiratory Protection: Employees exposed to insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays shall wear appropriate respiratory protection.

Hand protection/gloves: Employees will wear appropriate hand protection and other protective clothing where there is exposure to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, and sharp objects.

Foot protection: Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employees' feet are exposed to electrical hazards.

Other considerations: Departments shall also stock a sufficient number of overshoes to provide protection on an as-needed basis for employees who may be exposed to cold and/or wet conditions on a limited basis, or provide an alternative to meet this requirement.

Departments shall also consider the need to stock ice-grippers, such as Yaks-Trax, to prevent slipping and falling hazards during icy conditions.

Seatbelts:

- A. It is mandatory for all Town employees while operating or riding in any moving vehicle, or equipment so equipped to use seat belts. This also applies to any employee operating a privately owned vehicle while conducting Town business.

- B. Each department will insure seat belts in Town vehicles or equipment are maintained in clean, accessible and proper working condition. Defective units will be reported to the Department Head for repair.
- C. Exceptions to this policy may be made within each department by written policy of the Department Head and said exceptions will be limited. Departments with written exception to this policy will ensure a copy is submitted to the Finance/HR Director for inclusion in the Town's written safety plan.

Worker's Right to Know Act:

The Worker's Right to Know Act is designed to ensure employees are made aware of the dangers and potential health hazards associated with the toxic substances they may be exposed to in the workplace. It takes into account that employees are often in the best position to detect symptoms of toxicity and have an inherent right to know the potential dangers they are exposed to so they may make knowledgeable and reasoned decisions. The Act also obligates employers to ensure available information is provided, and practical and feasible prevention measures are taken to protect employees from the risks of toxic substances in the workplace.

Purpose: The purpose of this policy is to take practicable and feasible measures to protect employees from the risks toxic substances may pose which they may be exposed to during the course of their employment by providing available information as to the nature and suspected hazards of such substances.

Definitions:

Safety Data Sheet (SDS) – Detailed information prepared by a manufacturer, producer or formulator of toxic substances as required by RSA 277-A:4. (eff. Jan. 1, 2016)

Toxic substances - are defined as radioactive or other substances as defined in RSA 277-A:3.

Note: For the purpose of this policy the term toxic substance does not include substances which have been packaged for retail sale or which is contained in a product which has been packaged for retail sale.

General Procedures:

Each department shall:

1. Maintain a file of SDS documents for toxic substances to which employees may be exposed. The file must be available to employees for examination and reproduction, and a notice posted to that effect. A MSDS/SDS must be maintained on file for a period of at least 30 years after discontinuation. (RSA 277-A:5)
 - A. A department designee shall be assigned and responsible for obtaining and maintaining the data sheet system for his/her department or division location.
 - B. MSDS or SDS will be available to all employees in their work area for review during each work shift. If SDS is not available or a new chemical or substance in use does not have an SDS, employee should immediately contact their supervisor.
 - C. Each employee shall:

- a. Handle, store and dispose of toxic substances according to manufacturer's guidelines or department directives.
 - b. Use personal protective equipment when the employer and/or Safety Data Sheets indicate that it is appropriate.
 - c. Not remove labels from containers of hazardous or toxic substances.
2. Post a notice of the availability of the SDS for each toxic substance to which the employee may be exposed, and, upon request by an employee for an MSDS/SDS, supply such data sheet within 72 hours.
 3. Post a warning notice in the work area consistent with RSA 277-A:5, II identifying each toxic substance, the hazards and symptoms of exposure, emergency first aid treatment, conditions for safe use, and procedures for leaks or fires.
 4. Train each employee who is routinely exposed to toxic substances:
 - A. Within one month of assignment as to:
 - a. the nature of the substances to which they will be exposed,
 - b. the potential risks involved,
 - c. proper and safe handling procedures under all circumstances, and
 - d. employee rights under the Worker's Right to Know Act.
 - B. After attending the training session, each employee shall sign an attendance sheet to be maintained by assigned department designee.
 - C. Prior to any new toxic substances being introduced into any department, employees of that department will be given information about the material and an opportunity to review all related SDS on file.
 5. Each department head or designee shall verify that all containers of toxic substances received for use by employees are clearly labeled.
 - A. Labels shall clearly indicate:
 - a. contents of the container,
 - b. hazard warnings associated with the container contents, and
 - c. list the name and address of the manufacturer of the contents.
 - B. The department designee shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning. The labeling system will be reviewed every 12 months and update as necessary.

Exception: Portable containers for the immediate use of the employee who performs the transfer need not be labeled.

Disciplinary Policy (Section 6):

Violation of safety and health regulations/policies are handled as any other disciplinary matter, in accordance with the Town's Personnel Policies. (Discipline is generally progressive in nature

ranging from verbal warning to discharge depending on severity, frequency, and repetitive nature of the violation).

Accident and Incident Reporting (Section 7):

A supervisor conducts incident investigations with the primary focus to understand why the incident occurred and provide corrective actions. If possible, the investigation should occur when the facts are fresh in the memories of witnesses and employees involved in the incident. This should occur within 24 hours after the incident. If the employee is hurt or distressed about the event, the employee interview should be conducted when the employee is calm or medically fit. The investigation should describe the events that created the incident.

How to Conduct the Investigation

- Secure and document the scene and remove employees who might still be at risk for a similar incident.
- Secure the scene with cones or a barricade.
- Document the site by writing down observed conditions.
- Photograph the site if needed for the investigation.
- Document the names of witnesses to the incident for interview.
- Identify the facts. Don't assume anything, opinionate or blame anyone.
- Use the four P's to investigate and document:
 - People - the eyewitness or the ear (hearing) witness.
 - Parts - use words such as debris, guards and equipment.
 - Position - exact location of the people and parts, providing measurements.
 - Paper - records, codes, standards and blueprints provide strong, concrete data.

Investigation Interview Steps:

- Eliminate distractions and allow the proper timeframe for the interview.
- Conduct the interview at the incident site.
- Interview witnesses separately to get a full detail of their recollection of events without the influence from other witnesses.
- Listen. During a typical interview, the interviewer should be talking 25 percent of the time, and the interviewee should be speaking 75 percent.
- Ask open-ended questions. Show the importance of the employee and investigation. Ask for suggestions to solve the problem.

Complete the Incident Investigation Forms

The Incident Investigation Report should be provided with as much detail as possible. All events leading up to the incident are important in determining the main cause of the incident. Environment, behavior and procedures might also contribute to the incident and should be reviewed.

Answer the following:

- What machinery, equipment or conditions existed at the time of the incident?
- Who was present?
- What were the actions that led to the incident?
- What did the employee and witness statements reveal about conditions or events?

- What was the critical incident-producing event?

Corrective Action

Providing corrective action is critical to any incident investigation and will help prevent future incidents. The first method is to eliminate or change the condition or operation that lead to the incident event. If there is a safer method of performing the operation, it should be implemented. The second corrective action is to guard the employee from having contact with the operation. Devices preventing physical contact with the human body represent the majority of machine guards. Use of personal protective equipment should be the last resort when the hazard can't be controlled by engineering or mechanical means. Personal protective equipment (PPE) effectiveness is not consistent unless the supervisor strictly enforces the use and training. The supervisor must instruct the employee in the use of the PPE required for that job. Warning the employee to "be careful" is not a corrective action and cannot be called training and education. Whatever corrective action taken, it should be documented on the Corrective Action Form.

Property Liability Accident Reporting:

This procedure is to be used to document losses and claims against the Town, which do not involve an automobile or a Worker's Compensation incident. These include any event or occurrence, which is reasonably likely to result in a claim against the Town for property damage, personal injury or negligence; and loss or damage to Town property by vandalism, fire, theft or other accidental cause.

Procedure:

Responsibility

Action

Employee having knowledge of incident

Any employee having knowledge of any loss or claim shall report it to his/her supervisor/Department Head immediately.

Supervisor

The Department Head shall complete an Accident/Loss Investigation Report.

Responsibility

Action

Department Head

The Town Administrator and Finance Administrator should be contacted as soon as possible of any loss or claim as soon as the department has knowledge of it. The department head shall insure the "Supervisor's Accident/Loss Investigation Report", along with copies of any other information pertaining to the incident (reports, letters, photos, estimates, etc.) are forwarded to the Town Administrator and Finance Administrator. The Finance Administrator should also be notified if the actual amount of damages differs from the estimate originally submitted.

Finance Department

Upon receipt of all documentation, the Finance Administrator will submit a claim to the Town's property and liability and log report for audit by the JLMC.

Joint Loss Management Committee (JLMC)

The JLMC will review claims on a regular basis and make recommendations as necessary to prevent future losses.

Motor Vehicle Accident Reporting:

Purpose: This section outlines procedures to be used for reporting motor vehicle accidents involving Town-owned vehicles. It also applies to privately owned vehicles when an accident occurs while performing Town related business.

Definition: “Accident” shall mean any event that results in injury or property damage attributable, directly or indirectly, to the motion of a motor vehicle or its load.
(RSA 259:1-a)

Employee directly involved in an accident will:

- A. Stop and notify supervisor immediately of any accident that occurs on the job. If a supervisor is unavailable or the accident involved another vehicle or personal injury, the employee must contact the Police Department.
- B. Complete a State of New Hampshire Motor Vehicle Accident Report if accident was not investigated by police and the combined vehicle/property damage is in excess of \$1000.
(RSA 264-25, Reporting Requirements)

The State of New Hampshire allows for non-reporting on personal driving records in incidences involving police officers, firefighters, ambulance drivers, and municipal public works or highway department employees while in the course of their official duties. RSA 264:33.

Supervisor will:

- A. Immediately:
 - a. Acknowledge the notification of accident.
 - b. Report to the scene of the accident to investigate.
 - c. Notify the Police Department if accident involved:
 - i. Personal injury
 - ii. Death
 - iii. Combined vehicle/property damage in excess of \$1,000, as required by the State of New Hampshire
 - iv. Any other non-Town owned motor vehicle
- B. Ensure the exchange of applicable information to include:
 - a. Name
 - b. Address
 - c. Driver’s License number
 - d. Registration number of vehicle
 - e. Name and address of each occupant
- C. Ensure pictures are taken.
- D. Notify, by telephone or e-mail, the Finance Administrator (who is the person responsible to submit motor vehicle and property liability claims) no later than the next business day.
 - a. Complete and submit “Supervisor’s Incident Report” to the Finance Administrator.

Police will:

- A. Respond to all Town vehicle-related motor vehicle accidents that fall within the following parameters:
 - a. All accidents involving any other privately owned vehicle.
 - b. All accidents involving personal injury, death or combined vehicle/property damage in excess of \$1,000.
- B. Determine whether a State of NH Uniform Police Traffic Accident Report is required.
- C. Indicate whether the accident occurred in the line of duty.
- D. Determine “fault” or cause of accident when appropriate to do so.

Department Head will:

- A. Ensure employee has complied with the applicable reporting and follow-up actions as required by this policy.
- B. Review and sign all Incident reports to indicate they have received them
- C. Ensure “Supervisor’s Incident Report” is completed and provided to the Finance Administrator in a timely fashion.

Finance Administrator will:

- A. Ensure proper submission of information to the Town's Property/Liability insurer.
- B. Maintain a copy of the “Supervisors Incident Report” for files.
- C. Review the Supervisor’s Incident Report and log the report for auditing by the JLMC
- D. Maintain a log of *all* motor vehicle accidents noting whether the accident was deemed to be an “at fault” or “not at fault” accident on the part of the Town employee(s) involved.
- E. Perform follow-up actions as applicable.

Department Head will:

- A. Ensure estimates for vehicular repairs are completed in a timely manner and forwarded to the Finance Office.

Joint Loss Management Committee (JLMC) will:

- A. Review claims on a regular basis and make recommendations to prevent future losses.

Workers' Compensation Incident Reporting:

General Information: The New Hampshire Department of Labor (NHDOL) has established specific responsibilities, forms, and procedures to report work-related illnesses and injuries. The Town is contracted with Primex for property, liability and workers compensation risk management. Primex serves as the entity reporting work related incidents to the Department of Labor for the Town.

Town's Workers' Compensation Reporting Process:

Town's Standard Reporting Process: *(See Additional Special Reporting Requirements below if incident has resulted in a Fatality or Serious Injury necessitating immediate hospitalization.)*

Responsibility	Action
Injured Employee	<p>An employee injured while working must report the injury as soon as possible to a supervisor, even if the injury or illness is deemed to be minor. The employee may complete a Notice of Accidental Injury or Occupational Disease (DOL Form 9aWCA). Alternatively, the employee will provide the supervisor with a written statement that documents the date, time, location, any witness(es), an explanation of events that resulted in an injury and a clear description of the injury.</p> <p>Note: Absence of written notice of injury or illness does not excuse the employer from completing Employer's First Report of Injury or Occupational Disease (DOL Form 8WC).</p> <p>An employee who receives medical care must advise their department as soon as possible of any medical disability or restrictions. They will also need to provide a copy of the NH Workers Compensation Medical Form (DOL Form 75 WCA-1) to their department to be forwarded to the Finance Office. This form is completed by the medical provider and is used to provide information regarding injured employees work capabilities. The form serves to assist in determining if appropriate Temporary Alternate Duty for the injured employee is available.</p>

Responsibility	Action
Supervisor (Person in charge at time of incident)	<p>Immediately upon knowledge or notification of an incident involving an injury, the supervisor must enable employee to receive appropriate care and investigate what happened. See below for additional requirements if the incident results in a fatality or serious injury necessitating hospitalization.</p> <p>The supervisor must complete the Supervisor's Incident Report and submit it to the Finance Administrator to submit to Primex within (5) five calendar days of knowledge of the injury. Failure to do so may result in the assessment of a civil penalty to the employer of up to \$2,500 at the discretion of the Department of Labor Commissioner. Primex will forward the report to the Department of Labor.</p> <p>Note: Supervisor should suggest local urgent care or occupational health care facilities options if situation does not appear to require emergency medical care.</p>

Finance/Human Resource Director	<p>If injury or illness requires medical attention, the Finance Administrator must be notified and this report must be filed as soon as possible.</p> <p>If it appears employee will be disabled from work, the Finance Administrator must be contacted as soon as possible. In such instance, the Town's current procedures for leave requests must also be followed.</p>
Workers' Compensation Insurance Provider	<p>Upon receipt of the Employer's First Report of Injury or Occupational Disease (DOL Form 8WC), Primex will contact the employee and the Town to verify the details of the incident disabling an employee from work and will process the claim in accordance with New Hampshire State Workers' Compensation Law.</p>
Human Resources Department	<p>The Finance Administrator shall coordinate the workers' compensation claims process with the injured employee, supervisor, department, finance, and insurance company.</p> <p>The Finance Administrator will also review the Supervisor Incident Reports, and may request additional information as required for review by the Joint Loss Management Committee (JLMC).</p>
Joint Loss Management Committee	<p>The JLMC will review claims on a regular basis and make recommendations as necessary to prevent future losses.</p>

Additional Special Reporting Requirements for Fatality and Serious Injury Incidents:

1) Serious Injury Employment Incident:

- a) A “serious injury” is defined as an incident that results in an amputation, loss or fracture of any body part, head injury, or internal injury that necessitates immediate hospitalization. Hospitalization is defined as “care in a hospital that requires admission as an inpatient and requires an overnight stay.”
- b) The Department Head should be notified as soon as possible upon learning of a serious injury to one or more of their employees.
- c) Department Head must contact the Finance Administrator within 24 hours.
- d) The Finance/HR Director will ensure within 24 hours the incident has been reported to the NHDOL and to Primex.
 - 1) Date and time of injury;
 - 2) Location of injury;
 - 3) Cause of injury;
 - 4) Place where the injured person was sent for medical evaluation or treatment; and
 - 5) Place where the injured person was hospitalized.

2) Fatal Employment Incident:

- a) The Department Head, Finance Administrator, Town Administrator and Select Board shall be notified immediately of an incident which is fatal to one or more employees.
- b) The Finance Administrator shall ensure within 8 hours the incident has been reported to NH DOL and to Primex.
 - i) The following information shall be provided as fully as possible:
 - 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.

All workplace deaths and injuries must be reported up the chain of command to the Select Board. A prompt determination must be made on whether the incident is reportable, the report must occur in a timely fashion, and a representative must interact cooperatively with the NHDOL to facilitate the investigation. Specific questions about whether an incident is reportable and how the employer should handle its role in the investigative process should be directed to legal counsel.

Temporary Alternate Duty:

The Town’s TAD program is intended to provide meaningful transitional or temporary alternatives to normal employment activities for employees who have been released by a qualified medical provider to different or modified duties than their current position requires.

The Town will attempt to provide temporary alternative work opportunities to all employees temporarily disabled by injury or illness, whether work related or not. When an employee has been released to work by his/her treating physician or an independent medical provider with temporary restrictions/modifications to his/her regular duties, a temporary alternate duty assignment will be provided within the physician's restrictions, when possible. Such alternate

assignments may involve different schedules, duties, or work locations. In addition, the following shall apply:

- 1) Temporary alternative work shall be limited and transitional in nature. For the purpose of this provision, transitional means the duty elements are variable as the employee's work capacity increases.
- 2) The Town shall advise employees that there is a written alternative work program in place and that there are established procedures to obtain alternative work in the event of an on-the-job injury.
- 3) The employee shall be responsible to obtain needed medical information that will enable the employee to gradually increase their duties to bring the employee back to their original position.
- 4) The Town shall attempt to offer a position, as approved by the treating physician, and the employee shall demonstrate a reasonable effort to comply when possible.

The Temporary Alternate Duty program will not apply to cases of permanent disability whereby the employee is, and will be, unable to return to his or her previous position.

PROCEDURES

Each employee shall report and request sick leave use, disability insurance claims, and/or worker's compensation claims through the Finance Administrator, who shall communicate with the employee and the department to facilitate leave, claims processing, and TAD in accordance with applicable laws, guidelines, and contracts.

- 1) Each employee is responsible for obtaining and submitting the required physician's certification in a timely manner. The Finance Administrator will facilitate leave and claims processing and work with the employee and department head to facilitate a safe return to work.
- 2) The employee will inform their physician that the Town has a TAD Program.
- 3) Employee is responsible for obtaining and submitting the required physician's certification to the Finance/Human Resources Director as soon as possible so that appropriate work within his/her work restrictions may be identified.

The information required to facilitate a return to work and temporary alternate duty includes:

- A. The extent and expected duration of the employee's temporary disability.
- B. Physician's assessment of the employee's capacity to perform modified or alternative duties.

Note: The form required for obtaining this information may vary depending upon the type of claim (worker's compensation, short-term disability, etc.).

The employee is responsible for keeping their supervisor or department representative advised of their work status.

- 1) The supervisor will work with the Finance/Human Resources Director to assist in returning the employee to TAD work.
- 2) The Finance/Human Resources Director may contact the treating physician if additional information is necessary and provide the physician a NH Workers Compensation Task Analysis or other information that may facilitate the TAD process.
- 3) After each subsequent office visit, the employee will submit an updated medical certification. Additional modifications will be made to temporary alternate duties if possible and as required.
- 4) Employee's progression toward returning to their primary job classification will be re-evaluated in approximately 4 to 6 week intervals. Extensions beyond this time frame will require written authorization by the Select Board. Provided positive progress is being made, TAD may continue until the employee is able to return to his/her primary job classification, or employee is deemed permanently disabled.

Training Requirements for Safety & Health (Section 8):

In order to ensure employees are educated on job hazards, proper job operating procedures and required personal protective equipment, departments will train employees through various methods depending on the job task. These include: on the job training, job instructional training and regular reviews of safety topics. Training will be given to all new employees, employees transferring jobs or performing new tasks and as needed or to reinforce the employee's knowledge. Some duties that expose the employee to specific hazards have their own training requirements. These exposures and training requirements are defined by regulation or policies. Examples include: confined space entry, lockout/ tag out, hazardous materials, etc.

New Employee Orientation Training: All employees will be given orientation training to include: review of the general safety rules, reporting accidents, requirements for reporting unsafe conditions or actions and review of the drug and alcohol policy. Specific training will be provided to employees as it relates to their job duties. Safety training will be conducted prior to performing work duties for which safety training is required.

On-the-Job Training (OJT): OJT will be performed as necessary. This training method is used for a job that can easily be demonstrated to the employee. The trainer will demonstrate the job and observe the employee performing the same operations. The employee will confirm their knowledge by safely performing the job.

Job Instructional Training (JIT): Similar to On-The-Job Training, JIT utilizes training aids such as videos, handouts or equipment manuals. A detailed Job Safety Analysis may also be used for more hazardous jobs that require special training. This training process will be carried out as follows:

- Explain job steps. The trainer will determine how much is known about the job/task through discussion with the employee.

- The trainer will demonstrate the task while the employee watches and asks questions. All safety concerns and key points are emphasized at this time:
 1. Explain personal protective equipment, if required (e.g., gloves, safety glasses, face shield, etc.).
 2. Review equipment controls (e.g., gauges, speed controls, settings, emergency stops, etc.).
 3. Review materials, parts and tools.
 4. Review safety devices (e.g., emergency stop buttons, guards, light curtains, etc.).
 5. Identify hazards associated with the job and individual tasks.
 6. Review typical incorrect methods and unsafe practices.
- The employee performs the task safely, under supervision of the trainer.
- The trainer has the employee explain steps as the task is performed. This ensures the employee understands how and why the task is done safely and accurately.

Refresher Training: Training of employees can be performed at any time based on employee needs as determined by the supervisor. Accident trending, near miss incidents or as a means to heighten employee awareness are all reasons for conducting training.

Facility Evacuation Plan Guidelines (Section 9):

Purpose: To set guidelines that will assist in the development of written evacuation plans for Town Facilities in case of an emergency.

An emergency evacuation plan is a written document designed to facilitate and organize employer and employee actions during workplace emergencies. A well-developed emergency evacuation plan and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

1. All Town facilities routinely occupied by staff members, and all areas of public assembly, will have an emergency evacuation plan. Town facilities with fewer than 10 employees may communicate their plan orally.
 - a. Consider type of emergencies that may be reasonably expected in the workplace.
 - Fire
 - Bomb threat
 - Chemical spill
2. Written evacuation plans should, at a minimum, address:
 - b) Means and methods of reporting emergencies that require the facility to be evacuated (i.e. fire and smoke).
 1. Consider alarms/communication systems etc., and how alarms will be activated.
 2. A facility emergency evacuation exit strategy to include the evacuation of employees or visitors who may need assistance to exit facility (i.e., how to get out of the building). Consider the following when planning:

- Exit locations (Are exits easily located?)
 - Exit markings (Are exits clearly marked?)
 - Exit route maps (Are maps needed?)
 - How will you assist visitors during evacuation?
 - Do you need an area of rescue to accommodate staff or visitors that may be wheelchair bound?
3. Procedures to be followed by employees who must secure critical information, resources, or perform critical plant operations before they evacuate. Consider the following when planning:
 - Are there critical systems that need to be shut down?
 - Do you have irreplaceable documents that must be secured?
 - Do you have cash or other valuable resources that must be secured?
 - Do you have flammable or combustible chemicals you should plan special procedures around?
 4. A procedure to account for all employees after an emergency evacuation has been completed. Consider the following when planning:
 - Where will employees meet once out of facility?
 - How will you know if everyone has made it out of the facility?
 - Who will speak with emergency responders when they arrive?
 5. How employees and visitors will be informed of the evacuation plan procedures. Consider the following when planning:
 - How should the plan be made available?
 6. How often the plan should be tested to ensure it is viable. Consider the following when planning:
 - Annually? Bi-annually? When changes occur?
 - Will facility employees require special training (i.e. fire extinguisher training or first aid training)?
- c) Names or job titles of persons who can be contacted at the facility regarding the plan.
3. Copies of the written evacuation plans should be forwarded to the Finance/HR Director for inclusion in the Town's written safety plan.

Safety and Health Communication (Section 10):

All safety policies and procedures will be made readily available to all employees and a copy of this safety manual will be given to all employees upon orientation. Supervisors will ensure all employees are notified of applicable safety policy changes and procedures and safety related committee activities.

The Joint Loss Management Committee's (JLMC) meeting schedule and minutes will be posted for easy access to employees.

Employees are required to notify their supervisor of unsafe acts or conditions and encouraged to provide safety suggestions.

Workplace Violence Prevention (Section 11):

The Town is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Town has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur during business hours or on its premises. We also encourage individual departments to plan or determine additional procedures that meet their unique needs.

All employees should be treated with courtesy, dignity, and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Unauthorized weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Town. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated except when applied to police staff operating within the scope of their duties. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, color, disability, religious affiliation, national origin, political opinions, race, age, or any characteristic protected by federal, state, or local law.

If an act or altercation constitutes an emergency, call 911 or 9-911 immediately. All threats of or actual violence, both direct and indirect, shall be reported as soon as possible to the Police Department and your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. Supervisors' will work with the Police Department to ensure appropriate precautionary measures are taken.

Do not place yourself in unnecessary peril. Should you hear or witness a commotion or disturbance near your workstation, report it to a supervisor or the police immediately. You should also report all suspicious individuals or activities to a supervisor or the Police Department as soon as possible.

The Town will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Town may place employees on administrative leave, either with or without pay, pending investigation.

Any employee determined to be responsible for threats or actual violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to, and including, termination of employment.

The Town encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential conflict. The Town is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

The Town also encourages employees to seek assistance by utilizing the Town's Employee Assistance Program (EAP) as soon as a problem arises. The EAP's assessment and referral

services can help with resolving personal problems that can lead to poor performance; or conflict and associated stress. Information on the EAP can be obtained by contacting the Finance/Human Resources Director.

Workers' Compensation Chapter 281-A: Safety Statutes (Section 12):

The Workers' Compensation Division administers and enforces the provisions of RSA 281-A, including the enforcement of coverage requirements for all employers, the oversight of the level of medical and wage replacement benefits to be paid to injured workers, conducts hearings on contested claims, and monitors insurance carriers and claim administrators to ensure the prompt payment of benefits and delivery of services. The Town contracts with Primex for its Workers' Compensation carrier to provide medical treatment payment and wage replacements as required under this law.

Additionally, the Town uses this written safety program as well as other policies, procedures, personal protective equipment, training, and other safe guards to provide our employees with safe employment as outlined by this law.

Employees also have requirements as well as benefits under this law to include, but not limited to, promptly notifying the Town of an occupational injury or disease. Employees should follow the workers' compensation incident reporting procedures as outlined in this safety plan, provide completed Workers' Compensation Medical forms, and follow the Town's Temporary Alternate Duty policy when applicable.

Employee Safety Manual Acknowledgement

I _____ (print full name) have received a copy of the Town of Stratham's, Employee Safety Manual dated _____.

_____/_____
Signature Date

Department: _____