

**Town of Stratham
Safety Program**

2005

Approved By:

Selectman, Town of Stratham

Date: _____

Safety Orientation Acknowledgement Form

I have been provided a copy of the Town's Safety Program and Safety Guidelines. These goals and objectives were fully explained to me. I understand that personal safety and accident prevention are my responsibility and the responsibility of all employees. I will actively participate in accident prevention. I understand that I will be held accountable for my safety performance.

Employee signature: _____ Date: _____

I have provided a copy of the Town's Safety Program and Safety Guidelines to the above named employee. I have also explained the Town's goals and objectives in regards to safety to the above named employee.

Supervisor signature: _____ Date: _____

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I. TOWN OF STRATHAM SAFETY POLICY STATEMENT

Your Selectmen recognize the importance of safety and health and are committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. The philosophies and objectives behind this commitment are as follows:

- The safety and health of all employees is a priority
- All employees will make safety and the safety of their coworkers a priority.
- As a condition of employment, each employee is expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures established by the Town.

With these goals in mind, the Town's Safety and Health Program will include:

- Providing adequate safeguards to best assure the safety of all employees.
- Conducting a program of health and safety inspections to identify and mitigate unsafe working conditions or practices, to control health hazards, and to comply with all Health and Safety Standards.
- Training all employees in health and safety practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing, updating and enforcing health and safety rules and requiring that all employees cooperate with these regulations.
- Investigating, promptly and thoroughly, every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.

It is imperative that every employee, no matter what level in the organization, do his or her part in supporting safety. No job or task is so important that we cannot take the necessary time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everybody.

II. GOAL SETTING

The overall goal of the Town is zero lost-time accidents. This can be achieved with the wholehearted support of all full and part time employees and volunteers.

III. RESPONSIBILITIES

The Town Administrator will:

- Provide all Department and Office Heads a copy of the Town's Safety Program and updated amendments thereof.
- Coordinate actions to establish the Safety Committee as outlined in Section IV.
- Provide to Department and Office Heads whatever support is requested by them to carry out requirements of the Safety Plan.
- Follow up to assure that corrective actions based on the findings of the annual Health and Safety Inspection have been taken.
- Prepare and submit to the Selectmen for their signatures the annual Summary of Safety and Health Form (Form WC SSF), Appendix C. This completed form must be submitted to the Department of Labor by January 1, every other year.

Department and Office Heads will:

- Provide training sessions as needed to all employees as outlined in Section XI.
- Conduct safety meetings with employees as needed to assure that safety and health is uppermost in their minds when performing their daily tasks.
- Serve as a member of the Safety Committee when selected and assist in the annual Health and Safety Inspection of departments and offices. Implement recommendations based on inspection findings.
- Assure that all employees are made aware of the elements of this Safety Program, and that those elements are implemented.
- Assure that employees receive training on any specialized new equipment before they operate that equipment.
- Provide the support that is necessary to assure a safe and healthy work environment.
- Take immediate action to correct any hazardous conditions or unsafe employee acts.
- Provide, and assure the use of, personal protective equipment for affected employees.
- Make this Safety Program available to all employees.
- Give each employee a copy of the Safety Rules in Section IX that pertain to their work.
- Take prompt action to investigate and report any accidents that do occur and take temporary action to prevent recurrence until a permanent solution can be achieved.
- Maintain accidents and incident records, reports and data.
- Enforce disciplinary procedures for employees who do not adhere to safety rules and regulations.

Employees will:

- Report all hazardous conditions, accidents and incidents to their Department or Office Head.
- Adhere to and follow all safety rules and regulations.
- Attend all required training sessions and safety meetings.
- Select a representative and/or serve as a representative when asked to serve on the Safety Committee.

Joint Loss Management Safety Committee (Safety Committee) will:

- Conduct the annual Health and Safety Inspection and submit findings to the Town Administrator.
- Conduct the annual audit to assure that all recommendations of the Health and Safety Inspection have been carried out or otherwise resolved. Report results of the audit to the Town Administrator.
- Provide recommendations to the Town Administrator to update the Safety Program whenever necessary to assure that the Program is a viable and useful document. Assist the Town Administrator when new policies need to be developed and/or adopted.

- Conduct investigations following the receipt of an Accident Investigation Form in order to determine the cause(s) of the accident and to recommend steps to prevent recurrence of the incident.

IV. JOINT LOSS MANAGEMENT SAFETY COMMITTEE

This committee will consist of three supervisory representatives and three employee representatives evenly distributed across departments. Members will serve for three year terms and appointments will be staggered with two members (one supervisory and one employee) to turn over each year. Members may choose to serve more than one term. Retiring members will be responsible for finding replacement members. The Town Administrator will coordinate all actions to establish the Safety Committee.

Organization:

- Chairperson: The chair of the committee will be a member serving the third year of his or her term and will rotate annually between a supervisory and an employee member.
- Recording Secretary: One member will be chosen to record minutes at all meetings of the Safety Committee. The Secretary will distribute minutes to all members of the committees, the Town Administrator and all department and office heads.

Meetings:

- The Safety Committee will meet at least quarterly.

Duties/Responsibilities:

- The committee will carry out the duties outlined in Section III.

V. HEALTH AND SAFETY INSPECTIONS

The Safety Committee will conduct Health and Safety Inspections of each department and office at least annually or more frequently if needed. Annual inspections will be conducted and reports submitted to the Town Administrator by November 30. Following is a health and safety checklist to be used in these inspections. The committee will expand the list as necessary.

All Departments and Offices:

- Furnace inspection and maintenance
- Fire extinguishers
- Fire escapes
- Fire detectors
- Exit signs
- Emergency lighting
- Sufficient emergency exit doors
- Emergency door hardware
- Snow and ice removal

- Hand rails, stairs (condition, covering, adequate lighting)
- Electrical cords, outlets, etc.
- Ergonomic/Work-space design
- Industrial hygiene (noise, air quality, etc.)

Parks and Public Works

- Harmful chemicals
- Hazardous equipment
- Unsafe storage methods
- Vehicle maintenance logs

Police Department

- Harmful contraband
- Weapons storage, handling and use
- Other harmful equipment/conditions
- Vehicle maintenance logs

Fire Department

- Maintenance and safe use of fire trucks and ambulance
- Maintenance and safe use of equipment
- Other harmful equipment/conditions

Town Office and Library

- Air quality
- Office safety
- Unsafe storage methods
- Vehicle maintenance logs

VI. SAFETY AUDITS AND CORRECTIVE ACTIONS

Safety audits of each department and office will be conducted by the Safety Committee at the next inspection of that department or office. The purpose of the audit is to assure that corrective or other resolution actions have been taken for all deficiencies uncovered during the previous inspection.

VII. COMMUNICATION OF IDENTIFIED HAZARDS

Within thirty days of an inspection, the Safety Committee will inform the Selectmen, Town Administrator and all department and office heads of the results of the annual inspection, any suggested corrective actions to be taken, and any specific hazards associated with their work or worksite. Department and office heads will then inform each of their employees.

VIII. TRACKING LOSSES

The Town Administrator will review the results of insurance company inspections, insurance losses, reported injuries and any other reports affecting health and safety.

The purpose is to identify problem areas or concerns, to notify the Safety Committee and to direct department and office heads to take corrective measures to prevent recurrence of problems.

IX. SAFETY RULES AND REGULATIONS

Safety awareness and compliance with safety rules and regulations is the responsibility and a condition of employment of each employee. All employees including volunteer workers, will comply with the Safety Guidelines outlined in the following appendices:

- Appendix A General Safety Guidelines
- Appendix J Specific Safety Policies
- Appendix D Lifting Techniques

Safety rules and regulations will be reviewed every three years by the Safety Committee for relevance and scope. Department and office heads will notify the Safety Committee of changes in their department that may require additional safety policies or changes to the existing Safety Program. Such changes will be addressed by the committee immediately.

X. DISCIPLINARY POLICY

As a condition of employment, all employees are required to participate actively in the Town Safety Program and follow safety rules in the interest of on-the-job accident prevention.

Willful disregard of safety practices or the welfare of fellow employees is unacceptable while working for the Town or when using Town equipment.

In accordance with the Town Employee Manual, disciplinary action ranging from a warning to termination of employment will be taken in those cases where it is determined that blatant disregard of the safety rules has occurred.

XI. TRAINING

All employees will be trained in:

- The safety rules as stated in Section IX
- The safe use of all equipment and hazardous materials
- Proper use and maintenance of personal protective equipment
- Office safety practices
- Weather-related safety
- Employee worksite emergency response procedures

All safety training meetings or orientations should include an agenda and a record (ie: minutes) of the meeting. Participants must also complete the Safety Training Acknowledgement Form (Appendix F) to confirm completion of training.

XII. COMMUNICATION OF SAFETY ISSUES

This written Safety Program will be available in each department and office. In addition, each department and office will have on file a record of all training sessions. All employees will receive a copy of the General Safety Guidelines, Appendix A.

A list of emergency phone numbers will be posted in each department and office.

When new policies are adopted by the Town based on safety inspections, department and/or office head or employee recommendations, those policies will be immediately distributed to each department or office head for distribution to employees. Training will be done on new policies either within the affected departments or town-wide as necessary within a reasonable time frame.

XIII. RESOURCES DEDICATED TO SAFETY

The Town is committed to maintaining a safe work environment for employees which sometimes requires the use of its fiscal resources in support of the Safety Program. When compiling annual budget requests, each department and office head is expected to include the resources necessary for safety training, equipment and other necessary items necessary to comply with the Safety Program.

XIV. EMERGENCY RESPONSE PROCEDURES

In the event of an emergency, one or more of the following will be contacted immediately:

- Fire Department 911
- Police Department 911
- Ambulance 911
- Poison Center (800) 222-1222

In addition, each department and office head should design and train employees in employee worksite emergency procedures appropriate to the specific work environment. (See also Appendix B, Emergency Action Plan)

General considerations for all employee worksite emergency procedures:

- All emergency phone numbers posted
- Evacuation and head-count procedures
- First aid procedures and supplies¹
- Fire fighting policies and extinguisher training
- Medical emergency procedures, both minor and major
- Disposal and proper handling of blood products or medical waste²
- Power outage procedures
- Inclement weather policies³

¹ A fully equipped first aid kit appropriate for the nature of the work will be maintained at each job site and employees will be made aware of it. Special equipment such as eye wash stations or emergency showers should be installed where appropriate. Some departments may also find it necessary to have someone trained in First Aid and/or CPR available for emergencies.

² See also policy for “Blood Borne Pathogens”, Appendix J

³ See also policy for “Winter & Inclement Weather Policy & Priorities, Appendix J

XV. REPORTING AN ACCIDENT

Once an accident or injury has occurred, it must be reported immediately as follows:

- Follow the emergency response procedures for the department or office as noted in Section XIV.
- Administer first aid if appropriate.
- Secure the area and/or equipment where the accident has occurred until an accident investigation has been completed.
- Report by telephone or in person: the accident, injury, near misses and property damage to the department or office head.
- Within 48 hours of the injury, the injured employee or volunteer will complete an Employee Accident Report Form (Appendix I), and the supervisor will complete a Supervisor's Accident Investigation Report (Appendix H) and both will be submitted to the Town Administrator.
- The Town Administrator will immediately prepare a First Report of Injury form (8 WC) and submit it to the Department of Labor within 5 days of the injury. The form will include:
 - o identification of employee injured
 - o date and time of injury
 - o date and time of treatment
 - o parts of body injured
 - o treatment given
 - o location of accident
 - o how the accident occurred
 - o why the accident occurred.

XVI. ACCIDENT INVESTIGATION

Accident investigations are made to determine how and why failures occur. They are targeted towards accident prevention and not conducted to place blame. It is the duty of the department or office head to aid in accident investigations.

Following is a basic guide to accident investigations:

- Accident investigation has one primary goal: to prevent future accidents.
- All accidents resulting in an injury or any accident with the potential to cause injury should be investigated.
- The primary objective is to determine exactly and completely how and why the accident occurred.
- The secondary objective is to establish what could have been done to prevent the accident and what can be done to prevent a recurrence.

A good accident investigation includes:

- An investigation to determine the facts
- Identification of the hazards or exposures involved
- Identification of the causes involved, without placing blame
- Developing a plan of action which consists of physical and administrative control
- Follow-through to assure that the action plan is carried out

Considerations when conducting an investigation:

- Conduct the investigation as soon as possible after the accident has occurred at the site where the accident took place.
- Photograph or sketch the accident scene.
- Take samples of any chemicals, spills, vapors, etc. that may have been involved in the accident.
- Describe where the accident took place, including all environmental conditions at the time of the accident.
- Identify the people involved in the accident.
- Get complete information on any equipment involved and the job that the employee was performing.
- Interview witnesses separately and as soon as possible after the accident. Include those who saw the accident, saw events leading up to the accident and those who arrived at the scene immediately after it occurred.
- The conductor of the interview should seek out facts, not fault, ask non-leading questions, test the information, and interview privately.
- Present the information to the Town Administrator and take appropriate corrective action to prevent recurrence.

XVII. RECORD KEEPING AND POSTING

The following forms and records will be kept on file in each department and office:

- Accident Reports
- Training Records
- First Aid Treatment Records
- Fire and Emergency Drill Records
- Record of Actions Taken to Prevent Recurrence

The Town Administrator will keep on file the following records:

- First Reports of Injury (8WC)
- Minutes of the Safety Committee meetings
- Insurance Loss Records
- First Aid Logs
- Results of annual Safety Inspection and Audit Findings
- A copy of the biennial Safety and Health Form (Form WC SSF)

XVIII. HAZARDOUS MATERIALS

These materials can impose a serious safety and health problem on any exposed employee, and therefore require special consideration. Due to the potentially serious nature of these materials a standard has been developed called the “Worker’s Right to Know.” Where hazardous materials exist, each department and office head will maintain at the work place a written hazard communication program which will include:

- A listing of hazardous materials in the work place
- Provisions for hazardous container labeling
- A hazard-specific training program

- A file of Material Safety Data Sheets. A notice about where employees can access these sheets will be posted.

XIX. PERSONAL PROTECTIVE EQUIPMENT

When a safety hazard cannot be eliminated, the most effective means for dealing with it is to use personal protective equipment. This includes such items as protective eye wear, ear protection, respirators, hard hats, steel-toed shoes, gloves, protective clothing, etc.

Department heads will:

- Insure that personal protective equipment is used where there is exposure to any hazardous conditions.
- Provide appropriate training for the use and care of personal protective equipment.
- Insure that personal protective equipment is available, maintained, cleaned, repaired, and replaced when necessary.

XX. CONTRACTORS/OUTSIDE SERVICE PROVIDERS

Any outside contractors/service providers must provide a Certificate of Insurance naming the Town of Stratham as an additional insured should the value of their services exceed \$1,000.00. Employees are not to directly assist an outside provider of contractual services in order to not compromise that provider's safety policies for their employees. Contractors are expected to have and maintain their own safety policies and to communicate any hazards anticipated while completing their work. Department and Office heads are to monitor the work being performed and report any unsafe conduct to the Town Administrator. In extreme cases, the department or office head may terminate the services of a contractor who jeopardizes the safety of Town Employees.

XXI. ALTERNATIVE DUTY AND RETURN TO WORK PROGRAMS

The purpose of these programs is to bring injured employees back to work as soon as possible to perform temporary light duty work during their recovery period. At the time of each injury, each department or office head will develop a temporary light duty plan in anticipation of the injured employee returning to work. If such a plan is not a viable option, he or she will advise the Town Administrator who will, with the cooperation of other department and office heads, develop a temporary light duty plan for work in one or more of the other Town departments or offices. The Town will make reasonable accommodations as needed to assist the injured employee to return to work as soon as possible.

APPENDIX A: General Safety Guidelines

1. Report all injuries, no matter how slight, to your supervisor immediately.
2. The following behaviors/activities are prohibited:
 - Deliberate destruction of Town property
 - Immoral or indecent conduct
 - Threatening, intimidating, coercing or interfering with other employees or supervisor(s)
 - Consumption of drugs (other than prescribed) and/or alcohol during working hours
 - Working while under the influence of drugs (other than prescribed) and/or alcohol
3. Always read directions and obey all signs and warnings.
4. If you have not been trained to use something, do not use it, or get assistance from your supervisor or a trained employee.
5. Personal protective equipment and clothing must be worn when operating any machinery or working with hazardous materials or under hazardous conditions. See Personal Protective Equipment Policy in Appendix J.
6. Good housekeeping practices pertaining to all work related areas should be applied. Tools and equipment should be returned to their proper place after use.
7. All walkways, stairways and paths should be kept free of any obstacles.
8. Only employees whose job description authorizes the operation of certain machinery and equipment are allowed to use such machinery and equipment.
9. No guard or safety device will be removed or made ineffective. Report any unsafe conditions to the supervisor.

APPENDIX B: Emergency Action Plan

Town of Stratham Emergency Action Plan

General

This Emergency Action Plan provides a framework for use in hazardous substance incidents, fires, medical emergencies, and other incidents/emergencies which require rapid and corrective decisions.

Purpose

The purpose of this Emergency Plan is to provide guidance to effectively handle an emergency. It includes three phases of emergency management: Prevention – those activities which eliminate or reduce the probability of an incident; Preparedness – those activities developed to save lives and minimize damage; and Response – immediate activities which prevent loss of lives and property and provide emergency assistance.

Responsibility

All Town of Stratham employees who may have involvement with the plan shall be instructed in its significance. Additionally, each new or transferred affected employee shall be instructed in the significance of the plan.

Prevention/Preparedness

Awareness.

- (A) All Town of Stratham employees shall monitor their work site(s) in an attempt to identify hazards that may contribute to a hazardous materials incident, fire, medical, or other emergency. Employees who identify a potential problem shall either take immediate action to correct the hazard, and/or will apprise their supervisor of the hazard and any actions taken.
- (B) All Town of Stratham employees should periodically review and practice the components of the plan. It will be of no benefit to have a plan if its first use is an actual incident.
- (C) All Town of Stratham personnel shall be familiarized with products and operations of their work site(s) in order to assist emergency responders with mitigating an incident. Such familiarization will include locations of fuel (gas, oil) shutoffs, location(s) of chemicals, and other potentially hazardous substances.

Hazardous Materials. Supervisors shall maintain Material Safety Data Sheets (MSDS) on all hazardous materials used by Town employees at Town work sites. These shall be kept readily available and accessible at all times.

Emergency Contacts.

- (A) Supervisors shall ensure that all emergency phone numbers are accurately maintained and posted by all phones.
- (B) The Town shall ensure that adequate communications are available at work sites to summon help in the event of an emergency.

Preparedness Procedures.

- (A) Specialized equipment for handling site-specific emergencies shall be maintained for possible use in an emergency.
- (B) Accurate facility diagrams shall be maintained to help responders locate various items and locations that may be important in mitigating an incident. Diagrams should be updated as changes occur.
- (C) All Town of Stratham employees shall be knowledgeable in evacuating themselves and members of the general public from their work site(s) in the event of an emergency. Department or Office heads are responsible for developing both primary and alternate evacuation routes/procedures in conjunction with the local fire department.

Response

I. Fire Emergency

- A. Immediately evacuate all individuals from the fire area/building of origin to a safe location.
- B. Attempt to extinguish small fires if trained in the use of portable fire extinguishers.
- C. Notify the fire department. Be specific, giving the dispatcher the following information:
 - 1. Your name
 - 2. Location (address)
 - 3. Telephone number
 - 4. Nature of fire (i.e. chemicals involved, what is burning, extent of fire, etc.)
- D. Meet arriving fire companies at the main entrance (if safe) and be prepared to brief them of the situation.
- E. Notify the Department Head of the situation.

II. Medical Emergency

- A. Immediately ensure that injured person(s) are removed from further possibility of injury. If none exists, then **DO NOT MOVE THEM.**
- B. Notify the local fire department. Be specific giving the dispatcher the following information:
 - 1. Your name
 - 2. Location (address)
 - 3. Telephone number
 - 4. Nature of emergency (i.e. number of injured, type & extent of injuries, etc.)
- C. Render emergency first aid based on formal training and capabilities.
- D. Ensure that someone meets arriving emergency personnel to direct them.
- E. Notify the Department Head of the situation.

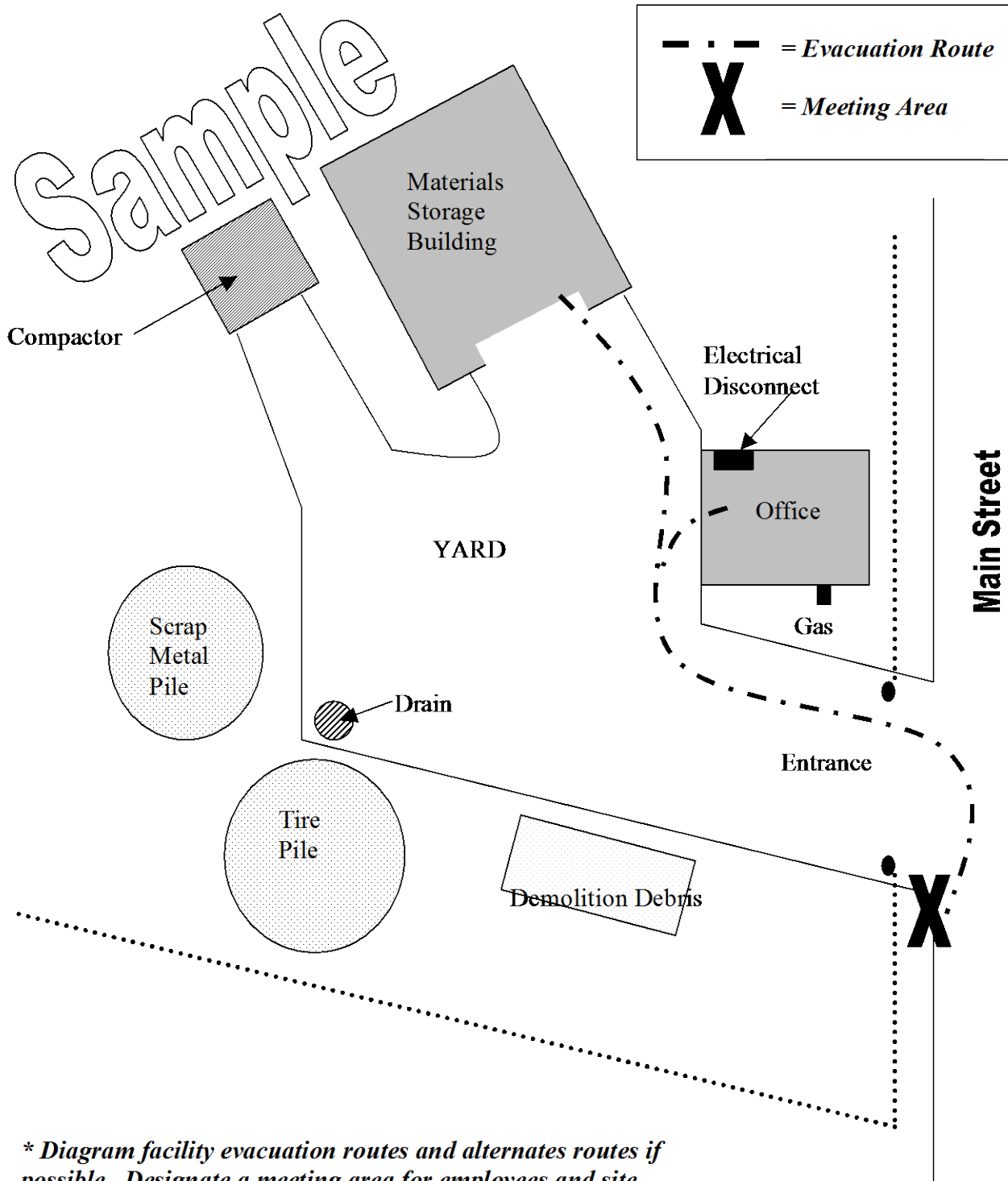
III. *Hazardous Materials Emergency*

- A. Immediately evacuate all individuals from the area. If fumes and/or smoke are evident, evacuate up-wind to avoid contact with the fumes or smoke.
- B. Notify the fire department. Be specific giving the dispatcher the following information:
 - 1. Your name
 - 2. Location (address)
 - 3. Telephone number
 - 4. Nature of fire (i.e. chemicals involved, what is burning, extent of fire, etc.)
- C. Meet arriving emergency personnel and brief them. Be prepared to give site-specific information. If possible, have MSDS's available for their use.
- D. Notify the Department Head of the situation.

SAMPLE EVACUATION PLAN

APPENDIX - B

- Evacuation Plan -



** Diagram facility evacuation routes and alternates routes if possible. Designate a meeting area for employees and site visitors.*

SPACE SAVED FOR APPENDIX C: SAFETY SUMMARY FORM

SPACE SAVED FOR APPENDIX C: SAFETY SUMMARY FORM

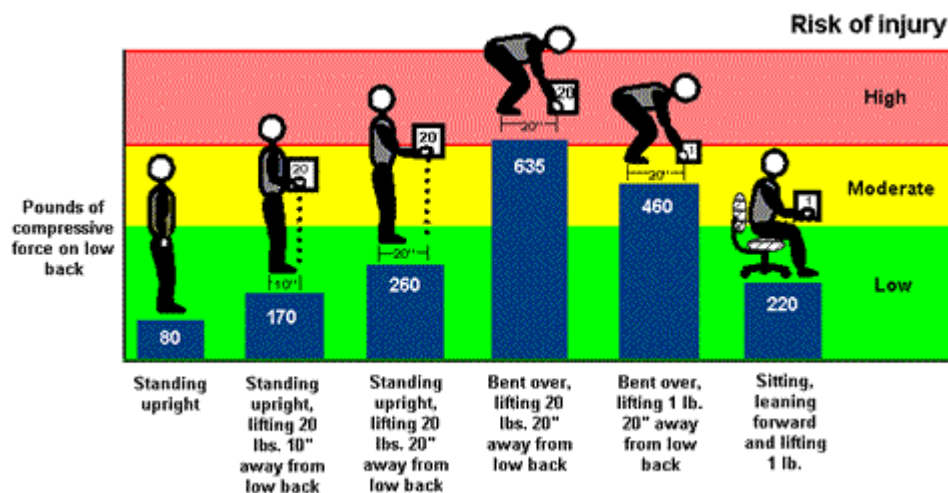
APPENDIX D: Lifting Techniques

Quick lifting tips:

- Before lifting, make sure your path is dry and clear of objects that could cause a fall.
- Bend your knees and keep your back straight. (Lift with your legs, not your back.)
- Bring the load close to your body.
- Lift in a slow, even motion.
- Don't twist your body. If you must turn, move your feet.
- Keep your back straight when putting down the load

More on lifting techniques:

1. **Keep the load close:** Holding a 20 pound object with your hands 20 inches from the body creates more compressive force on your low back than holding it 10 inches away. This is because the muscles in your back have to work harder to counterbalance the weight when it is further from the body. **As the compressive force on your low back increases, so does the risk of muscle strains, ligament sprains and damage to disks in the spine.**
2. **Avoid lifting from the floor:** Lifting from the floor can greatly increase your risk of injury for two reasons. Firstly, it is difficult to bring objects close to your body when picking them up from the floor, especially large objects where your knees can get in the way. Secondly, your low back must now support the weight of your upper body as you lean forward, in addition to supporting the weight of the item you are lifting. Lifting the same 20 pounds from the floor more than doubles the amount of force on your low back when compared with lifting it from waist height. Even a one pound object lifted from the floor increases your risk of injury if you use a bent over posture.
3. **Plan ahead:** Decide how you will lift, carry, and place the item before you pick it up. Test the weight of the load by moving or tipping it before you pick it up. Figure out if you can break the load down by placing the contents of a large container into a number of smaller ones before moving them.
4. **Get help when you need it:** Don't try to lift heavy or awkward loads on your own. Even though the muscles in your upper body may be strong enough to handle the load, the muscles, ligaments and disks in your low back may not be because of the additional forces they have to withstand. Get help from a co-worker, and whenever possible, use a cart, hand truck or other mechanical device to move the load for you.



APPENDIX E: Sample Safety Committee Meeting Agenda

An agenda should be prepared for each meeting and distributed to committee members in advance. The agenda should include:

- I. Call to order (indicate time and date of meeting)
- II. Roll call (indicate members present/absent; guests present)
- III. Adoption of minutes of previous meeting
- IV. Unfinished business (all matters on which decisions have not been made are brought up for reconsideration)
- V. Review of accidents and statistics (determine responsibility, discuss preventative measures)
- VI. Presentation on safety (when there is a specific topic needing to be addressed)
- VII. Committee inspection (inspections of departments/offices as scheduled. Record inspection day/time, department/office, any unsafe conditions discovered and committee recommendations)
- VIII. Safety awareness (communication & notification issues: postings, bulletin boards, etc.)
- IX. New business (including scheduling future meetings)
- X. Adjournment (after which minutes should be prepared, circulated and posted to benefit all employees within 7 business days)

Note: Minutes must record accurately all decisions made and actions taken, and they will serve as a means of keeping the Town informed of the committee's work. Verbal responses recorded in the committee's official minutes are deemed a written response.

APPENDIX F: Safety Training Acknowledgement Form

I have attended the following safety training:

Training Description:

Date of Training:

The goals and objectives of the training were fully explained to me. I understand that personal safety and accident prevention are my responsibility and the responsibility of all employees. I will actively participate in accident prevention. I understand that I will be held accountable for my safety performance.

Employee signature: _____ Date: _____

I confirm that the above named employee has successfully completed the training described on this form.

Supervisor signature: _____ Date: _____

APPENDIX G: Minutes

Minutes of Safety Committee meetings and/or Safety Training/Orientation meetings should include these elements:

Time and Place of meeting

People present (names and positions)

Topics discussed and actions taken (summarized)

Resources used

Items for next meeting and/or assignments for those present

Date of next scheduled meeting (if any)

<SAMPLE>

STRATHAM INTERIM JOINT LOSS MANAGEMENT COMMITTEE
MEETING OF APRIL 26, 2005, Stratham Municipal Center Conference Room

Members Present: Lesley Gaudreau, David Perkins, Richard Wood

Chairperson Gaudreau called the meeting to order at 9:05 a.m.

Perkins motion to accept minutes of April 19 meeting, Wood seconded. All present voted in favor to accept.

Safety Policies: All members have reviewed the sample policies and made suggested changes where necessary. Gaudreau will submit list to the Town Administrator for printing and/or getting electronic copies to edit. All policies need to be edited to read “Town of Stratham” in place of <Employer> at top.

Safety Program Review: Reviewed additional edits. Gaudreau will make changes and distribute an updated draft. Program and policies need to be ready to be presented to the Board of Selectmen at their May 9 meeting.

Emergency Response Plan: Discussion surrounding EOC approach to town-wide plan vs. departmental/worksite plans. JLMC will recommend general emergency response plan based on Primex sample and will work with department/office heads to develop any necessary site-specific procedures. Gaudreau will review Primex sample and create draft.

Inclement Weather Policy: Wood & Gaudreau will review sample plan for Friday, 4/29, edit and incorporate changes for May 4 meeting.

Chairperson Gaudreau, hearing no other new business, motion to adjourn, Perkins seconded. All in favor. Meeting adjourned at 10:10 a.m.

Respectfully submitted,
Lesley Gaudreau

SPACE SAVED FOR APPENDIX H: Supervisor's Accident Investigation Report Form

SPACE SAVED FOR APPENDIX H: Supervisor's Accident Investigation Report Form

SPACE SAVED FOR APPENDIX I: Employee Accident Report Form

APPENDIX J: Specific Safety Policies

The following specific safety policies are on file in each department's main operating location or office.

Specific Safety Policies:

Abrasive Grinding
Accident Reporting Requirements
Air Tools
Aisles & Passageways
Belt Sanding Machines
Bloodborne Pathogens
Chains, Cables, Ropes, & Hooks
Compressed Air Use
Compressed Gas Cylinders
Confined Space Entry
Drinking Water
Ergonomics
Excavating & Trenching
Exits
Fall Protection
Fan Blades
Fire Doors
Flagperson
Flammable & Combustible Liquids
Floors, General Condition
Forklift Trucks and Powered Industrial Trucks
Hand Tools
Hazardous & Toxic Substances
Head Protection
Inclement Weather
Ladders, Fixed
Ladders, Portable
Lighting, General
Liquefied Petroleum Gas
Lock Out
Mechanized Equipment
Noise Exposure
Personal Protective Equipment
Portable Abrasive Wheel Machinery
Power Transmission Equipment Guarding
Railings
Respiratory Protection
Rollover Protective Structures (ROPS)

Safety & Health Requirements
Saws
Scaffolds
Spray Finishing Operations
Stairs
Storage
Toilets
Trash
Tree Care Operations
Washing Facilities
Welding & Cutting
Wire Ropes, Chains, & Rigging Equipment
Woodworking Machinery