TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: 10/11/2016
Submitted by: Tom Boland
Department: Joint Loss Management Committee
Speakers: Tom Boland, Acting Chairman JLMC and Phil St. Cyr, Risk Management Consultant - Primex

Date of Meeting: 10/27/2016

Time Required: unknown

Background Info. Supplied: Yes: _☒_ No: _☐_

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	☐	Recognition/Resignation/ Retirement:	☐
Public Hearing:	☐	Old Business:	☐
New Business:	☒	Consent Agenda:	☐
Nonpublic:	☐	Other:	☐

TITLE OF ITEM

Town of Merrimack - Safety Program

DESCRIPTION OF ITEM

see attached memo

REFERENCE (IF KNOWN)

RSA:	281-A:64 II	Warrant Article:	
Charter Article:		Town Meeting:	
Other:		N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	☐	Grant Requirements:	☐
Easel:	☐	Joint Meeting:	☐
Special Seating:	☐	Other:	☐
Laptop:	☐	None:	☐

CONTACT INFORMATION

Name:	**Tom Boland**	Address	
Phone Number	**424-7075**	Email Address	tboland@merrimacknh.gov

APPROVAL

Town Manager: Yes _☐_ No: _☐_ Chair/Vice Chair: Yes _☐_ No: _☐_

Hold for Meeting Date: _____

From: "Roy, Diane" <Diane.Roy@dol.nh.gov>
Date: August 24, 2016 at 2:00:11 PM EDT
To: Sharon Marunicz <smarunicz@merrimacknh.gov>
Subject: Town of Merrimack

Hello Sharon,
I reviewed the town's safety and health manual.

Your updated manual look very good. I will file in your file as year 2016.

As stated in the rule, you will need to review the manual again in 2018.

If you have any questions, feel free to call.

Thank you

Inspector Roy
NH Dept. of Labor
95 Pleasant St.
Concord, NH 03301
603-271-6850
www.nh.gov/labor

Becky Thompson

From: Eileen Cabanel
Sent: Friday, September 16, 2016 11:34 AM
To: Becky Thompson
Subject: FW: Town Safety Manual
Attachments: TCAgendaRequest9.16.2016.doc; NHDOLapproval.pdf; EmployeeSafetyPolicy_2016 w forms Append final DOL approved.pdf

Eileen Cabanel
Town Manager
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH 03054
ecabanel@merrimacknh.gov

From: Thomas Boland
Sent: Friday, September 16, 2016 10:22 AM
To: Eileen Cabanel
Cc: Sharon Marunicz
Subject: Town Safety Manual

Eileen –

I think Sharon has mentioned to you that we need to get the Town Council to approve and adopt the Town Safety Policy, which has now been approved by the NH Dept. of Labor and Primex. Phil St. Cyr from Primex has agreed to attend the Council Meeting when this is considered in order to answer any questions that the Council members may have. Based on Phil's availability we are hoping to get on the agenda for the October 27th meeting.

I've attached a memo outlining the request for Town Council approval, along with the e-mail approval of the state DOL Inspector and the safety policy itself, to this e-mail. Please review this at your convenience and let me know if you want to see any changes before I forward the agenda request to Becky.

Thanks,

Tom Boland
Deputy Finance Director
Town of Merrimack
6 Baboosic Lake Road
Merrimack, NH 03054
(603) 423-8533

Memo

To: Eileen Cabanel

From: Tom Boland – Acting Chairman Joint Loss Management Committee

Subject: Council Agenda Item - Town Safety Program

Date: September 16, 2016

The Town of Merrimack is required by NH RSA 281-A:64 to adopt a written town-wide safety policy.

NH RSA 281-A:64 II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

A Safety Inspection of all Town departments was conducted by the NH Department of Labor in July of 2014. At the conclusion of that inspection, the Town was asked to have a more comprehensive Safety Policy ready for approval within 2 years. Over the next two years the JLMC, in collaboration with the Town's Human Resources Coordinator, worked on developing a new policy manual that would meet the requirements of RSA 281, and we were able to have a draft policy ready for the State Inspector to review within the stated deadline. After the review, we made amendments as recommended by the Inspector. On August 18th we resubmitted the policy to the Inspector for final approval. Inspector Roy gave her final approval of the policy on August 24th (see e-mail attached). This policy manual has also been reviewed by Phil St. Cyr, who represents our Property and Liability Carrier, Primex. He has also given his approval of the new policy as written.

The Joint Loss Management Committee is asking that the Town Council accept this Safety Policy on behalf of the Town and direct all Town departments to adopt this comprehensive policy in addition to whatever site specific safety policies they may currently use to ensure the safety of Town workers and the public.

Thank you for your consideration.

Town of Merrimack, New Hampshire
6 Baboosic Lake Road
Merrimack, New Hampshire 03054
TEL: (603) 424-2331
FAX: (603) 424-0461

Town Manager Introduction to Safety Policy Manual

The welfare of employees is of prime concern to the Town of Merrimack. The Town is committed to providing a safe and healthy working environment. Every employee wants and has the right to a workplace free from occupational safety and health hazards. Accidents and health hazards that are not prevented could result in suffering, loss of wages, and permanent disability.

It is the policy of the Town of Merrimack to ensure, so far as is reasonably practicable:

- The health, safety and welfare at work of all employees.
- That those not employed but who may be affected by the Town's work activities are not exposed to avoidable or unacceptable risks to their health and safety.
- That articles and substances are used, handled, stored and transported safely.
- That appropriate health and safety information, instruction, training, and supervision is provided.
- That safe building facilities and systems of work are provided.

Further, it is the policy of the Town:

- To provide and maintain appropriate procedures for action to be taken in case of emergencies, including injuries and dangerous occurrences, and for their effective reporting and recording.
- To provide and maintain procedures for consultation with all employees on any measures at the workplace that may substantially affect the health and safety of employees.
- To develop and maintain a high degree of safety consciousness, as well as positive attitudes to health and safety, by employees throughout the Town.
- To encourage employees to take an active role in safety and health by participating on the Joint Loss Management Committee.

Safety is a shared responsibility of everyone in our organization and, as a team we will continually strive to improve our safety and health performance. The rules, regulations, and policies stated in this Safety Manual are requirements for all Town employees. Please take time to fully acquaint yourself.

Remember… Accidents hurt, safety doesn't.

Eileen Cabanel, Town Manager

TABLE OF CONTENTS

		Page
Town Manager Introduction to Safety Policy Manual		
Statement of Purpose		
Section A	**Responsibilities for Safety Administration**	1
Section B	**Joint Loss Management Committee – RSA 281-A: 64, III & Lab 602.03**	3
Section C	**Handling of Emergencies - Lab 602.01(d)**	5
Section D	**Accident Reporting – Lab 1403.04 & Lab 602.01(d)**	7
Section E	**Guidelines for Conducting Investigations - Lab 602.01(d)**	17
Section F	**Workplace Inspections – Lab 603.03(g), 2**	19
Section G	**Safety Education and Training - RSA 281-A:64, III & Lab 603.04(c)**	21
Section H	**Personal Protective Equipment (PPE) – Lab 1403.43**	23
Section I	**Safety Rules and Regulations - (See also Appendix III Chapter Lab 1400)**	27
	Confined Space Entry – Lab. 1403.14	27
	Ergonomics – Lab 1403.18	27
	Excavating and Trenching – Lab 1403.19	29
	Lifting and Handling Operations	31
	Lockout/Tagout – Lab 1403.35	32
	Motor Vehicle Rules and Regulations	34
	Office Safety	36
	Prevention of Slips, Trips, and Falls	38
	Record Keeping - Lab 1403.49	38
	Shop Safety	39
	Use of Hazardous Materials/Toxic Substances – Lab 1403.61	40
	Use of Power Tools	40
	Work Zone Traffic Control - Lab 1403.62 & 1403.22	41
Section J	**Workplace Violence Protection**	43
Section K	**Disciplinary Action – Lab 602.01(b)**	45
Section L	**Explanation of Insurance Coverage**	47
Section M	**Safety Policy Distribution and Acknowledgement – Lab 602.01(e)**	49
Section N	**Provisions for Review and Disposition List – Lab 602.01(f)**	51

APPENDICIES

Appendix I **Blood Borne Pathogens Policy – Lab 1403.08**

Appendix II **NH Department of Labor Reference Documents**
- ***Chapter Lab 1400*** *Administrative Rules for Safety and Health of Employees*
- *Safety Policy Guidance*

Appendix III **Hazard Communication Program – Lab 1403.61 & RSA 277-A**

Appendix IV **Worker's Right to Know Act – RSA 277-A**

Appendix V **Occupational Health Provider Information**

Appendix VI **Forms**

Form 1 *Notice of Accidental Injury or Occupational Disease*
Form 2 – *Employer's First Report of Occupational Injury or Disease*
Form 3 – Employee/*Supervisor's Accident/Incident Investigation Reports*
Form 4 – *Employer's Supplemental Report of Injury*
Form 5 – *Emergency Response/Public Safety Worker Incident Report*
Form 6 – *Driver's Emergency Accident Report Kit*
Form 7 – *Safety Training Attendance Record*
Form 8 – *Building and Grounds Inspection Checklist*
Form 9 – *Office Ergonomics Evaluation Form*
Form 10 – *Personal Protective Equipment Hazard Assessment*
Form 11 – *Lockout/Tagout Annual Inspection Form*
Form 12 – *Safety and Wellness Committee Recommendation*
Form 13 – *Workplace Violence Incident Reporting Form*
Form 14 – *Safety Manual Acknowledgement Form*

STATEMENT OF PURPOSE

The purpose of this written Safety Program is to promote safe and healthful working conditions for all Town of Merrimack employees. It is intended to provide managers, supervisors, and employees with a clear and firm understanding of the Town of Merrimack's concern for protecting employees from job-related injuries and illnesses; preventing accidents and incidents; planning for emergencies and emergency medical procedures; identifying and controlling physical, chemical and biological hazards in the workplace; communicating potential hazards to employees; and maintaining a sanitary environment.

This Safety Manual is to be used in conjunction with each department's standard operating procedures and as an instructional tool for the Town-wide Safety Program.

SECTION A - RESPONSIBILITIES FOR SAFETY ADMINISTRATION

All Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers. This includes the following:

A. Create and maintain a safe working environment in all aspects of employment.

B. Exhibit active concern for fellow employees and the workplace.

C. Take immediate action to correct unsafe acts and conditions and apprise your supervisor of actions taken.

D. Understand and observe all personnel and work rules, policies, and procedures.

E. Wear required personal protective equipment, including seat belts.

F. Operate only machines and equipment that you formally have been trained to operate.

G. Follow all accident and/or incident reporting procedures. All employees will be responsible for implementing the provisions of this manual within their respective jurisdictions. The responsibilities listed are the minimum and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

If you have a safety concern, please feel free to discuss it with your immediate supervisor or your department head. You also may contact the Human Resources Department for additional assistance if you are not comfortable discussing the issue within your department. Do not hesitate to ask questions or offer any suggestion that might improve safety.

Management

After officially adopting the program, the Town Manager is ultimately responsible for the smooth operation of the program through overall support, direction, and commitment. *Active* involvement in the program will ensure a safety commitment that everyone will be more inclined to follow. Department heads will oversee the program and help provide required resources such as funding for proper equipment, training and materials; personnel; and time to review and respond to inspection/recommendation/investigation reports, and to participate in training programs.

The Town Manager will respond in writing to recommendations made by the Joint Loss Management Committee and will ensure adequate training for members of the Joint Loss Management Committee to carry out their responsibilities, including workplace hazard identification and accident/injury investigation.

Supervisory Personnel

Supervisors are leaders, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

A. Ensure that all employees within their area of responsibility understand and comply with this manual and observe all work rules.

B. Ensure that all employees within their area of responsibility understand all personnel policies, procedures and disciplinary consequences as they relate to the safety process.

C. Exhibit leadership, provide guidance, and set the tone for safe behavior.

D. Educate employees, within their area of responsibility, in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.

E. Be actively concerned for the safety and health of their staff. Supervisors and their designees are accountable for the positive, successful performance of their employees, as well as examining accidents and incidents which occur.

F. Regularly meet with staff to discuss plans and ideas to bring about additional loss-prevention measures. A review of accidents and incidents which may have occurred, as well as positive actions can also be conducted at this time.

G. In conjunction with the Joint Loss Management Committee, schedule and/or conduct work-place inspections and investigations to identify and correct unsafe equipment, conditions, or actions.

H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

SECTION B - JOINT LOSS MANAGEMENT COMMITTEE - RSA 281-A:64, III & Lab 603.02

Purpose

The Joint Loss Management Committee serves as an advisory group to the Town Manager. The goal of this committee is to bring workers and management together in a cooperative effort to promote workplace safety. It has the potential to significantly improve workplace safety and productivity, to enhance employee relations, morale and health, to provide significant financial savings in Worker's Compensation Insurance premiums, and to help control property damage.

Membership

In order to comply with **New Hampshire Department of Labor Rules Chapter 600, Part Lab. 603.02**, the Town will have the following minimum number of persons from each employee group as members of the Committee.

AFSCME 2986	1
AFSCME 3657	1
IAFF 2904	1
Library	1
NEPBA 112	1
NEPBA 12	1
Non-union Employee	3
Non-union Management	3
Teamsters	1

The Committee shall select a Chairperson for a two-year term, and this position shall be rotated between management and employees.

Procedures

A. The Joint Loss Management Committee will review ***Employee/Supervisor's Incident and Near Miss Investigation Reports*** for those incidents and accidents that occurred during the preceding month. This review will be informational in nature in order to develop recommendations for the prevention of similar incidents in the future and to encourage safety in the workplace.

B. All Town departments are responsible for the completion of the ***Employee/Supervisor's Incident and Near Miss Investigation Report*** for each incident that occurs.

C. Reports will be submitted to the Human Resources Coordinator and will be provided to the Town Joint Loss Management Committee prior to the next meeting. Unsatisfactory and/or incomplete reports will be returned to the submitting departments for revision or completion.

D. Departments filing reports for incidents occurring during the preceding month may be required to have a department representative in attendance at the succeeding month's meeting. Each department representative will briefly present the incident(s) that occurred and respond to questions from the Committee.

E. In the event that a report is not approved by the Joint Loss Management Committee, a copy of that report will be sent back to the department head with a list of recommendations. The re-submitted report will then be reviewed by the Committee at its next meeting.

F. Following their meeting, the Joint Loss Committee Secretary will return all copies of the Reports to Human Resources for secure filing.

Meeting Schedule and the Recording of Meetings

A. This committee normally meets monthly, but no less than quarterly.

B. Joint Loss Management Committee meetings shall include annual safety inspections of all town-owned facilities.

C. Discrepancies shall be recorded and forwarded to the appropriate department head for corrective action.

SECTION C - HANDLING OF EMERGENCIES – Lab 602.01(d)

Judgment is a key factor in the handling of an emergency. Employees are expected to exercise their best judgment based on circumstances. Naturally, the first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

The following is a list of guidelines to follow; however, if there is any question whatsoever about the seriousness of an injury, call for help!

A. The first employee who witnesses an emergency should call 9-1-1

.

B. Ensure that the victim and others are in no danger of receiving further injury

1. If possible, stop the source of the injury or emergency
2. Each facility site shall maintain egress maps including designated evacuation gathering points, and conduct annual evacuation drills.
    a. The most senior supervisor on site during an evacuation shall ensure a roll-call is taken.

C. See to it that first aid is provided by a qualified individual

1. Each department should make available first aid training for as many employees as possible utilizing the Fire Department or Parks and Recreation Department certification programs. A list of trained employees shall be maintained by each department.
2. First aid kits should be maintained at all work sites.
3. Non-emergency personal injury shall be referred to the Town's occupational health provider (see Appendix V, *Occupational Health Provider Information).*
4. Fire Department personnel shall provide primary response to all emergencies involving fire, serious personal injury, and hazardous material spills.
    a. In the event of large scale emergencies, the Emergency Operations Center shall be established per the Emergency Management Plan.

D. Notify your supervisor

E. Follow reporting and investigation requirements, as outlined in Section D of this safety manual, *Accident and Incident Reporting*

F. Post-emergency - Contact your Employee Assistance Plan (EAP) if you would like counseling referral services, crisis assistance, legal and financial consultations, and care resources. Your EAP is available 24 hours a day, 365 days a year, for you and your eligible household members.

SECTION D – ACCIDENT REPORTING - Lab 1403.04 & Lab 602.01(d)

Definitions

The U.S. Department of Labor, National Safety Council, and Occupational Safety and Health Administration define the following terms:

ACCIDENT – An undesired event that results in personal injury or property damage.

INCIDENT – An unplanned, undesired event that adversely affects completion of a task.

NEAR MISS – Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

Reporting

Lab 1403.04 - Accident reporting requirements. Within 8 hours after its occurrence, an employment accident that is **fatal** to one or more employees or that results in the ***hospitalization of three or more employees*** must be reported to the New Hampshire Department of Labor (DOL) in person or by telephone at 603-271-6297 or 603-271-6850.

Any accident involving injury or property damage (town or private) must be reported immediately—and **no later than twenty-four (24) hours** from the accident/incident—to the immediate supervisor of the employee involved. All accidents shall be investigated.

Near misses shall be reported and subsequently investigated if the Town Manager, his/her designee, or the Joint Loss Management Committee requests further information.

Incidents shall be investigated by the affected department(s) as necessary for use as a management or training aid. Any incident deemed likely to result in a liability to the Town shall be reported.

For the purpose of making the reporting of accidents, incidents, and near misses as easy as possible, they have been grouped into four categories:

1. Accidents Causing Personal Injury (Non-Motor Vehicle)
2. Exposure to Infectious or Contagious Disease
3. Accidents Causing Property Damage
4. Motor Vehicle Accidents/Incidents

A. Accidents Causing Personal Injury (Non-Motor Vehicle)

1. Accidents that cause personal injury to a Town employee or to a third party on Town property, or due to Town operations, will be fully investigated and the proper forms, submitted.

2. If the accident does not reflect immediate injury but, in the best judgment of the employee, complications are likely to occur in the future, it will be fully investigated; and all forms must be submitted.

3. The **employee** must:

   a. Inform his/her supervisor immediately after the accident or injury has occurred.

   b. Complete the ***Notice of Accidental Injury or Occupational Disease*** (Appendix VI, Form 1), required by the New Hampshire Department of Labor.
      I. This must be completed within twenty-four (24) hours of the injury, signed by the department head, and submitted to the Human Resources Coordinator.
      II. The Human Resources Coordinator must submit this report to the town's insurance provider and the New Hampshire Department of Labor within five (5) working days.

   c. Complete the employee section of the ***Employee/Supervisor's Accident/Incident Investigation Report*** (Appendix VI, Form 3)

   d. In the event that a Town employee witnesses an injury to a non-Town employee due to Town operations, the Town employee must report the event to his/her supervisor.

4. The **supervisor** must:

   a. Fully complete the ***Employer's First Report of Occupational Injury or Disease*** (Appendix VI, Form 2).

      This form is then submitted immediately to the Human Resources Coordinator so that it can be sent to the Town's insurance carrier and the New Hampshire Department of Labor within five (5) working days of the reported injury.

   b. Complete the supervisor's section of the ***Employee/Supervisor's Accident/Incident Investigation Report*** (Appendix VI, Form 3) within twenty-four (24) hours of the initial report as accurately and specifically as possible. The purpose of this form is to answer *who, what, when, why where, and how*, as well as how to prevent it from happening again. Consideration will be given to:
      I. While the supervisor in charge of the affected area or activity typically conducts the investigation, employee or Joint Loss Management Committee involvement can be beneficial to create a safety culture.
      II. Supervisors and committee members should receive accident investigation training.

III. Facts should be distinguished from opinion.
IV. Interviews should be conducted with all personnel involved.
V. Several contributing factors are likely to be revealed.
VI. Several preventive actions may be recommended as a result.
VII. Avoid placing sole blame on injured employees, or generalities that don't identify all possible causes, preventions, and controls.
VIII. Recommended preventive actions should list ways to "foolproof" the condition or activity, irrespective of cost or engineering at this stage.
IX. Include photographs or sketches of the scene.

c. Forward the investigation report for review by the department head and the Human Resources Coordinator.

d. If the employee will be unable to work beyond 3 calendar days, due to occupational injury or disease, notify the Human Resources Coordinator. The Human Resources Coordinator shall complete the ***Employer's Supplemental Report of Injury*** (Appendix VI, Form 4) from the New Hampshire Department of Labor.

e. Upon the injured employee's return to work and the absence was four (4) calendar days or longer, notify the Human Resources Coordinator who will complete the ***Employer's Supplemental Report of Injury*** (Appendix VI, Form 4). **Note that this is the same form that is used in section 4.d above.**

f. When an employee has reported witnessing a non-Town employee receive an injury due to Town operations, inform the Finance Department and Human Resources and complete an ***Employee/Supervisor's Incident/Near Miss Investigation Report*** (Appendix VI, Form 3).

g. Make sure that any forms required by your department's standard operating procedures, in addition to those mentioned in this section, are completed and distributed accordingly.

See *Chart 2, Injury*, of this section.

B. Exposure to Infectious or Contagious Disease

NOTE: Merely being in close proximity to an infected person or item does not necessarily result in an exposure. If unsure, check with the Town Health Officer to determine if an exposure occurred.

1. The **employee** will:

   a. If employee is an Emergency Response/Public Safety worker, complete the ***Emergency Response/Public Safety Worker Incident Report*** (Appendix VI, Form 5) after exposure to someone or something which has the potential to infect that employee with a communicable disease (e.g. HIV or Hepatitis B).

   b. Complete the ***Notice of Accidental Injury or Occupational Disease*** (Appendix VI, Form 1) of the New Hampshire Department of Labor.

   This must be completed immediately, signed by the department head, and submitted to the Human Resources Coordinator for submittal to the insurance carrier and the New Hampshire Department of Labor within five (5) working days of the initial report.

2. The **supervisor** will:

   a. Complete the ***Employer's First Report of Injury or Occupational Disease*** (Appendix VI, Form 2).

   b. If employee is unable, complete the ***Emergency Response/Public Safety Worker Incident Report*** (Appendix VI, Form 5)

   This form is then submitted immediately to the Human Resources Coordinator for submittal to the Town's insurance carrier and the New Hampshire Department of Labor within five (5) working days of the reported injury.

C. Accidents Causing Property Damage

1. The **employee** will immediately report incident to supervisor and complete the employee section of the ***Employee/Supervisor's Accident/Incident Investigation Report.***

2. The **supervisor** will:

   a. Complete the supervisor's section of the ***Supervisor's Accident/Incident Investigation Report*** (Appendix VI, Form 3) within twenty-four (24) hours of the initial report. This will be approved by the department head and submitted to the Human Resources Coordinator and Finance Director/Assistant Town Manager.

   b. Make sure that any forms that are required by a department Standard Operating Procedure, in addition to those mentioned in this section regarding accident and incident reporting, are completed and distributed accordingly.

See *Chart 3, Property Damage*, of this section.

D. Motor Vehicle Accidents/Incidents

IN TOWN: Radio or call your department to report the incident; request Police, Ambulance (if needed), and notify your supervisor.

OUT OF TOWN: Report accident to local or state police. Contact the Equipment Maintenance Division of the Public Works Department (423-8552) and your supervisor for instruction if vehicle is inoperable. If no answer, notify Merrimack Police and ask them to contact an Equipment Maintenance supervisor.

1. The **employee** will immediately report incident to supervisor. Due to the potential for claims against the Town, all motor vehicle accidents—no matter how small—must be reported using the appropriate Town form(s).

2. The **employee operator** will:

   a. Complete the ***Driver's Emergency Accident Report Kit*** (Appendix VI, Form 6), which should be located in the glove compartment of all Town vehicles. This will be completed within twenty-four (24) hours of the accident and submitted to his/her supervisor.

   b. Complete the ***Notice of Accidental Injury or Occupational Disease Form*** (Appendix VI, Form 1) if injury occurred as a result of the accident. As referenced in Item *A., Accidents Causing Personal Injury*, of this Section, this form will be signed by the department head and submitted immediately to Human Resources.

   c. Complete the employee section of the ***Employee/Supervisor's Accident/Incident Investigation Report*** (Appendix VI, Form 3)

   d. Ensure that their vehicle is restocked with another Driver's Emergency Accident Report Kit. If vehicle is being serviced by the Equipment Maintenance Division of Public Works, the form will automatically be restocked by Equipment Maintenance personnel. If the vehicle is serviced by a vendor, the employee operator will request another ***Driver's Emergency Accident Report Kit from Equipment Maintenance.***

3. The **supervisor** will:

   a. Complete the supervisor section of the ***Supervisor's Accident/Incident Investigation Report*** (Appendix VI, Form 3) within twenty-four (24) hours' notice of the accident, attach to it the ***Driver's Emergency Accident Report Kit*** that was completed by the employee, have it approved by the department head, and send it to the Human Resources Coordinator.

   b. Follow procedures in Item *A., **Accidents Causing Personal Injury***, of this Section for the filing of appropriate forms if an injury resulted from the accident.

c. Take appropriate action for Commercial Driver's License (CDL) cardholders per the personnel policy manual and Federal Motor Carrier Safety Administration rules.

d. **Notify Public Works Director, Finance Department and Human Resources Coordinator of the accident.**

4. The **Police Department** will:

   a. Investigate all motor vehicle accidents where there is personal injury and/or property damage of $1,000.00 or more. The investigating officer will complete a ***New Hampshire Uniform Police Traffic Accident Report Form*** for any accidents that meet the above requirements and that occur within Town limits.

5. The **Finance Department** will:

   a. Notify our property liability insurance carrier when any Town vehicle has been involved in a motor vehicle accident.

See *Chart 4, Motor Vehicle Accidents*, of this section.

CHART 1

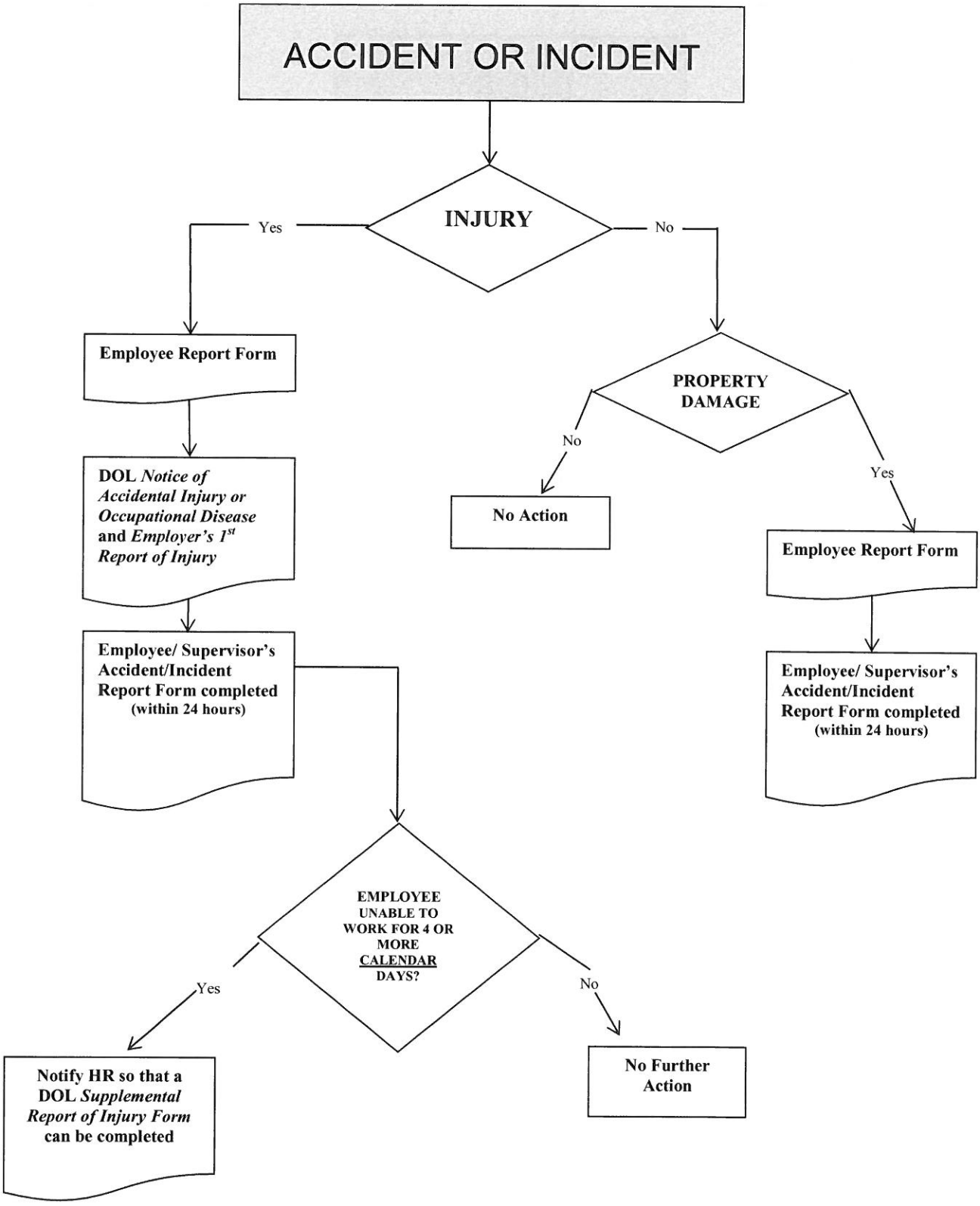
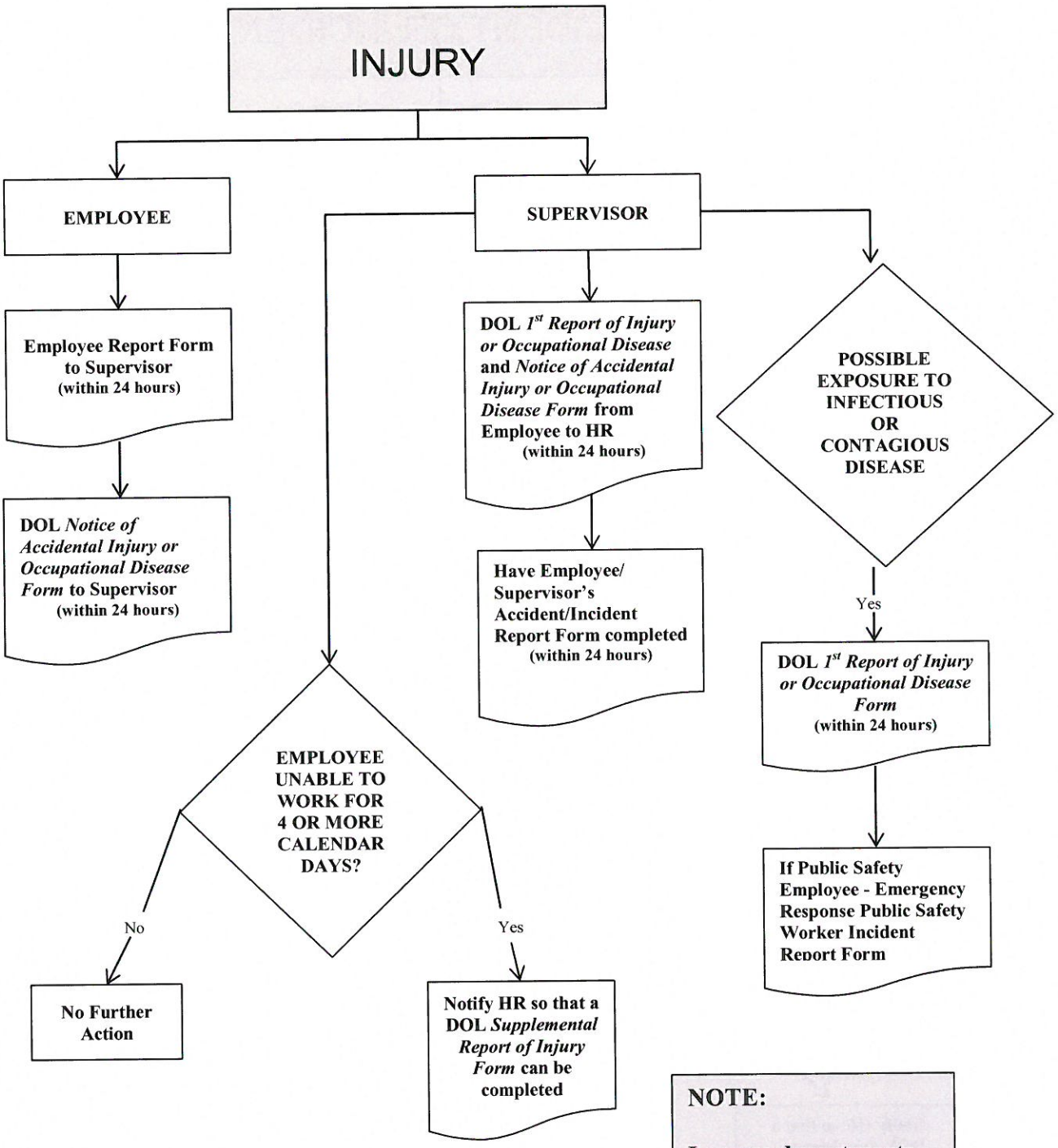

ACCIDENT OR INCIDENT
INJURY
Yes
No
Employee Report Form
DOL *Notice of Accidental Injury or Occupational Disease* and *Employer's 1st Report of Injury*
Employee/ Supervisor's Accident/Incident Report Form completed (within 24 hours)
EMPLOYEE UNABLE TO WORK FOR 4 OR MORE CALENDAR DAYS?
Yes
No
Notify HR so that a DOL *Supplemental Report of Injury Form* can be completed
No Further Action
PROPERTY DAMAGE
No
No Action
Yes
Employee Report Form
Employee/ Supervisor's Accident/Incident Report Form completed (within 24 hours)

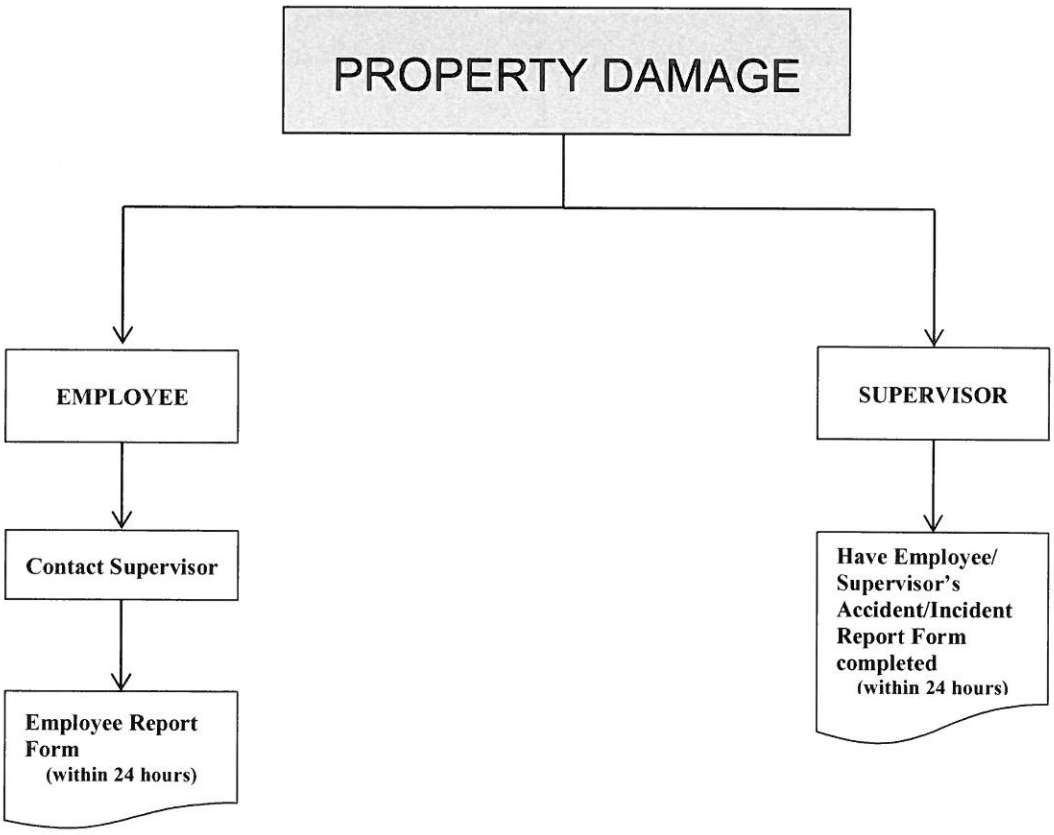
CHART 2



NOTE:

In some departments, many of these forms will be filled out by someone other than the supervisor.

CHART 3

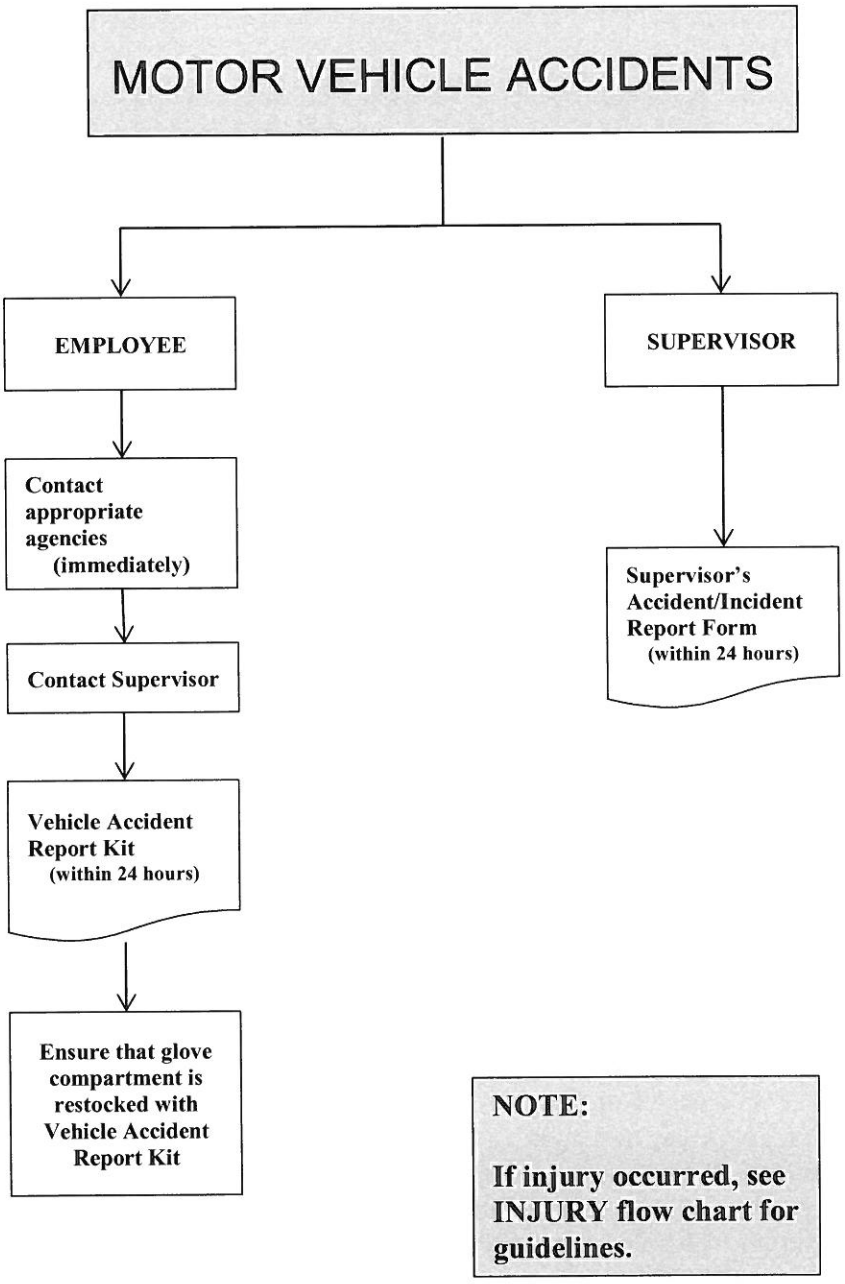


If a loss occurred to a non-Town employee on Town property or as a result of something involving a Town employee or service, do not make any statements indicating compensation and direct complaints or questions to the Finance Department. The Town's insurance carrier will determine liability.

NOTE:

If a personal injury occurred or damage is a result of a motor vehicle collision, see appropriate flow charts.

CHART 4


MOTOR VEHICLE ACCIDENTS
EMPLOYEE
SUPERVISOR
Contact appropriate agencies (immediately)
Contact Supervisor
Vehicle Accident Report Kit (within 24 hours)
Ensure that glove compartment is restocked with Vehicle Accident Report Kit
Supervisor's Accident/Incident Report Form (within 24 hours)
NOTE:
If injury occurred, see INJURY flow chart for guidelines.

SECTION E - GUIDELINES FOR CONDUCTING INVESTIGATIONS - Lab 602.01(d)

Accidents do not "just happen", they have root causes which need to be identified to determine:

1. What happened
2. Why it happened, and
3. How to prevent it from happening again

Thoroughly gathering and examining information about the accident or incident and its cause(s) will help:

- Prevent future accidents;
- Identify and correct/eliminate unsafe conditions, acts or procedures;
- Reduce costs and down time; and
- Assist in the processing of Worker's Compensation claims.

All accidents, including those occurring to volunteers or citizens, should be investigated by the supervisor who has knowledge of work processes, procedures, and persons in the workplace environment where the incident occurred. Incidents and near misses may not cause injury or damage, but should be investigated if deemed necessary as a training aid or to prevent future accidents.

When an employee is injured or causes any damage, the employee should immediately contact a supervisor in order to correctly relay the necessary information for proper documentation. The employee's statement provides a basis for determining the facts of the incident.

Investigative Process

After acquiring necessary medical aid for injured persons, supervisors should follow these steps for investigating accidents. This list should be used only as a guide and may not be all-inclusive for every department.

A. Investigate the scene as soon as practicable after the accident/incident noting conditions and the location of equipment, physical objects, and witnesses. Make notes, take pictures, and draw sketches as needed.

B. Interview witnesses soon after the accident so the facts will be fresh in their minds. Be certain they understand that no blame is being placed and that you are simply trying to gather facts to prevent a recurrence.

C. Interview the involved parties when the timing is right.

   1. Keep in mind their physical and emotional condition.

   2. Ask them to describe what happened. Use open-ended questions to obtain detail.

   3. Do not fix blame or find fault; just get the facts.

4. Ask the employee his or her opinion about how the accident could be prevented in the future.

D. Take steps or make recommendations to prevent similar occurrences.

1. Expressions such as "employee was careless" have no place in a factual report.

E. Complete supervisor's section of the ***Employee/Supervisor's Incident/Near Miss Investigation Report*** (Appendix VI, Form 3).

F. If the police were called, attach a copy of the police report to the Supervisor's section of the ***Employee/Supervisor's Incident/Near Miss Investigation Report*** (Appendix VI, Form 3). This is most common for vehicle accidents.

G. Most accidents occur because of a combination of an unsafe act and an unsafe physical condition. Look for both and draw a conclusion about why the unsafe act was committed or why the condition existed.

H. Once an accident occurs, immediate action must be taken to prevent a recurrence. Indicate what needs to be done and who is going to do it.

I. During the accident investigation, many questions must be answered. Because of the infinite number of accident-producing situations, contributing factors, and causes, it is impossible to list all questions that may apply to all investigations.

Suggested Questions

The following questions are generally applicable and will be considered in most accident investigations. Typically, these questions should ask about the situation: who, what, when, where, why, and how.

A. What was the injured person(s) doing at the time of the accident? Were they performing assigned tasks? Assisting other people?

B. What were other persons doing at the time of the accident?

C. Was the proper equipment being used for the task? What was the condition of the equipment? Was it being worn or used properly?

D. Is the process, operation, or task new?

E. Were people properly supervised and trained?

F. What was the location of the accident? What was the physical condition of the area when the accident occurred?

G. What permanent action could have prevented the accident or minimized its effects?

H. What action is now being recommended?

SECTION F – WORKPLACE INSPECTIONS – Lab 603.03(g), 2

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in *Section A, Responsibilities for Safety Administration*, employees are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the Joint Loss Management Committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

Frequency

Formal inspections of the work area, processes, and equipment are to be conducted regularly but, at a minimum annually. Keep in mind that all employees are expected to constantly be alert for unsafe acts and conditions and take necessary corrective action.

Guidelines for Correcting Unsatisfactory Conditions

A. First and foremost, take the necessary action(s) to prevent an injury! For example, remove the tool from service, post a warning sign, etc.

B. Take appropriate steps to permanently correct the hazard. Report all action taken to the appropriate people.

C. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then report the problem and your recommended solution to the person who can make corrections.

Recordkeeping Guidelines

A. Document the inspection. At a minimum, include in the record:

1. Inspection date;
2. Name of person(s) who conducted the inspection;
3. Location/piece of equipment inspected;
4. List of findings, both positive and negative;
5. Any action taken; and
6. List of recommendations for further action.

B. File the inspection reports with the minutes of the Joint Loss Management Committee meeting.

SECTION G - SAFETY EDUCATION AND TRAINING – RSA 281-A:64, III & Lab 603.04(c)

Safety education and training raises the employee's level of safety awareness and also provides the Town with an opportunity to demonstrate its concern for the welfare of employees.

Types of Training

A. Introductory. All new or transferred employees will be told of their responsibilities under the safety program and be given a copy of the work rules. Training of new employees shall be documented in the respective personnel files.

B. Specific (On-the-Job). Employees will be instructed by the supervisor in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the supervisor.

C. Follow-Up. When the supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or incident or when the job or procedures have changed.

Recordkeeping Guidelines

A. Introductory training will be documented in the employee's training file.

B. Documentation of training provided for specific tasks (for example, proper shoring techniques) is strongly recommended, using ***Safety Training Attendance Record***, (Appendix VI, Form 7). It should consist of a brief description of the training, the date, the instructor's name, and a list of those attending. The supervisor should send these forms, and notations made to Human Resources for filing in respective personnel files.

SECTION H - PERSONAL PROTECTIVE EQUIPMENT (PPE) – Lab 1403.43

This section addresses the hazards that can exist in a workplace environment, such as: sharp edges, falling objects, flying sparks, chemicals, noise and other potentially dangerous situations. Personal Protective Equipment (PPE) by defined as equipment worn to minimize exposure to a variety of hazards. Examples can be hard hats, gloves, eye and foot protection, respirators, and even full body suits.

If special clothing, safety equipment, or uniforms are required for the conduct of your job, the Town either will provide them or will share the cost of obtaining the items needed. Your supervisor can provide information about these requirements and about the Town's share of the cost. If provided by the Town, items must be used only for business purposes.

A. The **department head and/or supervisor** should be responsible for:

1. Performing a "hazard assessment" of the work place to identify and control physical and health hazards. Use the ***Personal Protective Equipment Hazard Assessment*** (Appendix VI, Form 10).

    a. After the hazard assessment is complete, the employer should research the types of PPE available specific to the type of hazard. Taking the fit and comfort of PPE into consideration should be of concern, as employees will be more apt to wear the PPE if it fits and is comfortable.

2. Identifying and providing appropriate PPE for employees.

3. Training employees in the use and care of the PPE.

4. Maintaining PPE, including replacing worn or damages PPE.

5. Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

B. Coinciding with the above mentioned, employees generally should:

1. Properly wear PPE.

2. Attend training sessions on PPE.

3. Care for, clean, and maintain PPE.

4. Inform a supervisor of the need to repair or replace PPE.

Types of PPE

A. Eye Protection. Examples of potential injuries to the face or eye include:

1. Dust, dirt, metal or wood chips entering the eye from activities such as chipping, grinding, sawing, hammering, the use of power tools or even strong wind.

2. Chemical splashes from corrosive substances, hot liquids, or other hazardous solutions.

3. Objects swinging into the eye or face, such as tree limbs, chains, tools, or ropes.

4. Radiant energy from welding.

Types of PPE: Safety glasses, goggles, welding shields, laser safety goggles, face shields.

B. Head Protection. Head injuries can be fatal or impair an employee for life. Examples of potential injuries include:

1. Objects falling from above.

2. Bumping up against a fixed object.

3. Any possibility of accidental head contact with electrical hazards.

Types of PPE: Hardhat, helmet, full face mask

C. Foot and Leg Protection. Examples of potential injuries include:

1. Rolling objects, such as barrels or tools.

2. Sharp piercing objects such as spikes or nails.

3. Any exposure of molten metal with the potential of splashing.

4. Working on hot, wet or slippery surfaces.

5. Working when electrical hazards are present.

Types of PPE: Chainsaw chaps, Metatarsal guards, toe guards, combination foot and shin guards, safety shoes, electrically conductive shoes, electrical hazard, safety-toe shoes, foundry shoes.

D. Hand and Arm Protection. Examples of potential injuries include:

1. Skin absorption of harmful substances.

2. Chemical or thermal burns.

3. Electrical dangers.

4. Bruises.

5. Abrasions.

6. Cuts.

7. Punctures.

8. Fractures.

9. Amputations.

Types of PPE: There are many types, and it all depends on the nature of the hazard and the operation involved. There is a wide variety and selection available so, after assessing the hazard, the proper glove should be selected specific to the hazard being addressed. Once acquired, PPE should be distributed to the precise work locations for immediate use.

E. Body Protection. Examples of potential injuries include:

1. Temperature extremes.

2. Molten metal and hot liquid splashes.

3. Potential impacts from tools, machinery and materials.

4. Hazardous chemicals.

5. Welding radiation

Types of PPE: Foul weather coats, welding jackets, long sleeved shirts, aprons.

F. Noise Exposure – Lab 1403.41. The proper use of hearing protection is a challenging process, as employee exposure depends on several factors, including:

1. Loudness of noise, measured in decibels (dB).

2. Duration of exposure to noise.

3. Movement between work areas with ranging noise levels.

4. Multiple noises from one or more sources.

a. If employees are exposed to occupational noise at or above 85 dB averaged over an eight-hour period, a hearing conservation program that includes regular testing of employees' hearing by qualified professionals is required.
b. Refer to Lab 1403.41 for guidelines on use if PPE

Types of PPE: Single-use ear plugs, pre-formed or molded earplugs, earmuffs.

G. Respiratory Protection. Lab 1403.50 Examples of potential injuries include:

1. Toxic, carcinogenic, or irritant vapors.
2. Gases.
3. Dusts.
4. Mists.
5. Fumes.
6. Fibers.

Types of PPE: Face masks, supplied air hoods, air-purifying respirators.

SECTION I - SAFETY RULES AND REGULATIONS – Lab 1400

The Town of Merrimack complies with Chapter Lab 1400 SAFETY RULES AND REGULATION pursuant to RSA 281-A and RSA 277. Please see Lab 1400 in Appendix III of this document as well as specific departmental safety policies and procedures.

This section outlines specific safety procedures that are grouped by like work environments and are applicable throughout the Town. It is not intended to be all-inclusive, but may be used as a guide in addition to each department's standard operating procedures.

Confined Space Entry – Lab 1403.14

Many workplaces contain spaces that are considered to be "confined" because their configurations hinder the activities of any employees who must enter into, work in, and exit from them. In many instances, employees who work in confined spaces also face increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, and hazardous atmospheric conditions. Confinement itself may pose entrapment hazards, and work in confined spaces may keep employees closer to hazards, such as asphyxiating atmosphere, than they would be otherwise. For example, confinement, limited access, and restricted airflow can result in hazardous conditions that would not arise in an open workplace.

No one (employee or not) shall be allowed to enter a confined space, as defined above, on Town property or due to Town operations without having the proper training and proper equipment in place in accordance with their department procedures.

The following definitions apply:

a. *Confined space*: An area with a limited or restricted means of entry or exit that is large enough for an employee to enter and perform assigned work, and that is not designed for continuous occupancy by the employee. These spaces may include, but are not limited to, underground vaults, tanks, storage bins, pits and diked areas, vessels, and silos.

b. *Permit-required confined space* (also known as a *permit space*): An area that meets the definition of a confined space and has one or more of these characteristics that pose health or safety hazards, thereby requiring a permit for entry: (1) contains or has the potential to contain a hazardous atmosphere; (2) contains a material that has the potential for engulfing an entrant; (3) has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or (4) contains any other recognized serious safety or health hazards.

Ergonomics – Lab 1403.18

Ergonomics is the art and science of designing the workplace to fit the worker. The goal of ergonomics is to allow work to be done without undue physical stress, thereby reducing injuries and cumulative-trauma disease.

The human body can endure considerable discomfort and stress and can perform many awkward and unnatural movements for a limited period of time. However, when awkward conditions or motions are continued for prolonged periods, the physiological limitations of the employee can be exceeded. To ensure a high level of performance, work systems must be tailored to human capabilities and limitations.

A. Each job has its own set of actions and its own level of stress. The amount of physical stress is determined by several factors. Three of these factors are especially significant:

   1. The amount of weight handled;

   2. The force needed to perform the job task;

   3. The degree of repetition.

B. Physical or mental stress can result from a poorly-designed workplace. A workplace (or workstation) is defined as the place in which the employee spends most of his or her time while performing the duties of the job. The workplace of a police officer may be a patrol car. The workplaces of computer operators are the desks, chairs, and computer equipment they use. If a workplace does not properly fit the person, stress or injury-causing stress can result.

The following questions should give an idea of what might cause physical stress in a given job:

   1. Does the employee sit or stand on the job? Does the job require both sitting and standing?

   2. Is the employee stationary while doing the job? Or does the employee move about?

   3. Does the job require a great deal of strength or power?

   4. Can any necessary reaching be done comfortably by most employees? (Or must the employee work for long periods of time at a too-low desk, for example).

   5. Are job tasks extremely repetitive?

   6. Does the employee have any control over the pace of the job?

   7. Is the work environment uncomfortable for the employee? Poorly lighted? Too cold? Too hot? Too humid? Is there proper ventilation?

Any of the above conditions, or combination of conditions, could be the cause of physical stress to employees. Many of these conditions can be relieved by redesigning the job to fit the employee and by training the employee to notice and alter the stress-causing conditions.

C. If you notice undue stresses from or problems with your workstations and cannot resolve the situation on your own, your supervisor may be able to help you with solutions. The Joint Loss Management Committee, in conjunction with the Town's insurance carrier,

will schedule a work-site evaluation (if requested) to help find solutions. See ***Ergonomics Evaluation Form*** (Appendix VI, Form 9).

Excavating and Trenching –Lab 1403.19

A. Definitions

1. *Excavation*: Any man-made cut, cavity, trench, or depression in an earth surface that is formed by earth removal.

2. *Trench*: A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth of a trench is greater than its width, and the width (measured at the bottom) is not greater than 15 ft (4.6 m). If a form or other structure installed or constructed in an excavation reduces the distance between the form and the side of the excavation to 15 ft (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

3. *Competent Person*: An individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate or control these hazards and conditions.

B. Trenching and Excavation Standards

1. *Surface encumbrances*. All surface encumbrances that are located so as to create a hazard to employees will be removed or supported, as necessary, to safeguard employees.

2. *Underground Installations*

   a. The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work, will be determined prior to opening an excavation.

   b. Utility companies or owners will be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law) or cannot establish the exact location of these installations, the Town may proceed, provided it does so with caution and provided detection equipment or other acceptable means to locate utility installations are used.

   c. When excavation operations approach the estimated location of underground installations, the exact location of the installations will be determined by safe and acceptable means.

d. While the excavation is open, underground installations will be protected, supported, or removed as necessary to safeguard employees.

3. *Access and Egress*

a. *Structural Ramps*

1) Structural ramps that are used solely by employees as a means of access or egress from excavations will be designed by a competent person. Structural ramps used for access or egress of equipment will be designed by a competent person qualified in structural design and will be constructed in accordance with the design.

2) Ramps and runways constructed of two or more structural members will have the structural members connected together to prevent displacement.

3) Structural members used for ramps and runways will be of uniform thickness.

4) Cleats or other appropriate means used to connect runway structural members will be attached to the bottom of the runway or will be attached in a manner to prevent tripping.

5) Structural ramps used in lieu of steps will be provided with cleats or other surface treatments on the top surface to prevent slipping.

b. *Means of Egress from Trench Excavations*. A stairway, ladder, ramp, or other safe means of egress will be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

c. *Exposure to Vehicular Traffic*. Employees exposed to public vehicular traffic will be provided with, and will wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

d. *Exposure to Falling Loads*. No employee will be permitted underneath loads handled by lifting or digging equipment. Employees will be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped to provide adequate protection for the operator during loading and unloading operations.

e. *Warning System for Mobile Equipment*. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system will be utilized, such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

Lifting and Handling Operations

The purpose of this section is to provide guidelines as to the proper techniques for moving materials either in hurried emergency situations or in more controlled situations. While it is understood that in an emergency situation there are certain materials that must be moved quickly, there are certain techniques and procedures that can always be followed which can significantly reduce your chances of an injury while lifting, pulling, or pushing:

A. Assess the object you are about to lift. Check for shifting weights and objects and have a clear understanding of how you intend to lift the object. If the object is heavy, get someone to help you lift. Think before you lift!

B. Bend at your knees, not your waist. Bend down with your knees, and straddle the load you are about to lift. Avoid bending at the waist, and keep your back straight.

C. Tuck your pelvis under, and firm-up your stomach muscles just before you lift. Tightening the stomach muscles helps support your back.

D. Hug the object you are lifting close to your body. Unnecessary and potentially dangerous amounts of stress and strain are placed on your back when objects are held away from your body.

E. Lift with your leg muscles. Once you have a firm grip on the object, rise in a smooth steady motion, and let the leg muscles do most of the work.

F. Never twist your body while lifting. Keep your body facing the load and move your feet to adjust your position.

G. Make sure your walkway is clear. Review your walking path, and remove unnecessary objects; they are accidents-waiting-to-happen.

H. Know where you will put the load down. Looking for a place to put a heavy object down when it's already in your arms is asking for trouble.

I. Use the appropriate footwear when lifting. Your footwear should help you maintain your balance and footing.

J. Use mechanical help or the assistance of a co-worker when necessary. There is no point in straining your back. Get help!

K. Get a firm grip on the item to be lifted.

L. Lift gradually. Don't jerk upward.

M. Push, don't pull. If it is necessary to move a heavy object along the floor, push it. You can push twice the weight you can pull.

N. Remember, when putting the object down, bend the legs. Do not bend over at the waist.

Lockout/Tagout – Lab 1403.35

All employees need to be protected from accidental or unexpected activation of mechanical and/or electrical equipment. Therefore, any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of any machinery or equipment will abide by the following procedures.

Lockout is a first mean of protection; warning tags only supplement the use of locks. Tags (such as "Do not start," "Do not operate") alone may be used only when the application of a lock is not practically feasible and with approval of the appropriate supervisor.

A. Definitions

1. *Lockout*: The practice of using keyed or combination security devices ("locks") to prevent the unwanted activation of mechanical or electrical equipment.

2. *Tagout*: The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed.

3. *Hazardous Motion*: Movement of equipment under mechanical stress or gravity that may abruptly release and cause injury. Hazardous motion may result even after power sources are disconnected. Examples are coiled springs, raised hydraulic equipment, and any sources of potential energy that may cause injury.

4. *Energy Control Procedures*: Proper use of lockout/tagout equipment to ensure safe work practices.

B. Responsibilities

1. **Department/division heads** will:

b. Ensure that all appropriate personnel are competent to follow lockout/tagout procedures.

c. Provide training to employees affected by lockout/tagout procedures. Provide re-training when job, equipment, new hazard arises or if supervisor feels a knowledge refresher is advisable for safety of employees.

d. Inspect energy control procedures and practices at least annually to ensure that general and specific lockout/tagout procedures are being followed.

1) Inspections must be carried out by persons other than those employees directly utilizing energy control procedures.

2) Inspections will include a review between the inspector and each authorized employee, concerning that employee's responsibilities under the energy control procedure being inspected.

3) Certify that periodic inspections have been performed (Appendix VI, Form 11).

e. Maintain a list of equipment, machinery, and operations that require the use of lockout/tagout procedures. The file will include the location, description, power source, and primary hazards of equipment/machinery, a list of the primary operators/maintenance personnel, and a list of lockout/tagout equipment that is used and maintained on site.

f. Ensure that each supervisor adheres to procedures.

2. **Supervisors** will:

a. Ensure that each employee or contractor engaging in work requiring lockout/tagout of energy sources understands and adheres to adopted procedures.

b. Assure that employees have received training in energy control procedures prior to operating the machinery or equipment.

c. Provide and maintain necessary equipment and resources, including accident prevention signs, tags, padlocks, seals, and/or other similarly effective means.

3. **Employees** will:

a. Adhere to specific procedures as outlined in this document for all tasks that require the use of lockout/tagout procedures as defined.

b. Maintain lockout/tagout supplies in maintenance vehicles.

C. Specific Procedures

4. Preparation for Lockout/Tagout

a. Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged. More than one energy source (electrical, mechanical, stored energy, or others) may be involved.

2. Sequence of Lockout or Tagout System Procedure

a. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

b. If the machine of equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

c. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in

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/Tagout the energy isolating devices with assigned individual lock(s) or tag(s).

e. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **CAUTION**: Return operating control(s) to neutral or off position after the test.

f. The equipment is now locked out and tagged out.

3. Restoring Equipment to Service

a. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken.

b. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

c. Check the work area to ensure that all employees have been safely positioned or removed from the area.

d. Verify that the controls are in neutral.

e. Remove the lockout devices and reenergize the machine or equipment. NOTE: The removal of some forms of blocking may require re-energizing the machine before safe removal.

f. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

Motor Vehicle Rules and Regulations

The purchase, maintenance, and upkeep of motor vehicles and equipment constitute a large expenditure in Town government. While these vehicles are essential in providing necessary services to our constituents, accidents involving them can extract a huge additional toll on the organization in terms of injury, suffering, and property damage.

It is the firm belief of the Town that most motor vehicle accidents are avoidable. By adopting a defensive driving attitude, each employee will accept the highest degree of responsibility for avoiding accidents, rather than passively surrendering to adverse situations.

The following is a list of rules to be followed by all employees.

A. An employee will not drive or operate a Town-owned vehicle unless assigned or granted permission to do so.

B. It is against Town policy for any person to operate any motor vehicle owned by this government for any purpose other than official business.

C. Drivers must have in their possession a proper, valid operator's license when operating vehicles. Drivers must comply with all Town and State laws governing the operation of vehicles. This will include checks for safety equipment as laws and policies require.

D. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers will exercise special precautions when:

   b. Children are playing on the roadway, alley, or near the curb;

   c. Passing schools or playgrounds;

   d. Approaching persons on bicycles;

   e. Driving during inclement weather.

E. A licensed operator is expected to stay informed of current regulations and to periodically review publications concerning equipment operation. "Rules of the Road" for motor vehicle operators should be read and understood.

F. Any vehicle with improper working parts (such as steering mechanism, brakes, lights, or horn) should not be driven and should be reported to the proper person.

G. Seat belts will be worn at all times. Refer to ***Seatbelt Policy*** (Personnel Policy Manual).

H. If a vehicle is involved in an accident, the driver's first duty is to stop the vehicle. The police must be called. See *Section D, Accident Reporting, Motor Vehicle Accidents/Incidents*.

I. All drivers will devote their full attention to their driving. Many vehicle accidents can be attributed to driver distraction. Keep your mind on your driving.

J. Drivers must use proper signals when slowing down, stopping, or making a turn.

K. Always give the pedestrian the right-of-way.

L. All drivers must give the right-of-way to emergency vehicles.

M. Hazard warning lights on trucks, cars, and equipment should be used only as emergency or work conditions require. Hazard warning lights are not to be used as an excuse to gain the right-of-way or to break traffic rules. Their purpose is for the protection of the employees and work areas and as a warning device for pedestrians and vehicular traffic.

N. Keep windshields and door windows clean for good visibility.

O. Rearview vision is extremely important. Be certain you have a complete picture of all objects behind your vehicle before moving in reverse.

P. Do not leave the vehicle unattended with the motor running, except emergency vehicles according to standard operating procedures. Place the transmission in gear (or park for automatic transmissions), set the emergency brake, shut off the ignition switch, and remove the key.

Q. All municipal vehicles should be locked when not in use.

R. Always use hand holds when entering or exiting heavy equipment. Face the cab when exiting from it. Step, do not jump, when getting off or out of any vehicle or piece of equipment.

S. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, clear ice and snow from all windows and lights in winter months, or any other condition which may create an unsafe situation.

T. Except in authorized emergencies, posted speed limits will be strictly obeyed.

U. During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on.

V. Operating town vehicles or equipment under the influence of alcohol and drugs is prohibited. See ***Alcohol and Drug Use in the Workplace Policy*** (Personnel Policy Manual).

Office Safety

Office work is more dangerous than is commonly supposed, and many accidents occur during ordinary office routines.

A. Every employee will be responsible to see that his or her own desk and work area is clean and orderly. Good housekeeping is the key to a safe office environment.

B. Keep an eye open for loose or threadbare floor coverings. Report damaged carpet, loose floor tiles, etc., to your supervisor.

C. Be extra cautious when you come up to a door which can be opened in your direction. Take it easy when pushing open such a door, and slow down when coming to a "blind" corner.

D. Make sure walkways between furniture are clear and floors are clean and dry. Keep electrical cords out of aisles or properly covered.

E. All file, desk, and table drawers will be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.

F. Never overload file cabinets. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. Keep heavier loads in bottom drawers.

G. Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

H. Tilting chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.

I. Never use chairs, desks, or other office furniture as a makeshift ladder. Always use a step ladder. Don't overreach and risk losing your balance.

J. The use of message spindles is a violation of Town policy as they can frequently cause puncture wounds to hands and arms.

K. Keep the blades of paper cutters closed when not in use.

L. Scissors, paper cutters, and similar office devices can easily cause minor but painful injuries. Report such injuries at once to your supervisor and take precaution to avoid infection.

M. Keep your hands clear of electric typewriter carriages.

N. Avoid paper cuts by using a sponge or other wetting devices for envelopes. Use rubber finger guards when working with stacks of paper.

O. Keep paper clips, thumb tacks, and pins in places where they can't injure you. Keep razor blades and utility blades covered.

P. Be sure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately to your supervisor, who will in turn report it to the building maintenance supervisor.

Q. Smoking is not permitted in Town buildings or in public access paths. This includes all rooms and offices within the building. Refer to the ***Smoking Policy*** (Personnel Policy Manual).

R. First-aid kits will be readily available and fully stocked for their prompt use.

S. Chairs, desks, and work stations will be properly adjusted to reduce fatigue and the possibility of injury due to poor fitting work areas. See *Ergonomics* in this section above.

Prevention of Slips, Trips, and Falls

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip-, trip-, and fall-related events and injuries.

Slips, trips, and falls are among the leading causes of injury and lost work time to employees and to members of the public visiting municipal properties. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore, the Town of Merrimack and its employees will take a proactive approach to managing the risks associated with slip-, trip-, and fall-related conditions.

Employees will always follow correct safety protocol for their working conditions, including wearing the appropriate footwear and protective devices warranted by the situation. Sidewalks, parking lots, stairs, and other areas that employees and the public frequently use will be properly maintained to ensure that no tripping points, ice/snow build-up, or other hazardous conditions exist that could contribute to a slip, a trip or a fall. Interior hallways, stairs, floors, and other areas of foot travel will be clear of obstructions such as boxes, power cords, frayed carpeting, or weather matting. Proper signage will be used to indicate wet floors or other hazardous conditions that could contribute to a slip, a trip or a fall.

Employees are encouraged to monitor, report and whenever reasonably possible help to correct conditions that have caused, or are likely to cause, a slip-, trip-, or fall-related event.

Unsafe conditions are to be reported to your immediate supervisor or department head for corrective action. If the conditions present an immediate threat to the safety of employees or the public, the employee will take the necessary steps to prevent injuries until the appropriate personnel arrive.

All slip-, trip- and fall-related incidents/injuries will be documented and individually reviewed by the appropriate supervisor and the Joint Loss Management Committee. Slips, trips and falls will be kept in a centralized file or spreadsheet in Human Resources to monitor results, to identify emerging trends, and to maintain documentation for potential claims.

Record Keeping - Lab 1403.49

Human Resources shall:

A. Keep an annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request;

B. The log shall include, at a minimum, the following information:

1. Date of injury;

2. Name of employee;

3. Occupation of employee;

4. Description of the injury or illness;

5. Whether lost time was involved; and

6. The date employee returned to work.

Shop Safety

A. No unauthorized persons will be in the actual work areas.

B. Restricted access will be maintained to specific areas of the shop while welding or painting is in progress.

C. Replace, repair, or remove from service worn or damaged shop equipment.

D. All hazardous, flammable, and waste materials will be properly stored and labeled.

E. No liquid materials will be stored near floor drains, unless either the drain or the material is properly isolated.

F. Emergency procedures and telephone numbers will be posted in an area readily accessible to all employees.

G. An easily accessible first-aid kit will be available.

H. Clear access to all properly charged fire extinguishers will be maintained at all times.

I. Practice good housekeeping to minimize the potential for accidents; for example, clean up spills immediately.

J. Use exhaust hoses when idling vehicles.

K. Machine guards will be in place and secured on all machines that are in use.

L. No equipment safety features will be disabled or overridden.

M. All personal protective equipment will be worn according to each department's procedures and training.

N. Safety Data Sheets (SDS) will be located in an area where all employees can view them, in accordance with the *Worker's Right to Know Act* (Appendix IV).

O. Proper disposal methods of all materials will be included in the SDS files.

Use of Hazardous Materials/Toxic Substances - Lab 1403.61

A. All personnel using a hazardous substance must be made aware of the potential hazards associated with it.

B. Material Safety Data Sheets will be located in an accessible area near the use of the toxic substance. See *Worker's Right to Know Act* (Appendix IV).

C. Do not walk into or touch spilled material.

D. Avoid inhalation of fumes, smoke, and vapors even if no hazardous materials are known to be involved. Do not assume that gases or vapors are harmless because of lack of a smell. Odorless gases or vapors may be harmful.

E. Dust fans and/or other ventilation equipment will be used in accordance with training and policies.

F. Never use gasoline, other fuel, or solvents for cleaning, degreasing, or any use other than that intended by the manufacturer.

G. Precautions will be taken to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to, open flames, lighting, smoking, cutting, welding, heat-producing chemical reactions, radiant heat, and electrical devices.

H. All materials and rags contaminated by toxic or hazardous materials will be disposed of in the prescribed manner as approved by the Public Works Department-Solid Waste Division.

Use of Power Tools

A. All personal protective equipment will be used as per training and when instructed to do so.

B. All machine guards will be kept in place when recommended by the manufacturer. Safety features will not be disabled or overridden.

C. No unauthorized persons will use power tools.

D. Ground all tools unless double-insulated. If a tool is equipped with a three-prong plug, it will be plugged into a three-hole electrical outlet. Never remove the third prong from the plug.

E. Keep all work areas clean. Cluttered areas invite accidents.

F. Avoid dangerous environments, such as damp or wet locations and dimly lit areas.

G. Keep onlookers a safe distance away from the work area.

H. Don't force tools. Let them work at the pace for which they were designed.

I. Wear proper apparel. Remove loose clothing or jewelry items that could become caught in moving parts. Secure hair out of the way of eyes and equipment.

J. Don't abuse the cord. A cord should be kept away from heat, oil, and sharp edges.

K. Safety glasses or shields and respiratory protection will be used with tools when necessary.

L. Secure your work. Clamps or a vise are safer than using your hand, and their use frees both hands to operate tools.

M. Don't overreach. Keep proper footing and balance at all times.

N. Tools should be disconnected before servicing or when changing accessories such as blades, bits, cutters, etc.

O. Know your power tool. Learn its applications and limitations. In other words, use the tool only for the job for which it was designed to be used.

Work Zone Traffic Control – Lab 1403.62 &1403.22

Safety is a concern for both the public traveling through the temporary traffic control zone and the workers performing tasks within the work site. Work areas present temporary and constantly changing conditions that are unexpected by the traveler. These work area conditions almost always present situations that are more confusing for the driver, creating an even higher degree of vulnerability for the personnel on or near the roadway.

A. Traffic control will be practiced when working on or in the proximity of a street or road. When possible, traffic should be detoured around a construction site in the travel lane. If traffic must be limited to one lane, personnel with flags or STOP/SLOW paddles will be used to direct traffic and adequate signs, cones, and/or barricades will be used to warn oncoming traffic to the site.

B. If street construction or repair work is to be performed, preparations must be made to assure vehicle and pedestrian safety before such work is allowed to begin.

C. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, signs, signals and/or barricades will be used. Flag persons may be utilized for heavy traffic locations, for high hazard areas, or for large construction zones.

D. All workers in or near the roadway will wear ANSI Class 2 or 3 reflective clothing or cross straps on their clothing while at the work site. Flashlights must also be used at night.

E. In the event that a road must be partially or entirely blocked off for any duration of time, Police dispatch will be informed prior to closure.

F. Hard hats will be worn at all times in any excavation or in any tree work areas.

G. All personal protective equipment will be worn in the prescribed manner.

Below are key elements of traffic control management that should be considered in any procedure for assuring worker safety. These various traffic control techniques must be applied by qualified persons with sound judgment and common sense.

A. Training. All workers should be trained in how to work next to traffic in a way that minimizes their vulnerability. In addition, workers with specific traffic control responsibilities should be trained in traffic control techniques, device usage, and placement.

B. Worker Clothing. Workers exposed to traffic should be attired in bright, highly visible clothing similar to that of flaggers.

C. Barriers. Barriers should be placed along the work space depending on such factors as lateral clearance of workers from adjacent traffic, speed of traffic, duration of operations, time of day, and volume of traffic.

D. Speed Reduction. In highly vulnerable situations, consideration should be given to reducing the speed of traffic through regulatory speed zoning, funneling, use of police, lane reduction, or flaggers.

E. Lighting. For nighttime work, lighting the work area and approaches may allow the driver better comprehension of the requirements being imposed. Care should be taken to ensure that the lighting does not cause blinding.

F. Special Devices. Judicious use of special warning and control devices may be helpful for certain difficult work area situations. These include rumble strips, changeable message signs, hazard identification beacons, flags, and warning lights. Misuse and overuse of special devices/techniques can lessen their effectiveness greatly.

G. Public Information. Improved driver performance may be realized through a well-prepared and complete public relations effort that covers the nature of the work, the time and duration of its execution, and its anticipated effects upon traffic and possible alternate routes and modes of travel. Such programs have been found to result in a significant drop in traffic; that reduces the possible number of conflicts and may allow a temporary lane closing for additional buffer area.

H. Road Closure. If alternate routes are available to handle detoured traffic, the road may be closed temporarily during times of greatest worker hazard which, in addition to offering maximum worker safety, may facilitate project completion more quickly and, thus, further reduce worker vulnerability.

I. Use of Police. In highly vulnerable work situations, particularly those of relatively short duration, stationing police units heightens the awareness of passing traffic and likely will cause a reduction in travel speed.

SECTION J – WORKPLACE VIOLENCE PROTECTION

It is everyone's business to prevent violence in the workplace. Violence threatens the safety of personnel and, often, of the public, while negatively affecting employee morale and productivity. Therefore, violence of any sort will not be tolerated.

If you are not in immediate danger, you should report the incident immediately to your supervisor, your department head, or the Human Resources Coordinator as soon as possible and complete the Workplace Violence Incident Report (Form 13 of this Safety Policy). If you are in immediate danger, call 911 immediately. The incident will be investigated promptly, thoroughly, and impartially. Confidentiality will be maintained to the extent it is consistent with a thorough investigation.

"Violence" refers to a range of inappropriate behaviors that includes, but is not limited to:

A. Attempting or actually harming another person physically, including, but not limited to shoving or pushing.

B. Intimidating, coercing, or committing acts motivated by or related to harassment.

B. Carrying, possessing, or using unauthorized weapons.

C. Intentionally damaging employer property or property of another employee, through vandalism, arson, sabotage, or other methods.

D. Behaving aggressively or hostilely when such behavior creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

E. Threatening or talking about engaging in those activities.

Ignoring threats and violence can result in more serious incidents to co-workers and/or to the public. Violence often follows established threat patterns and behavioral changes that are easily observed and reasonably predictable. Violence can be prevented or reduced by responding to threats effectively.

If you think you have an anger management problem that is affecting your job performance, you are encouraged to seek assistance through the Employee Assistance Program (see the Human Resources Coordinator or visit the Employee Portal for information on the *Employee Assistance Program*) or another appropriate agency.

Violation of this policy by any employee will be subject to discipline, up to and including termination of employment.

These rules may be updated periodically and may be amended as necessary.

SECTION K- DISCIPLINARY ACTION – Lab 602.01(b)

Employees who fail to comply with components of the safety program, as outlined in this Manual, may be subject to disciplinary action as referenced in the Town of Merrimack *Personnel Policy Manual* and/or collective bargaining agreements.

SECTION L - EXPLANATION OF INSURANCE COVERAGE

The Town of Merrimack's worker's compensation coverage currently is handled by the New Hampshire Public Risk Management Exchange (Primex). This not-for-profit risk pool serves over 445 municipalities, schools, counties, village districts, and other public entities in our state.

Founded in 1979, this highly innovative and cost-effective program has set the standard for public entity pooled workers' compensation programs in New Hampshire and nationally. Each member becomes stronger when it effectively manages its risk and thus the pool as a whole becomes stronger.

Primex employees handle all of the Town's claims. In-person field investigators and face-to-face contact with injured workers is a Primex tradition. The program provides the assistance that injured employees need to get healthy, back to work, and back to a normal life as soon as possible.

Primex solidifies its coverages with innovative and tangible education and training programs, as well as extensive resources.

Payment of Medical Bills

Medical bills resulting from personal injury or illness incurred while on Town time should be submitted either to the Town's workers compensation insurance carrier, Primex, or to the Human Resources Coordinator for submission to Primex. Primex can be reached by phone at (800) 698-2364 or by mail at:

Primex
Bow Brook Place
46 Donovan Street
Concord, NH 03301

If you have any questions or need assistance in contacting Primex, please see the Human Resources Coordinator. If you have any questions on what may or may not be covered, contact Human Resources.

If an injury occurred to a non-Town employee on Town property or as a result of something involving a Town employee, please remember not to say anything such as, "The Town will pay for your medical bills," or anything else suggesting compensation. The Town's insurance carrier will have to determine the Town liability in such cases. Please direct all inquiries to the Finance Department.

SECTION M – SAFETY POLICY DISTRIBUTION AND ACKNOWLEDGEMENT – Lab 602.01(e)

Upon approval of this Manual by the Town Council, each Town employee will be provided free access to a physical copy of this Manual in their department/division and will be required read the manual and sign the ***Town of Merrimack Safety Policy Acknowledgement Form.*** (Appendix VI, Form 14)

For those who wish to access the Manual online, it will be available on the Town's Intranet. Printed copies will also be available in the Town Manager/Human Resources Office upon request.

SECTION N – DISPOSITION LIST – Lab 602.01(f)

THIS SAFETY POLICY MUST BE REVIEWED AND UPDATED EVERY 2 YEARS BEGINNING WITH ORIGINAL ADOPTION DATE:

ADOPTION DATE	**SUBJECT**	**DISPOSITION**
	Employee Safety Manual	**Original Adoption**

6 Baboosic Lake Road
Merrimack, NH 03054

Phone: (603) 424-2331 ~ Fax: (603) 424-0461
Email: www.merrimacknh.gov

APPENDIX I - BLOOD BORNE PATHOGENS POLICY – Lab 1403.08

Exposure to Potentially Infectious Materials and Contagious Diseases

The Town of Merrimack recognizes the importance of safety and health and is committed to providing a workplace for its employees in which recognized hazards are controlled or eliminated. The purpose of this Blood Borne Pathogens Policy is to eliminate or minimize employee occupational exposure to blood or other potentially infectious body fluids and water and airborne pathogens.

The Town of Merrimack acknowledges that its employees may be exposed to disease-causing organisms in several ways. Employees may be exposed to blood or other bodily fluids through direct contact with an infected person or animal or through contact with used condoms. Employees may be exposed to waterborne pathogens through inhalation, ingestion and dermal contact. Employees may be exposed to airborne pathogens through inhalation of contaminated air.

All employees are expected to make their safety, and the safety of their co-workers and consumers/clients, a priority. Each individual within the organization is expected to conduct his/her daily tasks in a manner that is consistent with the philosophy and objectives of this policy, as well as with any other safety rules and procedures that the Town practices.

A. Responsibilities.

1. The **department head** and **supervisor** will:

   a. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
   b. Identify job classifications where some employees have exposure based on certain tasks.
   c. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
   d. Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other blood borne pathogens).
   e. Supply first aid and potentially infectious material clean-up kits that contain:

      i. One time use disposable gloves such as surgical or examination gloves;
      ii. Eye/face protection to protect the face against splashing of body fluids;
      iii. Material to absorb blood or other potentially infectious material;
      iv. Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
      v. Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
      vi. Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.
      vii. Waterless, disinfectant hand cleaners

2. **Employees** have the following responsibilities:

a. Respond to all situations involving blood or other human body fluids with universal precautions (Lab. 1403.08 - treat all blood and body fluids as if known to be infectious for HIV, HBV or other blood borne pathogens).
b. Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials. (Lab. 1403.08)

B. Procedures.

1. Protection measures when responding to a medical emergency:
    a. Before attending to a victim medically, don the following personal protective equipment:
        i. Single use disposable gloves, such as surgical or examination gloves;
        ii. Wash hands after removal of exam gloves and wear eye protection when blood or other potentially infectious material might be splashed;
        iii. Eye and face protection to protect from splashed body fluids.
    b. Attend to victim and perform needed medical measures.
    c. Clean up and dispose of contaminated sharps and dressings as outlined below.
2. Clean-up of blood or any other potentially infectious material:
    a. Before cleaning up any human blood or other potentially infectious material don the following personal protective equipment:
        i. Single use disposable gloves such as surgical or examination gloves;
        ii. Eye and face protection to protect from splashed body fluids.
    b. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
    c. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
    d. Once all the absorbent and body fluid(s) are scooped up, dispose of the devices(s) into the same container.
    e. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
    f. Dispose of used bandages, gauze, linens and all other items that come in contact with blood or other potentially infectious materials.
    g. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can

provide for immediate washing, but are not a substitute for appropriate washing).

3. Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids:
    a. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
    b. Do not suck or "force bleed" the exposed area.
    c. Report the exposure to your supervisor.
    d. Fill out appropriate forms, which may include:
        i. For Fire, Police, EMS,
            1) Emergency Response/Public Safety Worker Incident Report Form
            2) First Report of Injury
        ii. For Others:
            1) First Report of Injury

APPENDIX II – NH Department of Labor Reference Documents

- **Chapter Lab 1400**
- **NH DOL Safety Policy Guidance**

State of New Hampshire

Department of Labor

ADMINISTRATIVE RULES FOR SAFETY AND HEALTH

Chapter LAB 1400
pursuant to: RSA 281-A & RSA 277

ISSUED BY
New Hampshire Department of Labor
PO Box 2076
Concord, New Hampshire 03302-2076

-2015-

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

TABLE OF CONTENTS

CHAPTER Lab 1400 SAFETY AND HEALTH OF EMPLOYEES
Part Lab 1400 SCOPE OF RULES
Section Lab 1401.01 Scope
Section Lab 1401.02 Applicability

PART Lab 1402 DEFINITIONS
Section Lab 1402.01 Competent Person
Section Lab 1402.02 Confined Space
Section Lab 1402.03 Fixed Location
Section Lab 1402.04 Flagger

PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH
Section Lab 1403.01 Safety and Health Requirements
Section Lab 1403.02 Abrasive Blasting
Section Lab 1403.03 Abrasive Grinding
Section Lab 1403.04 Accident Reporting Requirements
Section Lab 1403.05 Aerial Lifts
Section Lab 1403.06 Air Tools
Section Lab 1403.07 Belt Sanding Machines
Section Lab 1403.08 Bloodborne Pathogens
Section Lab 1403.09 Chains, Cables, Ropes, and Hooks
Section Lab 1403.10 Chipguards
Section Lab 1403.11 Compressed Air Use
Section Lab 1403.12 Compressed Gas Cylinders
Section Lab 1403.13 Concrete, Concrete Forms, and Shoring
Section Lab 1403.14 Confined Space Entry
Section Lab 1403.15 Cranes and Derricks
Section Lab 1403.16 Disposal Chutes
Section Lab 1403.17 Dockboards
Section Lab 1403.18 Ergonomics
Section Lab 1403.19 Excavating and Trenching
Section Lab 1403.20 Exits
Section Lab 1403.21 Fall Protection
Section Lab 1403.22 Flagger
Section Lab 1403.23 Flammables and Combustibles
Section Lab 1403.24 Floor Openings and Open Sides
Section Lab 1403.25 Forklift Trucks and Powered Industrial Trucks
Section Lab 1403.26 Guards
Section Lab 1403.27 Hand Tools
Section Lab 1403.28 Hoists
Section Lab 1403.29 Housekeeping
Section Lab 1403.30 Hygiene and Sanitation
Section Lab 1403.31 Jointers
Section Lab 1403.32 Ladders
Section Lab 1403.33 Lasers
Section Lab 1403.34 Liquidfied Petroleum Gas (LPG)
Section Lab 1403.35 Lockout

Section Lab 1403.36 Machine Guarding
Section Lab 1403.37 Machinery in a Fixed Location
Section Lab 1403.38 Mechanical Power Presses
Section Lab 1403.39 Medical Services
Section Lab 1403.40 Mechanized Equipment
Section Lab 1403.41 Noise Exposure
Section Lab 1403.42 Overhead and Gantry Hoists and Cranes
Section Lab 1403.43 Personal Protective Equipment
Section Lab 1403.44 Portable Abrasive Wheel Machinery
Section Lab 1403.45 Portable Pneumatic Powered Tools
Section Lab 1403.46 Powder-Actuated Tools
Section Lab 1403.47 Radiation
Section Lab 1403.48 Railings
Section Lab 1403.49 Record Keeping
Section Lab 1403.50 Respiratory Protection
Section Lab 1403.51 Revolving Drums
Section Lab 1403.52 Rollover Protective Structures (ROPS)
Section Lab 1403.53 Safety Nets
Section Lab 1403.54 Saws
Section Lab 1403.55 Scaffolds
Section Lab 1403.56 Spray Finishing Operations
Section Lab 1403.57 Stairs
Section Lab 1403.58 Storage
Section Lab 1403.59 Tanks with Open-Surface
Section Lab 1403.60 Tire Cages
Section Lab 1403.61 Toxic Substances
Section Lab 1403.62 Traffic Control
Section Lab 1403.63 Trash
Section Lab 1403.64 Tree Care Operations
Section Lab 1403.65 Wall Openings
Section Lab 1403.66 Washing Facilities
Section Lab 1403.67 Welding and Cutting
Section Lab 1403.68 Welding in Confined Spaces
Section Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment
Section Lab 1403.70 Woodworking Machinery

CHAPTER Lab 1400 SAFETY AND HEALTH OF EMPLOYEES

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

PART Lab 1401 SCOPE OF RULES

Lab 1401.01 Scope. This rule is intended to carry out the intent of RSA 281-A:64 and RSA 277:16 by establishing procedures and rules for workplace safety inspections.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1401.02 Applicability. These rules shall be applicable to all public employees' workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased by the state of New Hampshire or by any political subdivision of the state, including all places used in connection with employee activity at a place of employment in the State. The following requirements shall not preclude compliance with RSA 155-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 applicable law, rule, regulation or code, these rules shall not supersede the more protective requirements.

Source. #8796, eff 1-11-07 (from Lab 1401.01); ss by #10809, eff 4-9-15

PART Lab 1402 DEFINITIONS

Lab 1402.01 "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.02 "Confined space" means a space that meets the following criteria:

(a) Large enough and so configured that an employee can bodily enter and perform assigned work;

(b) Has limited or restricted means for entry or exit;

(c) Is not designed for continuous employee occupancy; and

(d) Is potentially hazardous because it:

(1) Contains or has a potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) 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

(4) Contains any other recognized serious safety or health hazard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.03 "Fixed location" means all buildings, offices, garages, or other permanent structures which serve as a regular place of employment.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07 (formerly Lab 1402.04); ss by #10809, eff 4-9-15

Lab 1402.04 "Flagger" means all personnel, including uniformed police officers, who conducts temporary traffic control (TTC) on roads where 2 lanes of vehicle traffic have been reduced to one lane.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #10809, eff 4-9-15

Lab 1402.05 – 1402.09 - EXPIRED

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH

Lab 1403.01 Safety and Health Requirements.

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.02 Abrasive Blasting. The employer shall ensure compliance with the following requirements:

(a) Blast cleaning nozzles shall be equipped with an operating valve which shall be held open manually. A support shall be provided on which the nozzle may be mounted when not in use; and

(b) Blast cleaning enclosures shall be exhaust ventilated in such a way that a continuous inward flow of air shall be maintained at all openings in the enclosure during the blasting operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

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

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

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

(2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter;

(c) Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch;

(d) Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections;

(e) An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8 inch;

(f) Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move; and

(g) All abrasive wheels shall be closely inspected and ring-tested before mounting to insure that they are free from defects.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.04 Accident Reporting Requirements. Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-3176, or 271-6850.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.05 Aerial Lifts.

(a) This section shall not apply to fire fighting apparatus.

(b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made by a competent person in accordance with the manufacturer's and owner's instructions.

(c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.

(d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.

(e) When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.

(f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.

(g) An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.

(h) During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

(a) Pneumatic power tools shall be secured to the hose or whip with a locking mechanical connector to prevent accidental disconnection;

(b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled;

(c) The manufacturer's safe operating pressure for all fittings shall not be exceeded; and

(d) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.07 Belt Sanding Machines. The employer shall ensure that belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.08)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

(a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens;

(b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed; and

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.09)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.10)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.11)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.12)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

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

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

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.13)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.13 Concrete, Concrete Forms, and Shoring. The employer shall ensure compliance with the following requirements:

(a) Employees shall not work above vertically protruding reinforcing steel, unless it has been protected to eliminate the hazard of impalement;

(b) Powered and rotating-type concrete troweling machines that are manually guided shall be equipped with a deadman-type operating control; and

(c) Formwork and shoring shall safely support all loads imposed during concrete placement. Drawings or plans of jack layout, formwork, shoring, working decks, and scaffolding systems shall be available at the jobsite.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED 10-09-06 (formerly Lab 1403.14)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.14 Confined Space Entry.

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

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

(1) The employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of, and the danger posed by, the confined spaces;

(2) A minimum of 2 employees shall be assigned to the work activity involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation;

(3) Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space;

(4) Testing required by (b) (3) above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions in the order listed:

a. Oxygen content;

b. Flammable gases and vapors; and

c. Potential toxic air contaminants;

(5) The employer shall establish and implement the means, procedures and practices required to eliminate or control hazards and make the confined space safe for conducting entry operations including purging, making inert, flushing or ventilating the confined space;

(6) Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant /observer non-entry rescue;

(7) The employer shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them; and

(8) A procedure shall be implemented which shall require a written permit evidencing that the above steps were taken prior to entering a confined space.

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.15)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.15 Cranes and Derricks. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the manufacturer's specifications and limitations as supplied by the manufacturer;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment and complied with. Instructions or warnings shall be visible from the operator's station;

(c) Equipment shall be inspected by a competent person before each use and during use, and all deficiencies corrected before further use;

(d) Accessible areas within the swing radius of the rear of the rotating superstructure shall be barricaded to prevent employees from being struck or crushed by the crane;

(e) No part of a crane or its load shall be operated:

(1) Within 10 feet of a line rated 50 kV or below;

(2) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV; or

(3) Within twice the length of the line insulator, but never less than 10 feet; and

(f) The requirements of the above shall not apply where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.16)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.16 Disposal Chutes. The employer shall ensure compliance with the following requirements:

(a) Whenever materials are dropped more than 20 feet to any exterior point of a building, an enclosed chute shall be used; and

(b) When debris is dropped through holes in the floor without the use of chutes, the area where the material is dropped shall be enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edges of the opening above. Warning signs of the hazard of falling material shall be posted at each level.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.18)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.17 Dock-boards. The employer shall ensure that, dock-boards, meaning metal plates used to bridge the gap between a loading dock and truck over which industrial trucks travel to load or unload shall meet the following requirements:

(a) Dock-boards shall be strong enough to carry the load imposed on them;

(b) Dock-boards that are portable shall be anchored or equipped with devices which shall prevent their slipping. They shall have handholds or other effective means to allow safe handling; and

(c) Wheel chocks or other devices shall be provided to prevent railroad cars from being moved while dock-boards are in position.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.19)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.18 Ergonomics.

(a) Each employer shall evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and make necessary workplace modifications to prevent recurrences.

(b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.22)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

(a) Before excavation, underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area;

(b) A competent person as defined in Lab 1402.01 shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter;

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

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

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

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.23)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.20 Exits.

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

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

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

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.25)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.21 Fall Protection.

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

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

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

(1) Hoist areas;

(2) Holes;

(3) Form-work and reinforcing steel;

(4) Ramps;

(5) Runways and walkways;

(6) Excavations;

(7) Bricklaying;

(8) Working above dangerous equipment;

(9) Roofing work;

(10) Pre-cast concrete erection;

(11) Wall openings; and

(12) Other walking/working surfaces.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.29)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.20)

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

(a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flagger shall be provided;

(b) A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with high visibility material that is visible through the full range of the flag person's body motions; and

(c) A flagger shall be provided with and use a combination Stop/Slow paddle while flagging that is:

(1) Highly visible;

(2) At least 18 inches in height and width; and

(3) With lettering at least 6 inches in height.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.32)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.21)

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

(a) Flammable liquids shall be stored only in containers designed for that purpose;

(b) Portable containers in excess of one gallon capacity shall have a self-closing lid and a pressure relief device;

(c) Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure shall be prohibited;

(d) Precautions shall be taken to prevent the ignition of flammable vapors;

(e) Automatic overhead extinguishers or portable fire extinguishers shall be available at locations where flammable or combustible liquids are stored;

(f) Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas;

(g) A portable fire extinguisher designated at least 6# BC shall be located within 75 feet of any refueling area;

(h) Flammables such as draperies, curtains, area rugs, and other similar furnishings and decorations in educational facilities shall not be permitted unless treated with fire-retardant coatings; and

(i) Artwork and teaching materials in educational facilities shall be permitted to be attached directly to walls. Such materials shall not exceed 20 percent of the wall area in buildings not protected throughout by an approved supervised automatic sprinkler system and 50 percent of the wall area in buildings protected throughout by an approved supervised automatic sprinkler system.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.33)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

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

(a) Every stairway and ladder way floor opening shall be guarded by a standard railing on all exposed sides except at the entrance. The entrance to ladder way openings shall be guarded to prevent a person from walking directly into the opening;

(b) Every hatchway and chute floor opening shall be guarded by a hinged floor opening cover equipped with standard railings to leave only one exposed side or by a removable railing with toeboard on not more than 2 sides and a fixed standard railing with toeboards on all other exposed sides; and

(c) Every floor hole into which persons can accidentally walk shall be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover capable of supporting at least twice the weight of employees, equipment, and materials that might be imposed on the cover at any one time. All covers shall be secured to prevent accidental displacement and shall be marked with the word "hole" or "cover" to provide warning of the hazard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.34)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.22)

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

(a) If at any time a powered industrial truck is in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition;

(b) Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit;

(c) Fork trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator;

(d) The brakes of highway trucks and trailers shall be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while fork trucks are entering or leaving; and

(e) Employers shall verify that the above equipment shall be operated by competent individuals as defined in Lab 1402.01.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.35)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.23)

Lab 1403.26 Guards. The employer shall ensure that guards for mechanical power transmission equipment be made of metal or other rigid material. Except that wood guards may be used in the wood-working and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.37)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.24)

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

(a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees;

(b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs; and

(c) Electric power operated tools shall either be double-insulated, grounded, or used with ground fault circuit interrupters.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.38)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (Lab 1403.25)

Lab 1403.28 Hoists. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the hoist manufacturer's specifications and limitations as to the proper use and installation of the equipment, whether at a portable or fixed location;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be visibly marked on cars and platforms;

(c) Hoistway entrances of material hoists shall be protected by full width gates or bars;

(d) Hoistway doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car; and

(e) Overhead protective coverings shall be provided on the top of the hoist cage or platform.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.39)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.26)

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

(a) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas;

(b) Combustible scrap and debris shall be removed from work areas at least daily;

(c) Trash shall be disposed of on a regular basis, and at other times when necessary;

(d) All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition; and

(e) All floors shall be kept clean, dry, safely maintained, and free from trip hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.40)

New. #8796, eff 1-11-07 (formerly and moved by Lab 1403.28); ss by #10809, eff 4-9-15 (from Lab 1403.27)

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

(a) A supply of potable water shall be provided in all places of employment;

(b) Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap;

(c) Every employer shall provide and maintain sanitary and hygienic toilet facilities; and

(d) The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.41)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.28)

Lab 1403.31 Jointers. The employer shall ensure compliance with the following requirements:

(a) Each hand-fed jointer with a horizontal cutting head shall have an automatic guard which shall cover the section of the head on the working side of the fence or cage, and a guard which shall cover the back of the cage or fence; and

(b) A jointer guard shall automatically adjust itself to cover the unused portion of the head, and shall remain in contact with the material at all times.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.42)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.29)

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

(a) Fixed ladders shall comply with the following requirements:

(1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood;

(2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart;

(3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length;

(4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel;

(5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder; and

(6) Side rails shall extend 3-1/2 feet above the landing.

(b) Portable ladders shall comply with the following requirements:

(1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position;

(2) Ladders shall be inspected prior to use and those which have developed defects shall:

a. Be withdrawn from service for repair or destruction; and

b. Be tagged or marked as "Dangerous, Do Not Use";

(3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping;

(4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing;

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.45)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.30)

Lab 1403.33 Lasers. The employer shall ensure compliance with the following requirements:

(a) Only employees who have had training by the employer or equipment manufacturer shall be assigned to install, adjust, and operate laser equipment;

(b) Employees shall wear appropriate eye protection designed to safeguard against potential exposure to laser light greater than 0.005 watts (5 milliwatts);

(c) Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended, such as during lunch hour, overnight, or at change of shifts, the laser shall be turned off;

(d) Employees shall not be exposed to light intensities above the following:

(1) Direct staring - 1 micro-watt per square centimeter;

(2) Incidental observing - 1 milliwatt per square centimeter; and

(3) Diffused reflected light - 2-1/2 watts per square centimeter; and

(e) Employees shall not be exposed to microwave power densities in excess of 10 milliwatts per square centimeter.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.46)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.31)

Lab 1403.34 Liquefied Petroleum Gas (LPG). The employer shall ensure compliance with the following requirements:

(a) Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators which are designed for use with LPG;

(b) Every container and vaporizer shall be provided with one or more safety relief valves or device;

(c) Containers shall be placed upright on firm foundations or otherwise firmly secured;

(d) Portable heaters shall be equipped with an automatic device to shut off the flow of gas in the event of flame failure;

(e) Storage of LPG within buildings shall be prohibited; and

(f) Storage locations shall have at least one portable fire extinguisher, designed 20#BC.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.47)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.35 Lockout The employer shall ensure compliance with the following requirements:

(a) All stored energy hazards including but not limited to the following shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury:

(1) Hydraulic pressure;

(2) Pneumatic pressure;

(3) Steam pressure;

(4) Vacuum;

(5) Electricity;

(6) Mechanical; and

(7) Gravity.

(b) Padlocks shall be made available to employees for the purpose of locking-out equipment when required.

(c) Only the individual who is working on the equipment shall be allowed to remove the lockout device.

(d) Lockout devices shall indicate the identity of the employee applying the device(s).

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.48)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.32)

Lab 1403.36 Machine Guarding. The employer shall ensure compliance with the following requirements:

(a) Machine guarding shall be provided to protect employees from hazards such as those created by point of operation, nip points, rotating parts, flying chips and sparks.

(b) Machine guarding shall comply with the following requirements:

(1) The guard shall be such that it cannot pose an accident hazard in itself; and

(2) Point of operation guarding devices shall be so designed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

(c) Machines which require point of operation guarding shall include:

(1) Guillotine cutters;

(2) Shears;

(3) Alligator shears;

(4) Power presses;

(5) Milling machines;

(6) Power saws;

(7) Jointers; and

(8) Forming rolls and calendars.

(d) Special supplemental hand tools shall be used for placing and removing materials within the danger zone of the machine.

(e) Except as allowed by (i) below, Guards shall be required within 7 feet of the floor or working platform to protect from the following machinery:

(1) Fan blades;

(2) Belts;

(3) Pulleys;

(4) Sprockets;

(5) Chains;

(6) Flywheels;

(7) Shafting;

(8) Shaft projections;

(9) Gears;

(10) Couplings; and

(11) Rotating or reciprocating parts.

(f) Flywheels protruding through a working floor shall be guarded.

(g) Where both runs of horizontal belts are 7 feet or less from the floor or working surface, the guard shall extend at least 15 inches above the belt.

(h) Safety sleeves shall be required to guard couplings with bolts, nuts, or set screws extending beyond the flange.

(i) Belts, pulleys, and shafting located in rooms used exclusively for power transmission apparatus shall not be required to be guarded when the following requirements have been met:

(1) The basement, tower, or room occupied by transmission equipment is locked against unauthorized entrance; or

(2) The route followed by the oiler is protected in such a manner as to prevent accidents.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.49)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.33)

Lab 1403.37 Machinery in a Fixed Location. The employer shall ensure that machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they do not move in normal operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.50)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.34)

Lab 1403.38 Mechanical Power Presses. The employer shall ensure compliance with the following requirements:

(a) The employer shall provide and ensure the usage of point-of-operation guards or properly applied and adjusted point-of-operation devices, per the manufacturer's recommendation, to prevent entry of hands or fingers into the point-of-operation by reaching through, over, under, and around the guard on every operation performed on a mechanical power press. This requirement shall not apply when the point-of-operation opening is 1/4 inch or less;

(b) A guard shall be placed over the treadle of foot-operated presses;

(c) Pedal counterweights, if provided on foot-operated presses, shall have the path of travel of the weight enclosed; and

(d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.51)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.35)

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.21)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.36)

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

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

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.53)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.37)

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

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

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

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

Table1400.1 Permissible Noise Exposure

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.54)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.38)

Lab 1403.42 Overheads and Gantry Hoists and Cranes. The employer shall ensure compliance with the following requirements:

(a) All functional operating mechanisms, air and hydraulic systems, chains, rope slings, hooks, and other lifting equipment shall be visually inspected before each use by the operator;

(b) Complete inspection of the crane shall be performed at least once per year;

(c) The inspection shall include the following:

(1) Identifying deformed, cracked, corroded, worn, or loose members or parts; and

(2) Ensuring the good working order of the following:

a. Brake system;

b. Limit indicators;

c. Power plant; and

d. Electrical apparatus;

(d) Overhead cranes shall have stops at the limit of travel of the wheels; and

(e) The rated load of the crane shall be plainly marked on each side of the crane as follows:-

(1) If the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block; and

(2) The marking shall be clearly legible from the ground or floor.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.55)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.39)

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

(a) The employer shall assess the hazards and provide and require the use of appropriate personal protective equipment where indicated based upon that assessment;

(b) Where employees furnish their own personal protective equipment, the employer shall be responsible to, assure its adequacy and, to ensure that the equipment is properly maintained and in a sanitary condition;

(c) Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests; and

(d) Emergency eye wash/shower stations shall be tested periodically and testing records shall be maintained by the employer.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.56)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.40)

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

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

(b) The following shall be exempt from the safety guard requirement in (a) above:

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

(2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.

(c) A safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel;

(d) Safety guards used on right angle head or vertical portable grinders shall:

(1) Have a maximum exposure angle of 180 degrees; and

(2) Meet the following minimum requirements:

a. The above guard shall be so located so as to be between the operator and the wheel during use; and

b. Adjustment of the guard shall be such that pieces of an accidentally broken wheel shall be deflected away from the operator.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.41)

Lab 1403.45 Portable Pneumatic Powered Tools. The employer shall ensure compliance with the following requirements:

(a) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled; and

(b) Hose and hose connections used for delivering compressed air shall be designed for the pressure and service to which they are used.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from 1403.42)

Lab 1403.46 Powder-Actuated Tools. The employer shall ensure compliance with the following requirements:

(a) Only employees trained by the employer or equipment manufacturer shall be allowed to operate powder-actuated tools;

(b) All powder-actuated tools shall be tested by the employee before each use and all defects discovered before or during use shall be corrected; and

(c) Tools shall not be loaded until immediately before use. A loaded tool shall not be left unattended.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.60)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.43)

Lab 1403.47 Radiation. The employer shall ensure compliance with the following requirements:

(a) Employers shall provide controls to prevent any employee from being exposed to radiation, either ionizing or electromagnetic, in excess of acceptable limits as established by He-P 4001;

(b) Each radiation area shall be conspicuously posted with visible signs and/or barriers; and

(c) Employers shall maintain records of the radiation exposure of all employees who are required to work in these areas.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.61)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.44)

Lab 1403.48 Railings. The employer shall ensure compliance with the following requirements:

(a) This section shall not apply to scaffolding and stairway railings;

(b) A standard railing shall consist of top rail, intermediate rail, and posts, and shall have a vertical height of 42 inches from upper surface of top rail to floor, or platform;

(c) A railing for open-sided floors, platforms, and runways shall have a toeboard which shall be a vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway, or ramp to prevent falls of materials whenever persons can pass beneath the open side, or where there is equipment with which falling materials could cause a hazard; and

(d) Railings shall be of such construction that the complete structure shall be capable of withstanding a load of at least 200 pounds in the vertical or horizontal direction.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.62)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.45)

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

(a) An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request;

(b) Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement; and

(c) The log shall include, at a minimum, the following information:

(1) Date of injury;

(2) Name of employee;

(3) Occupation of employee;

(4) Description of the injury or illness;

(5) Whether lost time was involved; and

(6) The date employee returned to work.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.63)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.46)

Lab 1403.50 Respiratory Protection. The employer shall ensure compliance with the following requirements:

(a) Respirators shall be selected by the employer on the basis of the hazard to which the worker is exposed and shall be provided by the employer as necessary to protect the health of the workers;

(b) Employees who are expected to use respirators shall be fit tested to ensure that an adequate face-to-facepiece seal can be maintained;

(c) Both the supervisors and the workers shall be instructed, by the employer, in the selection, use, and maintenance of respirators;

(d) Respirators shall be cleaned and disinfected, and shall be inspected during cleaning. Deteriorated parts shall be replaced;

(e) Respirators for emergency use shall be inspected at least once a month and after each use; and

(f) When not in use, respirators shall be stored in a clean and sanitary location.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.64)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.47)

Lab 1403.51 Revolving Drums. The employer shall ensure that revolving drums, barrels, or containers shall be guarded by an interlocked enclosure that shall prevent the drum from revolving unless the guard enclosure is in place.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.65)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.48)

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

(a) All rubber-tired, self-propelled scrapers;

(b) Rubber-tired front-end loaders;

(c) Rubber-tired dozers;

(d) Wheel-type agricultural and industrial tractors;

(e) Crawler tractors;

(f) Crawler-type loaders;

(g) Motor graders, with or without attachments, that are used in construction work; and

(h) Forklifts trucks and powered industrial trucks.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.66)

New. #8796, eff 1-11-07 (from Lab 1403.56); ss by #10809, eff 4-9-15 (from Lab 1403.49)

Lab 1403.53 Safety Nets. The employer shall ensure that, where nets are used, operations shall not be undertaken until the net system is installed by a person trained by the employer or equipment manufacturer and the system complies with all industry standards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.67)

New. #8796, eff 1-11-07 (from Lab 1403.57); ss by #10809, eff 4-9-15 (from Lab 1403.50)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58)

New. #8796, eff 1-11-07 (from Lab 1403.58); ss by #10809, eff 4-9-15 (from Lab 1403.51)

Lab 1403.55 Scaffolds. The employer shall ensure compliance with the following requirements:

(a) Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement;

(b) All planking shall stress-graded lumber to assure the quality of the lumber; and

(c) The maximum permissible spans for 2 x 10 or wider planks shall be as shown in Table ~~4~~ 1400.2, Planking Material Thickness:

Table 1400.2 – Planking Material Thickness

	Full Thickness Undressed Lumber			Nominal Thickness Lumber	
Working load (p.s.f.)	25	50	75	25	50
Permissible Span (ft.)	10	8	6	8	6

(d) The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness ~~is~~ shall be 4 feet, with medium loading of 50 p.s.f.;

(e) Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement;

(f) Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches;

(g) Defective parts of all scaffolding and accessories shall immediately be replaced or repaired;

(h) An access ladder or equivalent safe access shall be provided;

(i) Mobile platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening, and platforms shall be secured in place;

(j) All employees working on suspension scaffolds shall be protected by a safety life belt attached to a lifeline which shall comply with the following requirements:

(1) The lifeline shall be securely attached to substantial members of the structure, not the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall; and

(2) In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be changed as the work progresses; and

(k) Tubular welded frame scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, as follows:

(1) The cross braces shall be of such length as shall automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid; and

(2) All brace connections shall be made secure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.69)

New. #8796, eff 1-11-07 (from Lab 1403.59); ss by #10809, eff 4-9-15 (from Lab 1403.52)

Lab 1403.56 Spray Finishing Operations. The employer shall ensure compliance with the following requirements:

(a) In conventional dry type spray booths, over-spray dry filters or filter rolls shall ensure an average air velocity over the face of the booth of not less than 100 linear feet per minute;

(b) Electrostatic spraying operations shall be conducted with an air velocity of not less than 60 linear feet per minute, or more, depending on the volume of the finishing material being applied and its flammability and explosion characteristics ;

(c) Visible gauges or an audible alarm or pressure-activated devices shall be installed to indicate or ensure that the required air velocity is maintained;

(d) Filter pads shall be inspected, and clogged filter pads discarded, and replaced. Filter rolls shall be inspected to ensure proper replacement of filter media;

(e) Spray booths shall be so installed that all portions are readily accessible for cleaning;

(f) A clear space of not less than 3 feet on all sides of a spray booth shall be kept free from storage or combustible construction;

(g) There shall be no open flame or spark producing equipment in any spraying area nor within 20 feet thereof, unless separated by a partition capable of stopping vapor travel;

(h) Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area shall be of explosion proof type;

(i) The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and shall not exceed a supply for one day or one shift;

(j) Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be bonded and grounded to prevent discharge sparks of static electricity;

(k) All spraying areas shall be kept as free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary. Scrapers, spuds, or other such tools used for cleaning purposes shall be of nonspark material;

(l) Residue scrapings and debris contaminated with residue shall be immediately removed from the premises; and

(m) "No Smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.70)

New. #8796, eff 1-11-07 (from Lab 1403.60); ss by #10809, eff 4-9-15 (from Lab 1403.53)

Lab 1403.57 Stairs. The employer shall ensure compliance with the following requirements:

(a) Every flight of stairs having 4 or more risers shall be equipped with standard stair railings or standard handrails as specified below:

(1) On stairways less than 44 inches wide having one side open, at least one stair railing on the open side;

(2) On stairways less than 44 inches wide having both sides open, one stair railing on each side; and

(3) On stairways more than 44 inches wide but less that 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.

(b) A stair railing shall be not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread;

(c) Riser height and tread width shall be uniform throughout any flight of stairs;

(d) Hollow pan-type metal stairs shall be filled to the level of the nosing with solid material;

(e) Fixed stairs shall be provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment which requires attentions routinely during operations. Fixed stairs shall also be provided where access to a raised structure or floor is traveled daily or at each shift where such work might expose employees to harmful substances, or for which purposes that carrying of tools or equipment by hand is normally required; and

(f) Spiral stairways shall be prohibited except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.71)

New. #8796, eff 1-11-07); ss by #10809, eff 4-9-15

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

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

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.73)

New. #8796, eff 1-11-07 (from Lab 1403.61); ss by #10809, eff 4-9-15 (from Lab 1403.54)

Lab 1403.59 Tanks with Open Surface. The employer shall ensure compliance with the following requirements:

(a) Where ventilation is used to control potential exposure to employees, it shall reduce the concentration of the air contaminant to the degree that a hazard to employees does not exist;

(b) Whenever there is a danger of toxic substances being splashed, the employees shall wear either tight-fitting chemical goggles or an effective face shield;

(c) Near each tank containing liquid which might be harmful to the skin if splashed upon the worker's body, there shall be a supply of clean cold water. The water pipe shall be provided with a quick opening valve and at least 48 inches of hose not smaller than three-fourths inch. At no time shall water pressure for eyewashes exceed 25 p.s.i. Alternatively, deluge showers and eye flushes shall be provided; and

(d) All employees working in and around open-surface tank operations shall be trained by the employer as to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to these hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.74)

New. #8796, eff 1-11-07 (from Lab 1403.62); ss by #10809, eff 4-9-15 (from Lab 1403.55)

Lab 1403.60 Tire Cages. The employer shall ensure that a safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.75)

New. #8796, eff 1-11-07 (from Lab 1403.63); ss by #10809, eff 4-9-15 (from Lab 1403.56)

Lab 1403.61 Toxic Substance

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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.80)

New. #8796, eff 1-11-07 (formerly Lab 1403.67); ss by #10809, eff 4-9-15 (from Lab 1403.60)

Lab 1403.65 Wall Openings. The employer shall ensure that wall openings, from which there is a drop of more than 6 feet and the bottom of the opening is less than 3 feet above the working surface, be guarded.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.81)

New. #8796, eff 1-11-07 (formerly Lab 1403.68); ss by #10809, eff 4-9-15 (from Lab 1403.61)

Lab 1403.66 Washing Facilities. The employer shall ensure compliance with the following requirements:

(a) Washing facilities shall be maintained in a sanitary condition and be provided in every place of employment except for mobile crews or normally unattended work locations where employees have ready access to nearby sanitary facilities; and

(b) A 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 at washing facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.82)

New. #8796, eff 1-11-07 (formerly Lab 1403.69); ss by #10809, eff 4-9-15 (from Lab 1403.62)

Lab 1403.67 Welding and Cutting. The employer shall ensure compliance with the following requirements:

(a) Welding equipment shall be chosen for safe application to the work and shall be installed properly. Employees designated to operate welding equipment shall be properly instructed and qualified by the employer or equipment manufacturer to operate it;

(b) Mechanical ventilation shall be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet;

(c) Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided;

(d) When welding in a fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation;

(e) Proper precautions for fire protection such as isolating welding and cutting, removing fire hazards from vicinity, and providing a fire watch shall be taken in areas where welding or cutting is being done;

(f) When welding operations requiring fluxes, coverings, coatings, or alloys, or involving fluorine compounds, zinc, lead, beryllium, cadmium or mercury produce specific health hazards, a competent person shall evaluate potential exposure and ensure necessary protective measures, such as ventilation and personal protective equipment, are used;

(g) Welding and cutting operations shall be shielded by noncombustible or flameproof shields to protect employees from direct arc rays;

(h) Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays;

(i) When electrode holders are left unattended, the electrodes shall be removed and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects;

(j) All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced;

(k) Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective; and

(l) Oxygen and fuel gas regulators shall be in proper working order when in use.

Source. #10809, eff 4-9-15 (from Lab 1403.63)

Lab 1403.68 Welding in Confined Spaces. The employer shall ensure compliance with the following requirements:

(a) In addition to the requirements in Lab 1403.14, all welding and cutting operations carried on in confined spaces shall be ventilated to prevent the accumulation of toxic substances or possible oxygen deficiency;

(b) In such operations where it is impossible to provide such ventilation, air supplied respirators or hose masks, which are labeled to indicate they are approved by Mine Safety and Health Administration MSHA for this purpose, shall be used;

(c) In areas immediately hazardous to life, hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be labeled to indicate it is approved by MSHA;

(d) Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within; and

(e) Oxygen shall never be used for ventilation.

Source. #10809, eff 4-9-15 (from Lab 1403.64)

Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment. The employer shall ensure compliance with the following requirements:

(a) Wire ropes, chains, ropes, and other rigging equipment shall be inspected prior to use and as necessary during use to assure their safety. Defective gear shall be removed from service;

(b) Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used;

(c) When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope; and

(d) When U-bolt wire rope clips are used to form eyes, Table-1400.3, number and spacing of U-Bolt Wire Rope Clips, shall be used to determine the number and spacing of clips:

Table1400.3 Number and Spacing of U-Bolt Wire Rope Clips Number of Clips

Improved Plow Steel Rope Diameter Inches	Drop Forged	Other Material	Minimum Spacing (inches)
½	3	4	3
⅝	3	4	3-¾
¾	4	5	4-½
⅞	4	5	4-½
1	5	6	6
1-⅛	6	6	6
1-¼	6	7	7-½
1-⅜	7	7	8-¼
1-½	7	8	9

Source. #10809, eff 4-9-15 (from Lab 1403.65)

Lab 1403.70 Woodworking Machinery. The employer shall ensure compliance with the following requirements:

(a) All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, and veneer cutters; shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation;

(b) A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation;

(c) Power controls and operating controls shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to make adjustments. This shall not apply to constant pressure controls used only for setup purposes;

(d) Each operating treadle shall be protected against unexpected or accidental tripping;

(e) Disconnect switches shall be capable of being locked or tagged in the off position; and

(f) On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power.

Source. #10809, eff 4-9-15 (from Lab 1403.66)

APPENDIX A

RULE	STATUTE
Lab 1401.01 & 1401.02	RSA 281-A:64, RSA 273:9, RSA 277:13, RSA 277:15
Lab 1401.03 - Lab 1403.35	RSA 281-A:64
Lab 1402.01 & 1402.03	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1402.04	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.01 - 1403.29	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.30	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.31 - 1403.54	RSA 281-A: 64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.55	RSA 281-A: 64, RSA 273:9, RSA 277: 2, RSA 277:3, RSA 277: 4, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.56 - 1403.65	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA277:11, RSA 277:13, RSA 277:15
Lab 1403.66	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.67 - 1403.70	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15

APPENDIX B

RULE	TITLE	OBTAIN AT:
Lab 1403.62(b)	Part 6 of the 2009 Edition of the Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) with Revisions 1 and 2, May 2012 approved under Rules 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010	The material can be obtained at no cost on the US Department of Transportation Federal Highway Administration's web site: http://mutcd.fhwa.dot.gov/pdfs/2009/part6.pdf and Links to hard copy publications can be found on their web site at http://mutcd.fhwa.dot.gov/ser-pubs.htm. Costs for hard a copy of publication: AASHTO Bookstore - $60.00 for non-members; American Traffic Safety Services Assoc. - $29.70 for non-members ($22.50 for Flash Drive); Institute of Transportation Engineers - $50.00; IMSA $100.00

A GUIDE FOR DEVELOPING A WRITTEN SAFETY PROGRAM AND LAB 600 RULES

PROVIDED BY
THE NEW HAMPSHIRE
DEPARTMENT OF LABOR
www.nh.gov/labor

-2013-

SAFETY PROGRAM

TABLE OF CONTENTS

1. INTRODUCTION 2

2. MANAGEMENT STATEMENT OF COMMITMENT 3

3. RESPONSIBILITIES 4
   - Management
   - Supervisors
   - Employees
   - Safety Coordinator/Director

4. JOINT LOSS MANAGEMENT COMMITTEE 5
   - Organization
   - Duties and Responsibilities

5. SAFETY RULES AND REGULATIONS 6

6. DISCIPLINARY POLICY 7

7. ACCIDENT/INCIDENT REPORTING 8

8. TRAINING REQUIREMENTS FOR SAFETY AND HEALTH 9

9. EMERGENCY EVACUATION AND RESPONSE PLANS 10

10. SAFETY AND HEALTH COMMUNICATIONS 11

11. WORKPLACE VIOLENCE 12

12. CHAPTER 281-A WORKER'S COMPENSATION SECTION 281-A:64 13

13. LAB 600 RULES/SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES 14

14. SAFETY SUMMARY FORM INSTRUCTIONS 17

15. SAFETY SUMMARY FORM 18

16. PROGRAM UPDATE WORKSHEET 21

SAFETY & HEALTH ASSISTANCE RESOURCES 22

Section One

INTRODUCTION

The introductory statement should relate to all employees, the overall goal of the safety program, and also convey to the employees the importance of their participation.

Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees should be encouraged to not only work safely, and report unsafe conditions, but to also take an active role in safety and health by participating on the Joint Loss Management Committee.

Section Two

MANAGEMENT COMMITMENT

This section is where the employers' policies and philosophies should be stated. It is extremely important that all employees are clearly aware of management's commitment to safety and health.

A mission statement or policy should stress that safety will be as important as any other business function. The policy should be the foundation of the safety program or manual. The statement can include such philosophies as:

- All injuries are preventable
- Working safely is a condition of employment
- All operating exposures can be safeguarded
- Training employees to work safely is essential
- Injury prevention saves money

It should be known to all that management personnel are accountable for the success of the company's safety program. The employer should provide responsibility lists to all supervisors and management personnel and their job descriptions should include these provisions. Job performance evaluations, salary increases or bonuses and other incentives must be related to safety and health success.

In order for any safety program to be successful, all employees must be aware of the employer's policies and most importantly the **commitment from top management.** This page of the program must demonstrate that commitment to your employees and your management personnel.

Section Three

RESPONSIBILITIES

All employees have responsibilities with regard to safety and health. Top Management is ultimately responsible for the overall success of the program, but everyone has an important role. In this section of the plan, it should spell out, what specifically the various duties are for each level. Examples of some of the various responsibilities are shown below. Be sure to develop *your own* specific list of responsibilities and not copy from these examples.

- **MANAGEMENT**

  Insure that each level of supervision and all employees are made aware of the elements of the safety program, and that those elements are implemented.

  If personnel protective equipment is required, assess the hazards, select the proper equipment, and insure that employees are trained in it's proper use.

  Correct any unsafe conditions brought to their attention by employees or supervisors.

  Support supervisors' decisions that safety comes first.

  Assure that proper training is being provided, and that employees are working in a safe and healthy manner.

- **SUPERVISORS**

  Take immediate action to correct any unsafe condition or action.

  Provide personal protective equipment, along with training for its use, and make certain it is worn when necessary.

  Assure that all machine guarding is in place and functioning properly.

  Promptly investigate and report all accidents and incidents.

  For violations of company safety and health procedures, issue warnings, per disciplinary procedures.

- **EMPLOYEES**

  Report all accidents and incidents to the supervisor.

  Report any unsafe conditions immediately.

  Obey all safety and health regulations as stated in the company safety program.

  Attend all safety training that may be required.

- **SAFETY COORDINATOR/DIRECTOR (if applicable)**

  Assist and advise all levels of management in establishing an effective safety program.

  Provide safety and health training for employees and committee members.

  Maintain accident and incident records

  Plan and coordinate inspections, committee meetings, training sessions; *assist management in all areas of safety and health.*

  Review and update rules and programs as needed.

Section Four

SAFETY AND HEALTH COMMITTEES

The safety program or policy manual should include a description of any Joint Loss Management Committee (JLMC) or Safety Committees that function within the workplace. It is important to the success of these programs to encourage employees and supervisors to take an active role in achieving the goals of these committees.

- **JOINT LOSS MANAGEMENT COMMITTEE/SAFETY COMMITTEE**

  1. Purpose of the committee.
  2. Size.
  3. Equality of representation.
  4. Employee representative selected by employees.
  5. Membership must be representative of the major work activities.
  6. Chairperson will be rotated between management and employees.
  7. Meet at least quarterly.
  8. Duties of the committee (see rules for Joint Loss Management Committee, LAB 603.03)

- **HAZARDOUS MATERIALS RESPONSE TEAM**

  Will be trained to respond to hazardous materials spills, if required.

- **INCIPIENT FIRE BRIGADE**

  If it is the policy to fight incipient fires, this group will be trained in their specific responsibilities.

- **FIRST AID TEAM**

  If you have trained first aid volunteers, their functions and duties should be described here.

- **EMERGENCY CONTINGENCY TEAM**

  If you has a team which is established to react in the event of emergencies, their duties and responsibilities should be described.

Section Five

SAFETY STATUTES, RULES AND REGULATIONS

In order for all employees to understand their responsibilities for safety and health, it is very important that applicable statutes, rules and standards be implemented and communicated to employees.

PUBLIC SECTOR:

- Lab 1400 rules, Administrative Rules for Safety and Health
- Lab 600 rules, Safety Programs
- RSA 277, Safety & Health of Employees
- RSA 277A, Employees Right to Know
- RSA 281-A:64, Safety Provision

Enforcement agency: New Hampshire Department of Labor (NH DOL)

Areas in which the public employers should develop an effective safety and health program can be found in the Lab 1400 rules. Examples:

- *Accident Reporting Requirements- (Lab 1403.04)*
- *Machine Guarding- (Lab 1403.33)*
- *Personal Protective Equipment- (Lab 1403.40)*

PRIVATE SECTOR:

- Lab 600 rules, Safety Programs
- RSA 281-A:64, Safety Provision

Enforcement agency: New Hampshire Department of Labor (NH DOL)

- (29 CFR 1910) General Industry Standards
- (29 CFR 1926) Construction Standards

Enforcement agency: Occupational Safety and Health Administration (OSHA)

Areas in which private employers should develop an effective safety and health program can be found in the Code of Federal Regulations (CFR) 29 CFR 1910 General Industry Standards or 29 CFR 1926 Construction Standards:

- *Permit Required Confined Space (29 CFR 1910.146)*
- *Lockout/Tagout (29 CFR 1910.147 CFR)*
- *Respiratory Protection (29 CFR 1910.134)*

Section Six

DISCIPLINARY POLICY

Disregard for safety should be treated in the same manner as disregard for other employment rules such as attendance and quality.

The company should develop, and make known to all employees, it's policies for dealing with employees who choose not to comply with established rules and regulations for safety and health.

It is important that these procedures be applied fairly and equally to all employees regardless of their longevity or work record. A sample policy might include such steps as:

1. Verbal warning by foreman or supervisor;
2. Written warning placed in personnel file;
3. Job suspension;
4. Dismissal.

The policy should contain provisions for re-training on safety rules and regulations.

Section Seven

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

The goal of all accident and incident investigation is to prevent a recurrence, not to find fault.

Employers should have an established written procedure for performing accident or incident investigations. Immediate supervisors, members of the Joint Loss Management Committee and other designated individuals shall perform the investigation in order to determine:

1. ***what happened?***
2. ***why it happened?***
3. ***what can be done to prevent it from happening again?***

Accident investigations should contain the following:

- Inspections of the scene by trained personnel;
- Interviews with witnesses as soon as possible after occurrence;
- Interview with the victim at appropriate time;
- Attempts to determine cause, or causes;
- Write reports based on fact findings;
- Recommendations to prevent it from happening again;
- Photographs or sketches of the scene;
- Samples of chemicals, vapors etc., if required.

An accident/incident report form should be established and all supervisors, foremen and managers who fill them out should be made aware of the necessary information which should be included.

Section Eight

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

All employees must be aware of the training requirements for their jobs, as well as, the reasons for such training. No-one should be allowed to work with any hazardous equipment, or with any hazardous materials until they have been properly training.

The written safety program should describe the purpose for wanting to provide safety and health training and list the areas and individuals who require it.

Some circumstances within your facility when training may be required include:

- All new employees;
- Employees who are transferred from other departments;
- Managers, supervisors and foremen;
- Outside contractors entering your facility;
- Employee disregard for safety rules and regulations;
- Whenever new processes or equipment are added;
- Employees who volunteer for special teams or committees such as fire brigades, emergency response team, etc;
- Joint Loss Management Committee members

Section Nine

EMERGENCY EVACUATION AND RESPONSE PLANS

All employers, regardless of the size of the business, must establish procedures for dealing with emergencies such as fire, medical, hazardous material spill, or natural disaster.

Preparedness in the event of such an emergency is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response. The specific plans for evacuation should be described in the program, indicating how employees leave the building and where they go after exiting. Method of alarm should be well defined and practice evacuation drills should be planned. Included in this plan should be the responsibilities of all supervisors, foremen and designated response teams.

In the event of a medical emergency, the plan should deal with such concerns as:

- Who notifies the ambulance?
- Are employees trained first aiders and supplies available on site?
- Who are the trained people?
- Who is designated to meet and direct medical help to the area where help is needed?
- Who from management must be notified?
- If an emergency is the result of accident, is the area safe?

In emergencies requiring response from either an in house fire brigade, first aid team or hazardous materials spill team, the procedures for their response must be included in their training, as well as, in the company's safety program.

It is important to remember that in the event of a fire emergency, one of the first questions you will be asked by the responding fire department will be...

Is everyone out of the building?

Section Ten

SAFETY AND HEALTH COMMUNICATION

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

The program should encourage employees to suggest safety and health changes to management, to notify management of any unsafe conditions or equipment, and to actively participate on company safety committees.

Some ways in which management can keep employees informed on issues of safety & health are:

- Providing all employees with a copy of the safety program;
- Posting information such as notification of safety meetings and the minutes of the meetings;
- Safety & Health signs and posters;

Section Eleven

WORKPLACE VIOLENCE

Workplace violence can strike anywhere, anytime, and no one is immune.

Employees must be able to recognize the high risk behaviors.

"No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances".

~ NIOSH Director Linda Rosentock, M.D., M.P.H.

WHO IS AT RISK OF WORKPLACE VIOLENCE?

Factors that may increase the risk of violence for some workers are*: exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.*

HOW TO REDUCE THE RISK:

1. Assessing the workplace, identify methods for reducing the risk.

Implement engineering controls, administrative controls and training the employees to recognize dangerous situations.

- ***Engineering Controls:*** prudent cash-handling polices such as physical separation of workers from customers, good lighting, security devices, and any other controls to discourage would-be assailants.
- ***Administrative controls:*** Establish policies and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone else who can come in contact with employees.
- **Training** employees to anticipate, recognize and respond to conflict and potential violence in the workplace

2. Public Sector: Town Offices

A. Clerk's counter should be at a height even to customer.

B. Physical barrier separating customers and clerks with sliding window panels, banking windows, interior double hung windows, and wide counter space between customer and clerk.

C. No swinging doors to allow intruders behind the work environment.

D. Proper lighting in hallways, and parking lots.

TITLE XXIII LABOR

CHAPTER 281-A
WORKERS' COMPENSATION
Section 281-A:64

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

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

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

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

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

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

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

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

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

IX. [Repealed.]

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013.

CHAPTER Lab 600 **SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES**

REVISION NOTE:

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

Source. #5372, eff 4-14-92

PART Lab 601 **Definitions**

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

(a) Hire;

(b) Transfer;

(c) Suspend;

(d) Lay off;

(e) Recall;

(f) Promote;

(g) Discharge;

(h) Assign;

(i) Reward;

(j) Discipline;

(k) Direct them; or

(l) Adjust grievances or effectively to recommend such actions.

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

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

PART Lab 602 **SAFETY PROGRAMS**

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

(a) The components required by Lab 603.03(g);

(b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;

(c) Provision(s) for the commitment of adequate resources solely for safety;

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

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

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

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

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

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

Lab 602.02 Filing Procedures. To carry out the intent of RSA 281-A: 64, II, a single submission of the summary of the above written safety program shall be filed with the commissioner of labor by submitting Safety Summary Form No WCSSF pursuant to Lab 515.16.

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

PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

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

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

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

Lab 603.02 Establishment of Joint Loss Management Committee.

(a) Pursuant to RSA281-A: 64, III, all employers of 15 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives or more employee representatives as follows:
  (1) The size of the joint loss management committee shall be determined as follows:
    a. Employers with 15 to 20 employees shall have a minimum of 2 members; and
    b. Employers with more than 20 employees shall have a minimum of 4 members;
  (2) Employee representatives shall be selected by the employees;
  (3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
  (4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and
  (5) Committee members shall be representative of the major work activities of the employer.

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

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

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

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

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

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

(a) Meet at least quarterly to carry out their duties and responsibilities.

(b) Keep minutes of meetings which shall be made available for review of all employees;

(c) Elect a chairperson, alternating between employee and employer representatives;

(d) Develop and disseminate to all employees a committee policy statement;

(e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;

(f) Review workplace accident and injury data to help establish the committee's goals and objectives;

(g) Establish specific safety programs which include, but are not be limited to, the following:

(1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;

(2) Provisions for health and safety inspections at least annually for hazard identification purposes;

(3) Performance of audits at least annually regarding the inspection findings; and

(4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;

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

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

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

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

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

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

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

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

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

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

APPENDIX

RULE	STATUTE
Lab 601	RSA 281-A: 64
Lab 602	RSA 281-A: 64
Lab 603	RSA 281-A: 64

STATE OF NEW HAMPSHIRE

DEPARTMENT OF LABOR
PO BOX 2076
CONCORD, NH 03302-2076

SAFETY SUMMARY FORM SUPPLEMENTAL INSTRUCTIONS*

The information on the summary of safety and health program form must be specific and completed in full. Forms that are incomplete and/or are too generalized will be sent back for further information. If you do not have enough space on this form, please feel free to use additional paper as necessary. In addition, this form is available and can be submitted on the NH DOL website at ***www.nh.gov/labor***. Businesses with 15 or more employees must file this form only once. If you have questions about the form itself, or with your company's needs, please do not hesitate to call a safety inspector at 271-6850 or 271-6297.

Topics on form which need further instructions:

- ☐ Please include Corporate address, if filing for more than one New Hampshire Division.
- ☐ You are accountable for your total number of employees for establishing your joint loss management committee and for your written safety program. If you have, at any time of the year 15 or more employees, you need to set up a joint loss management committee and develop a written safety program.
- ☐ On item #1, **be specific** about both existing or potential safety and health hazards or concerns of your company.
- ☐ On item #3, be sure to identify by name and job title, employee representatives as well as employer representatives of your joint loss management committee and identify the chairperson. There should be equal representation of both employee/employer representatives.
- ☐ On item #4, specify the emergency response procedures as outlined in your written safety program. This should include everything from emergency numbers, evacuation plans, responding to employee injuries, and workplace violence.
- ☐ On item #7, indicate the safety and health policies or procedures you use, **or would use** if sub-contractors perform work in your facility. This would include anyone from outside of your company coming in to perform any type of work or service. In addition, you should verify coverage of workers' compensation insurance.
- ☐ On item #9, summarize your policy for providing adequate **time and resources** dedicated to safety. Resources could be equipment, training, and commitment to safety and/or financial investments.

* Please refer to Chapter 600, Safety Programs and Joint Loss Management Committees for further information.

STATE OF NEW HAMPSHIRE

DEPARTMENT OF LABOR
PO BOX 2076
CONCORD, NH 03302-2076
FAX (603) 271-2668

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY LOCATIONS (Included in form): _____

_____

CONTACT PERSON: _____ TITLE: _____

PHONE #: _____ FAX #: _____

EMAIL: _____ NUMBER OF EMPLOYEES: _____

STANDARD INDUSTRIAL CODE (SIC CODE): _____

FED. ID. #: _____

NATURE OF BUSINESS: _____

1) List potential safety and health hazards of your company.

2) Who is responsible for your inspections and how often are they done?

3) List the members of your company's joint loss management committee by name and job title. Please indicate which members represent the employer and those which represent employees, and please identify chairperson.

Management Member(s) **Employee Member(s)**

4) Specify your emergency response procedures. *(Example: fire, employee injuries, workplace violence, etc.)*

5) Identify person(s) by name and title responsible for safety and health instruction for your employees and your joint loss management committee.

6) Identify person(s) by name and title qualified to take corrective actions on safety and health hazards.

7) Indicate your policy to communicate safety and health concerns with the activities of sub-contractors or outside service providers, when, or if utilized.

8) Summarize your disciplinary policy with regard to violations of your safety and health policies.

9) Summarize your policy for providing adequate resources dedicated to safety.

10) How are employees provided access to your safety and health policies?

_____

Signature of person completing form

_____

Date

NH Company Locations

NAME	STREET	CITY

COMPANY NAME:		
ADDRESS:		
CITY/TOWN:		
COMPANY SAFETY AND HEALTH PROGRAM		
REVIEW DATE or REVISION DATE	**AUTHORIZED SIGNATURES**	**TITLE**
NH DOL, RSA 281-A:64, LAB 602.2		

SAFETY AND HEALTH PROGRAM UPDATE WORKSHEET

SAFETY AND HEALTH ASSISTANCE

RESOURCES

The following is a list of agencies or associations which can be of assistance to employers in issues concerning safety & health.

New Hampshire Department of Labor
PO Box 2230
Concord, New Hampshire 03302-2230
Tel. (603) 271-6850 or (603) 271-7822
www.nh.gov/labor

Safety & Health Council of New Hampshire
57 Regional Drive Unit #6
Concord, New Hampshire 03301
Tel. (603) 228-1401
www.shcnne.org

WorkWISE NH
(formerly NH Occupational Safety & Health Consultation Service)
Keene State College
175 Ammon Drive Suite 101
Manchester, New Hampshire 03103
Tel. (603) 222-1569
www.keene.edu/workwisenh

APPENDIX II – HAZARD COMMUNICATION PROGRAM – Lab 1403.61

Hazard Communication Program for the Protection of Town Employees from Toxic Substances in the Workplace

This program is to evaluate the physical and health hazards of toxic substances found in the workplace and to communicate such hazards to employees. This program also will inform employees of protective measures that include, but are not be limited to, provisions for hazard identification, container labeling, material safety data sheets, and employee training.

A. Responsibilities. In recognizing the importance of employee health and safety, the Town of Merrimack pledges to take all practicable and feasible measures to protect employees in each department from the risk of unprotected contact with toxic substances. In turn, each employee is expected to conduct his/her daily tasks in a manner that adheres to the contents of this program, as well as with any other safety rules and procedures that the Town practices.

B. Procedure.

1. This administrative directive sets forth procedures for:

   - Identification of toxic substances.
   - Explanation of container labeling.
   - Explanation of safety data sheets. (SDS)
   - Employee training.
   - Non-routine tasks.
   - Record keeping.

2. Availability of Plan. This written Hazardous Communication program will be available to all employees and to representatives of the New Hampshire Department of Labor. A master copy will be kept with Human Resources, and additional copies of the program will be located in the first volume of the Safety Data Sheet binder(s) for each facility.

3. Identification of toxic substances. The Town of Merrimack uses a combination of three strategies to aid employees in the identification of toxic substances in the workplace:

   a. *Materials inventory*: A list of the toxic substances present in the work area. The material inventory list will be kept in the form of a binder at each work site. The person designated as responsible for Safety Data Sheets (formerly MSDS) in each department will be trained so that the material inventory list may be kept current with any additions, deletions, or additional information at all times.

b. *Container labeling*-containers of toxic substances must have labels that identify the material and warn of its potential hazard to employees. A full explanation of container labeling can be found in Item 4, *Explanation of Container Labeling*, below.

c. *Safety data sheets*: Also known by the acronym *SDS*. These sheets are written, detailed descriptions of each toxic substance listed in the materials inventory. A full explanation of safety data sheets can be found in Item *E, Explanation of safety data sheets*, below.

4. Explanation of container labeling. Labels, which can be displayed on or affixed to containers holding toxic substances, are the most immediate source for hazardous information. ALL toxic substances must be labeled, with the exception of portable containers for the immediate use of the employee who performs the transfer. In accordance with *29 CFR, Occupational Safety and Health Standards, Subpart Z, Toxic and Hazardous Substances*, labels must be marked with the following information:

   a. The identity of the toxic substance, or product name.

   b. The appropriate hazard warnings, messages, and/or symbols to provide employees with specific information regarding the physical and health hazards of the toxic substance.

   c. The name and address of the chemical manufacturer or other responsible party.

   Immediate use is defined as use by that individual within that day's shift of work. Should use extend beyond that day, labeling as specified must be provided on the container.

   - Incoming chemicals will be checked for proper labeling by whoever accepts the delivery or makes the direct purchase.

   - Almost all toxic substances do arrive with the manufacturer labels, therefore Town employees need not affix new labels so long as the chemicals convey the required information.

   - If a product should arrive without a label, a supervisor will be contacted immediately. If no contact information accompanies the chemical, contact the Town's Purchasing Agent to determine the name, address, and/or phone number for the manufacturer. Request a label for the chemical. If no information can be obtained, call the fire department immediately, as the chemical cannot safely be handled by untrained Town employees.

   - The Town will use affixed or displayed identification labels on containers.

   - All labels must be legible, in English, and not be defaced.

   - Labels must NOT, under any circumstances, be removed from original containers while they contain product. Labels may be removed when product is used after cleaning to required specifications.

C. Explanation of material safety data sheets.

1. Safety data sheets, or SDS, are a second source for obtaining hazardous information about a toxic substance. SDS are available for ALL toxic substances, and can be found in the red binder(s) located with department supervisors or in a convenient place designated by department supervisors. SDS provide detailed information about a specific toxic substance, and will include but not be limited to the following information:

   Section 1: Identification, manufacturer information, restrictions for use
   Section 2: Hazard identification
   Section 3: Composition/information on ingredients
   Section 4: First aid measures
   Section 5: Fire-fighting measures
   Section 6: Accidental release measures
   Section 7: Handling and storage
   Section 8: Exposure controls/personal protection
   Section 9: Physical and chemical properties
   Section 10: Stability and reactivity
   Section 11: Toxicological information
   Section 12: Ecological information
   Section 13: Disposal considerations
   Section 14: Transport information
   Section 15: Regulatory information
   Section 16: Other information (date of preparation or last revision)

2. Provisions for compliance with state law (RSA 277-A:4, *Toxic Substances in the Workplace*) and federal law (*29 CFR, Occupational Safety and Health Standards, Subpart Z, Toxic and Hazardous Substances*, Section 1910.1200) are as follows:

   a. SDS will be distributed with the initial shipment of a toxic substance or upon the request of the employer.

   b. Employers will maintain a SDS for each hazardous chemical in the workplace, and make them readily available to all employees.

   c. Each SDS will be in English.

   d. If any department ceases to use a toxic substance, then the SDS for that substance must be kept on file for thirty (30) years from the date of discontinuation. The SDS can be placed in a separate binder, marked "Inactive."

3. Procedures for obtaining an SDS.

   a. **NOTE**: When entering a requisition for any purchase of substances which require an SDS, indicate in the description of the item being ordered a request that the corresponding SDS be sent with the order. A similar request should be included in specifications developed for use with any bid involving the acquisition of hazardous materials. This will ensure to the greatest degree possible that SDS information is

obtained "up front." When received, the SDS should be forwarded to the department or facility that will be using the hazardous material. If a product is not purchased in the above manner(s), please follow the procedures as outlined below.

b. Some SDS can be found on www.msdssearch.com by searching for the manufacturer, finding the product and printing the SDS from the website.

c. If an SDS cannot be found on the SDS website, look for a manufacturer phone number on the label, call the company, and ask for a SDS for the product.

d. If no phone number is available, obtaining a telephone number either by dialing 411 for National Information or conducting a business search at www.411.com.

e. If there still is no phone number is available, search on www.google.com or other Internet search engines by entering key words of the product or company name.

f. If, after all options are exhausted, an SDS cannot be obtained, use proper procedures to discard toxic substance, as it cannot safely be used by Town employees.

4. Procedures for filing and un-filing a SDS.

a. SDS are to be kept in the red binders marked: "Town of Merrimack, NH/ Safety Data Sheets."

b. These binders are arranged alphabetically by, in most cases, the name of the product.

c. Highlight the name of the product on the SDS, and insert the SDS into the proper location in the binder.

d. If a product is to be no longer used by the Town, the SDS sheet will be taken out of the red binder and placed into a separate "Inactive" binder, in which the sheet will be kept for a period of thirty (30) years.

D. Employee Training.

1. Hazardous communication training will be provided by trainers designated in each department:

a. At the time of initial assignment to tasks where working with toxic substances is possible.

b. When a Town employee is transferred to another job within the Town.

c. When new toxic substances are introduced into an employee's existing job.

d. When it is deemed necessary by the employee's supervisor.

2. Training for employees will include, but not be limited to, the following:

a. The OSHA standard for Hazardous Communication.

b. Explanation and location of the Written Hazard Communication program for the Town.

c. Explanation and location of the material inventory list.

d. Explanation of the labeling requirements and system utilized by the Town.

e. Explanation of the material safety data sheet requirements and location of MSDS.

f. Physical hazards associated with the use of toxic substances.

g. Health hazards associated with the use of toxic substances.

h. Control measures utilized by the Town for protection against exposure to toxic substances.

i. Methods used to detect the presence or release of a toxic substance.

j. Procedures for the safe handling of toxic substances.

k. Emergency procedures to follow in case of a spill or release of a toxic substance.

l. General chemical safety including proper storage requirements.

m. Site-specific information about toxic substances used at the Town.

3. Non-routine tasks. When an employee is required to perform a non-routine task, such as enter a confined space, a special training session will be conducted by the departmental trainer or supervisor to inform Town employees about the hazardous chemicals to which they may be exposed and the proper precautions to take to reduce or eliminate exposure.

E. Recordkeeping guidelines.

1. All records required by the standard will be maintained by the individual department head or designee. The department head or designee will be responsible for updating the files and notifying employees of retraining dates and any provisions that may come about.

2. Training records will contain the date of training, contents of training, name and qualifications of the trainer, and the name and job titles of those being trained. Records will be maintained for thirty (30) years.

APPENDIX III – HAZARD COMMUNICATION PROGRAM – Lab 1403.61 & RSA 277-A

Hazard Communication Program for the Protection of Town Employees from Toxic Substances in the Workplace

This program is to evaluate the physical and health hazards of toxic substances found in the workplace and to communicate such hazards to employees. This program also will inform employees of protective measures that include, but are not be limited to, provisions for hazard identification, container labeling, material safety data sheets, and employee training.

A. Responsibilities. In recognizing the importance of employee health and safety, the Town of Merrimack pledges to take all practicable and feasible measures to protect employees in each department from the risk of unprotected contact with toxic substances. In turn, each employee is expected to conduct his/her daily tasks in a manner that adheres to the contents of this program, as well as with any other safety rules and procedures that the Town practices.

B. Procedure.

1. This administrative directive sets forth procedures for:

   - Identification of toxic substances.
   - Explanation of container labeling.
   - Explanation of safety data sheets. (SDS)
   - Employee training.
   - Non-routine tasks.
   - Record keeping.

2. Availability of Plan. This written Hazardous Communication program will be available to all employees and to representatives of the New Hampshire Department of Labor. A master copy will be kept with Human Resources, and additional copies of the program will be located in the first volume of the Safety Data Sheet binder(s) for each facility.

3. Identification of toxic substances. The Town of Merrimack uses a combination of three strategies to aid employees in the identification of toxic substances in the workplace:

   a. *Materials inventory*: A list of the toxic substances present in the work area. The material inventory list will be kept in the form of a binder at each work site. The person designated as responsible for Safety Data Sheets (formerly MSDS) in each department will be trained so that the material inventory list may be kept current with any additions, deletions, or additional information at all times.

b. *Container labeling*-containers of toxic substances must have labels that identify the material and warn of its potential hazard to employees. A full explanation of container labeling can be found in Item 4, *Explanation of Container Labeling*, below.

c. *Safety data sheets*: Also known by the acronym *SDS*. These sheets are written, detailed descriptions of each toxic substance listed in the materials inventory. A full explanation of safety data sheets can be found in Item *E, Explanation of safety data sheets*, below.

4. Explanation of container labeling. Labels, which can be displayed on or affixed to containers holding toxic substances, are the most immediate source for hazardous information. ALL toxic substances must be labeled, with the exception of portable containers for the immediate use of the employee who performs the transfer. In accordance with *29 CFR, Occupational Safety and Health Standards, Subpart Z, Toxic and Hazardous Substances*, labels must be marked with the following information:

   a. The identity of the toxic substance, or product name.

   b. The appropriate hazard warnings, messages, and/or symbols to provide employees with specific information regarding the physical and health hazards of the toxic substance.

   c. The name and address of the chemical manufacturer or other responsible party.

   Immediate use is defined as use by that individual within that day's shift of work. Should use extend beyond that day, labeling as specified must be provided on the container.

   - Incoming chemicals will be checked for proper labeling by whoever accepts the delivery or makes the direct purchase.

   - Almost all toxic substances do arrive with the manufacturer labels, therefore Town employees need not affix new labels so long as the chemicals convey the required information.

   - If a product should arrive without a label, a supervisor will be contacted immediately. If no contact information accompanies the chemical, contact the Town's Purchasing Agent to determine the name, address, and/or phone number for the manufacturer. Request a label for the chemical. If no information can be obtained, call the fire department immediately, as the chemical cannot safely be handled by untrained Town employees.

   - The Town will use affixed or displayed identification labels on containers.

   - All labels must be legible, in English, and not be defaced.

   - Labels must NOT, under any circumstances, be removed from original containers while they contain product. Labels may be removed when product is used after cleaning to required specifications.

C. Explanation of material safety data sheets.

1. Safety data sheets, or SDS, are a second source for obtaining hazardous information about a toxic substance. SDS are available for ALL toxic substances, and can be found in the red binder(s) located with department supervisors or in a convenient place designated by department supervisors. SDS provide detailed information about a specific toxic substance, and will include but not be limited to the following information:

   Section 1: Identification, manufacturer information, restrictions for use
   Section 2: Hazard identification
   Section 3: Composition/information on ingredients
   Section 4: First aid measures
   Section 5: Fire-fighting measures
   Section 6: Accidental release measures
   Section 7: Handling and storage
   Section 8: Exposure controls/personal protection
   Section 9: Physical and chemical properties
   Section 10: Stability and reactivity
   Section 11: Toxicological information
   Section 12: Ecological information
   Section 13: Disposal considerations
   Section 14: Transport information
   Section 15: Regulatory information
   Section 16: Other information (date of preparation or last revision)

2. Provisions for compliance with state law (RSA 277-A:4, *Toxic Substances in the Workplace*) and federal law (*29 CFR, Occupational Safety and Health Standards, Subpart Z, Toxic and Hazardous Substances*, Section 1910.1200) are as follows:

   a. SDS will be distributed with the initial shipment of a toxic substance or upon the request of the employer.

   b. Employers will maintain a SDS for each hazardous chemical in the workplace, and make them readily available to all employees.

   c. Each SDS will be in English.

   d. If any department ceases to use a toxic substance, then the SDS for that substance must be kept on file for thirty (30) years from the date of discontinuation. The SDS can be placed in a separate binder, marked "Inactive."

3. Procedures for obtaining an SDS.

   a. **NOTE**: When entering a requisition for any purchase of substances which require an SDS, indicate in the description of the item being ordered a request that the corresponding SDS be sent with the order. A similar request should be included in specifications developed for use with any bid involving the acquisition of hazardous materials. This will ensure to the greatest degree possible that SDS information is

obtained "up front." When received, the SDS should be forwarded to the department or facility that will be using the hazardous material. If a product is not purchased in the above manner(s), please follow the procedures as outlined below.

b. Some SDS can be found on www.msdssearch.com by searching for the manufacturer, finding the product and printing the SDS from the website.

c. If an SDS cannot be found on the SDS website, look for a manufacturer phone number on the label, call the company, and ask for a SDS for the product.

d. If no phone number is available, obtaining a telephone number either by dialing 411 for National Information or conducting a business search at www.411.com.

e. If there still is no phone number is available, search on www.google.com or other Internet search engines by entering key words of the product or company name.

f. If, after all options are exhausted, an SDS cannot be obtained, use proper procedures to discard toxic substance, as it cannot safely be used by Town employees.

4. Procedures for filing and un-filing a SDS.

a. SDS are to be kept in the red binders marked: "Town of Merrimack, NH/ Safety Data Sheets."

b. These binders are arranged alphabetically by, in most cases, the name of the product.

c. Highlight the name of the product on the SDS, and insert the SDS into the proper location in the binder.

d. If a product is to be no longer used by the Town, the SDS sheet will be taken out of the red binder and placed into a separate "Inactive" binder, in which the sheet will be kept for a period of thirty (30) years.

D. Employee Training.

1. Hazardous communication training will be provided by trainers designated in each department:

a. At the time of initial assignment to tasks where working with toxic substances is possible.

b. When a Town employee is transferred to another job within the Town.

c. When new toxic substances are introduced into an employee's existing job.

d. When it is deemed necessary by the employee's supervisor.

2. Training for employees will include, but not be limited to, the following:

a. The OSHA standard for Hazardous Communication.

b. Explanation and location of the Written Hazard Communication program for the Town.

c. Explanation and location of the material inventory list.

d. Explanation of the labeling requirements and system utilized by the Town.

e. Explanation of the material safety data sheet requirements and location of MSDS.

f. Physical hazards associated with the use of toxic substances.

g. Health hazards associated with the use of toxic substances.

h. Control measures utilized by the Town for protection against exposure to toxic substances.

i. Methods used to detect the presence or release of a toxic substance.

j. Procedures for the safe handling of toxic substances.

k. Emergency procedures to follow in case of a spill or release of a toxic substance.

l. General chemical safety including proper storage requirements.

m. Site-specific information about toxic substances used at the Town.

3. Non-routine tasks. When an employee is required to perform a non-routine task, such as enter a confined space, a special training session will be conducted by the departmental trainer or supervisor to inform Town employees about the hazardous chemicals to which they may be exposed and the proper precautions to take to reduce or eliminate exposure.

E. Recordkeeping guidelines.

1. All records required by the standard will be maintained by the individual department head or designee. The department head or designee will be responsible for updating the files and notifying employees of retraining dates and any provisions that may come about.

2. Training records will contain the date of training, contents of training, name and qualifications of the trainer, and the name and job titles of those being trained. Records will be maintained for thirty (30) years.

APPENDIX IV - WORKER'S RIGHT TO KNOW ACT –RSA 277-A

CHAPTER 277-A
TOXIC SUBSTANCES IN THE WORKPLACE

Section 277-A:1

277-A:1 Name. – This chapter shall be known and may be cited as the "Worker's Right to Know Act."

Source. 1983, 466:1, eff. Oct. 26, 1983.

Section 277-A:2

277-A:2 Purpose. – The general court hereby finds and declares that the proliferation of toxic substances in the workplace poses a growing threat to the health of employees exposed to these substances; that the number and variety of these substances makes effective monitoring of these potential health hazards by governmental agencies difficult and expensive; that employees themselves are often in the best position to detect symptoms of toxicity, provided they are aware of the nature of the substances to which they are exposed; that employees have an inherent right to know the dangers to which they are potentially exposed in their workplace so that they may make knowledgeable and reasoned decisions with respect to their continued employment under the circumstances and the need for corrective action; and that the workplace often serves as an early warning mechanism for the outside environment. The general court therefore determines that it is appropriate for employers to provide their employees with all available information concerning the nature of the toxic substances to which such employees may be exposed during the course of their employment and the suspected hazards these substances pose and to take all other practicable and feasible measures to protect their employees from the risks of toxic substances.

Source. 1983, 466:1, eff. Oct. 26, 1983.

Section 277-A:3

277-A:3 Definitions. – As used in this chapter:

I. "Employee" means any person who currently works or formerly worked, with or without compensation, in a workplace. The term "employee" does not include domestic workers or casual laborers employed at the place of residence of the employer.

II. "Employee representative" means an individual or organization to which an employee gives written authorization to exercise his rights under this chapter. A recognized or certified collective bargaining agent shall be considered to be an employee representative without regard to written employee authorization.

III. "Employer" means any person, firm, corporation, partnership, association, the state, any political subdivision of the state, or any other entity which is engaged in a business or in providing services and which employs employees in connection with such business or services.

[Paragraph IV effective until January 1, 2016; see also paragraph IV set out below.]

IV. "Material safety data sheet" means a written document prepared on a toxic substance containing all of the following information except as provided by RSA 277-A:4, III(c):

(a) The chemical name, generic name, trade name, and any common name of the toxic substance and of each of the component toxic substances contained in any mixture.

(b) The hazards of the substance, including its flammability, explosiveness, and reactivity.

(c) The acute and chronic health effects and risks from exposure.

(d) The potential routes and symptoms of overexposure.

(e) The proper precautions, handling practices, necessary personal protective equipment, and other necessary or beneficial safety precautions.

(f) Emergency procedures for spills, fire, disposal, and first aid.

(g) A description, in nontechnical language, of the specific potential health risks posed by the toxic substance.

(h) The date such information was compiled and the name and address of the manufacturer, producer or formulator responsible for compiling it.

[Paragraph IV effective January 1, 2016; see also paragraph IV set out above.]

IV. "Safety data sheet" means a written document prepared on a toxic substance containing all of the following information except as provided by RSA 277-A:4, III(c):

(a) Identification including product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

(b) The hazards of the substance.

(c) Composition and information on ingredients, including information on chemical ingredients and trade secret claims.

(d) First aid measures including important symptoms or effects, if acute or delayed, and required treatment.

(e) Firefighting measures including suitable extinguishing techniques and equipment and any chemical hazards from fire.

(f) Accidental release measures including emergency procedures, protective equipment, and proper methods of containment and cleanup.

(g) Handling and storage precautions, including incompatibilities.

(h) Exposure controls and personal protection, including Occupational Safety and Health Administration Permissible Exposure Limits, Threshold Limit Values, appropriate engineering controls, and personal protective equipment.

(i) Physical and chemical properties and characteristics.

(j) Stability, reactivity, and the possibility of hazardous reactions.

(k) Toxicological information including routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.

(l) The date such information was compiled and the name and address of the manufacturer, producer, or formulator responsible for compiling it.

V. "Toxic substance" means any radioactive or other substance which is defined as a toxic substance by a rule adopted pursuant to RSA 541-A by the department of health and human services. The department shall define as a toxic substance:

(a) Any substance which appears on any list of toxic or hazardous substances which is included in any of the following:

(1) The United States Department of Transportation's 1980 Emergency Response Guidebook of Hazardous Waste Materials.

(2) TLV's: Threshold Limit Values for Chemical Substances and Physical Agents in the Workroom Environment, published by the American Conference of Government Industrial Hygienists.

(3) Title 29, Code of Federal Regulations, Section 1910.1000.

(4) Standards issued under Section 6(b)(5) of the Occupational Safety and Health Act of 1970.

(5) The Director of the Department of Industrial Relations' List of Hazardous Substances, published by the State of California.

(b) Any substance which has yielded positive evidence of acute or chronic health hazards in human, animal or other biological testing which could be applicable to human beings;

(c) Any other substance which the department determines should be so defined consistent with the purposes of this chapter and consistent to the extent possible with the methods and criteria used in compiling the lists of toxic or hazardous substances referred to in subparagraph (a). For the purposes of this chapter, the term "toxic substance" shall not include any liquor or beverage, as those terms are defined in RSA 175:1, VIII and XLII, or any other substance which has been packaged for retail sale or which is contained in a product which has been packaged for retail sale; and

(d) Any substance which is combustible, a compressed gas, explosive, flammable, a health hazard, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive as established by the latest edition of the Fire Protection Guide on Hazardous Materials published by the National Fire Protective Association.

VI. "Trade secret" means any confidential formula, pattern, device or compilation of information which does all of the following:

(a) Is used in the employer's business.

(b) Gives the employer the opportunity to obtain an advantage over competitors who do not know or use it.

(c) Is known only to the employer and to those employees to whom it is necessary to confide.

VII. "Workplace" means any location, permanent or temporary, where an employee performs any work-related duty in the course of his employment.

VIII. "Commissioner" means the commissioner of labor.

Source. 1983, 466:1. 1990, 255:10. 1995, 310:175, 181, eff. Nov. 1, 1995. 2015, 141:1, eff. Jan. 1, 2016.

Section 277-A:4

[RSA 277-A:4 effective until January 1, 2016; see also RSA 277-A:4 set out below.]

277-A:4 Material Safety Data Sheets. –

I. Except as provided in paragraph III, no person shall obtain, purchase, manufacture, formulate, transport or distribute any toxic substance within this state unless the substance is

accompanied by a complete material safety data sheet prepared by the manufacturer, producer, or formulator of such substance no more than one year prior to the obtainment, purchase, manufacture, formulation, transportation or distribution.

II. A manufacturer, producer or formulator may provide a single material safety data sheet for a product mixture containing 2 or more toxic substances instead of providing a material safety data sheet for each toxic substance component of such mixture if all of the following are applicable:

(a) The product mixture itself has been submitted to sufficient analysis and testing to justify a valid judgment on its hazardous properties.

(b) Each component toxic substance is identified on the product label individually, within the limits of practicability and feasibility.

(c) A material data safety sheet on each component toxic substance identified pursuant to subparagraph (b) is available upon request.

III. (a) When a manufacturer, producer, formulator or employer considers the identity of or other information concerning a toxic substance to be a protectable trade secret whose disclosure would compromise his competitive advantage, he shall register this information as secret with the commissioner of labor provided that such information is already registered as a trade secret pursuant to any provision of federal law or such information is not registered as a trade secret but is related to a proprietary process the disclosure of which would compromise his competitive position.

(b) The commissioner of labor shall not release any data which discloses any trade secret or proprietary process unless he shall notify, in writing and by certified mail, the submitter of such information of the intent to release the data. The commissioner may not release the information, without the submitter's consent, until the thirtieth day after the submitter has been furnished such notice. Any subsequent release shall be pursuant to applicable provisions relating to trade secrets or the Freedom of Information Act.

(c) In the event that a toxic substance or product mixture containing 2 or more toxic substances is registered by a manufacturer, producer or formulator as a component of a trade secret or otherwise protected as a proprietary process, such manufacturer, producer or formulator shall not be required to divulge the specific identity of the substance, but shall be required to provide a material safety data sheet containing the information specified in RSA 277-A:3, IV(b)-(h).

(d) In the event that a toxic substance or product mixture containing 2 or more toxic substances is registered as a component of a trade secret or otherwise protected as a proprietary process, the employer shall not be required to divulge the specific identity of the substance but shall otherwise be subject to all of the duties imposed by RSA 277-A:5.

IV. Notwithstanding the provisions of paragraph III, full and complete information regarding any toxic substance or substances to which an employee has been exposed shall be made available to a licensed physician if the information is needed for the purpose of medical diagnosis or treatment of such person.

[RSA 277-A:4 effective January 1, 2016; see also RSA 277-A:4 set out above.]

277-A:4 Safety Data Sheets. --

I. Except as provided in paragraph III, no person shall obtain, purchase, manufacture, formulate, transport or distribute any toxic substance within this state unless the substance is

accompanied by a complete safety data sheet prepared by the manufacturer, producer, or formulator of such substance no more than one year prior to the obtainment, purchase, manufacture, formulation, transportation or distribution.

II. A manufacturer, producer or formulator may provide a single safety data sheet for a product mixture containing 2 or more toxic substances instead of providing a safety data sheet for each toxic substance component of such mixture if all of the following are applicable:

(a) The product mixture itself has been submitted to sufficient analysis and testing to justify a valid judgment on its hazardous properties.

(b) Each component toxic substance is identified on the product label individually, within the limits of practicability and feasibility.

(c) A safety data sheet on each component toxic substance identified pursuant to subparagraph (b) is available upon request.

III. (a) When a manufacturer, producer, formulator or employer considers the identity of or other information concerning a toxic substance to be a protectable trade secret whose disclosure would compromise his or her competitive advantage, he or she shall register this information as secret with the commissioner of labor provided that such information is already registered as a trade secret pursuant to any provision of federal law or such information is not registered as a trade secret but is related to a proprietary process the disclosure of which would compromise his or her competitive position.

(b) The commissioner of labor shall not release any data which discloses any trade secret or proprietary process unless he or she shall notify, in writing and by certified mail, the submitter of such information of the intent to release the data. The commissioner may not release the information, without the submitter's consent, until the thirtieth day after the submitter has been furnished such notice. Any subsequent release shall be pursuant to applicable provisions relating to trade secrets or the Freedom of Information Act.

(c) In the event that a toxic substance or product mixture containing 2 or more toxic substances is registered by a manufacturer, producer or formulator as a component of a trade secret or otherwise protected as a proprietary process, such manufacturer, producer or formulator shall not be required to divulge the specific identity of the substance, but shall be required to provide a safety data sheet containing the information specified in RSA 277-A:3, IV(b)-(l).

(d) In the event that a toxic substance or product mixture containing 2 or more toxic substances is registered as a component of a trade secret or otherwise protected as a proprietary process, the employer shall not be required to divulge the specific identity of the substance but shall otherwise be subject to all of the duties imposed by RSA 277-A:5.

IV. Notwithstanding the provisions of paragraph III, full and complete information regarding any toxic substance or substances to which an employee has been exposed shall be made available to a licensed physician if the information is needed for the purpose of medical diagnosis or treatment of such person.

Source. 1983, 466:1, eff. Oct. 26, 1983. 2015, 141:2, eff. Jan. 1, 2016.

Section 277-A:5

[RSA 277-A:5 effective until January 1, 2016; see also RSA 277-A:5 set out below.]

277-A:5 Employer's Duty to Provide Information. –

Subject to the limitations of RSA 277-A:4, III, every employer whose employees handle, use, or are otherwise exposed to any toxic substance during the course and scope of their employment shall:

I. Keep on file in a convenient office location and make available for examination and reproduction upon request a material safety data sheet for each toxic substance or product mixture containing 2 or more toxic substances to which an employee may be exposed in carrying out his duties.

II. Post a notice, written in clearly understandable nontechnical language, in a conspicuous location accessible to the employees and as close to the work area as possible containing the word "Warning" in large letters and all the following information on each toxic substance to which employees may be exposed:

(a) The name or names of the substance.

(b) The acute and chronic hazards of exposure to the substance.

(c) Symptoms of exposure and over-exposure, including known behavioral effects.

(d) Appropriate emergency treatment for exposure and over-exposure.

(e) Proper conditions for safe use of and exposure to the substance.

(f) Procedures for cleanup of leaks and spills of the substance.

(g) Procedures in case of fire or other environmental changes which would result in increasing the substance's hazardous or toxic properties.

III. Post a notice of the availability of a material safety data sheet for each of the toxic substances to which the employee may be exposed and, upon request by an employee for a material safety data sheet, supply such data sheet within 72 hours.

IV. Conduct an education and training program within 180 days of October 26, 1983, for all employees routinely exposed to toxic substances, and thereafter during the first month of employment of any such new employee, informing such employees of the nature of the toxic substances to which they will be exposed, prescribing proper and safe procedures for handling under all circumstances, and advising them of the potential risks involved.

V. Make every reasonable effort to obtain from manufacturers, producers, formulators, the Federal Environmental Protection Agency, or any other authoritative source, any new or updated information concerning the toxic substances in his workplace and to make such information available to all affected employees immediately.

VI. Notify all employees of their rights under this chapter.

VII. Send a copy of each material safety data sheet with details of the specific locations of each toxic substance and available extinguishing agents to the local fire department. Such material safety data sheets shall be available for public inspection at such fire departments.

VIII. Maintain on file at the workplace material safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all material safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to material safety data sheets provided in this chapter shall apply to the full 30 year period.

[RSA 277-A:5 effective January 1, 2016; see also RSA 277-A:5 set out above.]

277-A:5 Employer's Duty to Provide Information. --

Subject to the limitations of RSA 277-A:4, III, every employer whose employees handle, use,

or are otherwise exposed to any toxic substance during the course and scope of their employment shall:

I. Keep on file in a convenient office location and make available for examination and reproduction upon request a safety data sheet for each toxic substance or product mixture containing 2 or more toxic substances to which an employee may be exposed in carrying out his or her duties.

II. Post a notice, written in clearly understandable nontechnical language, in a conspicuous location accessible to the employees and as close to the work area as possible containing the word "Warning" in large letters and all the following information on each toxic substance to which employees may be exposed:

(a) The name or names of the substance.

(b) The acute and chronic hazards of exposure to the substance.

(c) Symptoms of exposure and overexposure, including known behavioral effects.

(d) Appropriate emergency treatment for exposure and overexposure.

(e) Proper conditions for safe use of and exposure to the substance.

(f) Procedures for cleanup of leaks and spills of the substance.

(g) Procedures in case of fire or other environmental changes which would result in increasing the substance's hazardous or toxic properties.

III. Post a notice of the availability of a safety data sheet for each of the toxic substances to which the employee may be exposed and, upon request by an employee for a safety data sheet, supply such data sheet within 72 hours.

IV. Conduct an education and training program within 180 days of October 26, 1983, for all employees routinely exposed to toxic substances, and thereafter during the first month of employment of any such new employee, informing such employees of the nature of the toxic substances to which they will be exposed, prescribing proper and safe procedures for handling under all circumstances, and advising them of the potential risks involved.

V. Make every reasonable effort to obtain from manufacturers, producers, formulators, the Federal Environmental Protection Agency, or any other authoritative source, any new or updated information concerning the toxic substances in his or her workplace and to make such information available to all affected employees immediately.

VI. Notify all employees of their rights under this chapter.

VII. Send a copy of each safety data sheet with details of the specific locations of each toxic substance and available extinguishing agents to the local fire department. Such safety data sheets shall be available for public inspection at such fire departments.

VIII. Maintain on file at the workplace safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to safety data sheets provided in this chapter shall apply to the full 30 year period.

Source. 1983, 466:1, eff. Oct. 26, 1983. 2015, 141:2, eff. Jan. 1, 2016.

Section 277-A:6

277-A:6 Employees' Rights if Information Not Provided. – Any employee who requests information about a toxic substance required pursuant to RSA 277-A:5, III may, if he

does not receive such information within 5 working days, refuse to work with such substance until such time as the employer provides him with such information.

Source. 1983, 466:1, eff. Oct. 26, 1983.

Section 277-A:7

277-A:7 Discharge or Discrimination for Exercise of Rights Forbidden. –

I. No employer shall discharge or cause to be discharged or otherwise discipline or in any manner discriminate against any employee, prospective employee or employee representative because that person has filed any complaint or has instituted or caused to be instituted any proceeding related to the provisions of this chapter, or has exercised any right provided in this chapter.

II. Any employee, prospective employee or employee representative who believes that he has been discharged, disciplined, or otherwise discriminated against by an employer pursuant to paragraph I shall, within 30 days of such violation, or 30 days after he first obtains knowledge of such violation, file a complaint with the commissioner of labor alleging such discrimination. Upon receipt of such a complaint, the commissioner shall conduct an investigation as he deems appropriate. If, upon investigation, the commissioner determines the allegation to have substance, he may refer the matter to the attorney general for appropriate action.

Source. 1983, 466:1, eff. Oct. 26, 1983.

Section 277-A:8

277-A:8 Inspection by Department of Labor Permitted. –

I. If the commissioner or his designee finds, or has cause to believe, that any provision of this chapter is being violated, he may enter and inspect the premises of any employer's place of business and take samples of any unknown substance in order to ascertain compliance with this chapter. The laboratory services of the department of health and human services shall be made available to the department of labor for purposes related to enforcement of this chapter, subject to the availability of adequate laboratory support.

II. The following persons may, if they so desire, accompany such agent or employee of the department of labor:

(a) The affected employer.

(b) An employee of the affected employer or an employee representative.

III. It shall be a violation of this chapter for any person to interfere with the agent or employee of the department of labor in the discharge of his duties as prescribed by this chapter.

Source. 1983, 466:1. 1995, 310:181, eff. Nov. 1, 1995.

Section 277-A:9

277-A:9 Penalty. – Any person who violates any provisions of this chapter shall be liable for a penalty of not more than $2,500 for each such violation, to be collected in a civil action by

the commissioner of labor. If the violation is of a continuing nature, each day during which it continues shall constitute an additional and separate offense.

Source. 1983, 466:1, eff. Oct. 26, 1983.

Section 277-A:10

277-A:10 Construction of Chapter. – The provisions of this chapter shall be construed as being complementary to and not in lieu of any other law or of any rule adopted under authority of law relative to toxic substances or toxic waste including but not limited to RSA 147-A and RSA 147-B. However, any conflict between this chapter and an existing statute or rule shall be resolved at all times by following the stricter requirement.

Source. 1983, 466:1, eff. Oct. 26, 1983.

Memo

To: All Department Heads

From: Eileen Cabanel, Town Manager

Date: June 4, 2015

Re: **Occupational Health Care Announcement – Workplace Injuries**

The Town will utilize ExpressMED/Bedford Occupational Acute Care Effective June 2015

I am happy to announce a new benefit within our Workers Compensation program. Primex has partnered with Best Doctors Occupational Health Institute (BDOHI) to help improve the quality of care our employees receive when a work related injury occurs.

We have established a relationship with a highly experienced local occupational health care facility, ExpressMED/Bedford Occupational Acute Care (BOAC). BOAC has two locations: Manchester and Nashua – please see specifics on the attached document.

We will no longer be referring injured employees to Concentra in Nashua and will be changing the way we respond to employees when they are injured at work. Effective today, when an employee presents with a non-life threatening injury that needs medical care, department heads and supervisors are to proceed with one of the two following actions:

1. If the injury needs immediate medical care, send the employee to ExpressMED/BOAC. After doing so, phone the facility to let them know the employee is on their way, then notify Sharon Marunicz in Human Resources.
2. If the injury is not acute but medical care is still needed or desired by the employee, phone the clinic to schedule an appointment that day or the next, depending upon medical need, then notify Sharon Marunicz in Human Resources.

We suggest that you use the following language when your employee presents with an injury: "We have developed a relationship with an occupational health care experts who are excellent providers and understand the tasks of your job. You can go immediately to the clinic or we can make an appointment for later today when it is convenient for you. I will call now for you and get you scheduled…"

If your employee asks if he/she can visit their primary care provider, encourage them to attend the first visit at ExpressMED/BOAC. Let them know that if after this first visit he/she is still interested in seeing their PCP that will certainly be ok.

Benefits of utilizing ExpressMED/BOAC:

- Same day medical treatment
- Immediate communication with employer regarding work capabilities
- Expedited referrals to specialist (within 24 – 72 hours)
- Elimination of denial of claim due to lack of medical information

Please place the attached poster in a visible location for your employees to view. Should you have any questions, please direct them to Sharon Marunicz in Human Resources or myself. Thank you.

Primex³ NH Public Risk Management Exchange

Best Doctors® Occupational Health Institute

TOWN OF MERRIMACK

What to do if an employee is injured at work?

1. Refer employee to the Occupational Health Care facility listed below: EXCEPT when an injury is life threatening and/or there is need for an ambulance; GO TO CLOSEST EMERGENCY ROOM!

   a. Call ahead: Tell them you have an injured worker who needs to be seen and is on his way/will be sent over for treatment or request a scheduled appointment at a set time. Give them as much information as you have regarding injury severity, employee name and any unusual information they need to know.

   b. Notify Sharon Marunicz, HR Coordinator, of the injury, (603) 423-8506.

2. Bring or send the injured worker to: ExpressMED home | work | play — Bedford Occupational Acute Care (BOAC)

1 Highlander Way
Manchester, NH 03103
(603) 625-2622

Monday-Friday 8am-6pm
Saturday 10am-4pm

After the injured worker is treated, Sharon Marunicz, HR Coordinator, will receive a phone call from the treating facility and will be provided information regarding the injured workers' diagnosis, prognosis and work capacity. The treating Clinician will also email the Workers Compensation paperwork to Sharon Marunicz AND to Primex Claim Department for expedited claim processing.

As always, remember to complete workers compensation claim forms and submit to HR immediatly.

APPENDIX VI - FORMS

FORM 1	*Notice of Accidental Injury or Occupational Disease* (8aWCA) New Hampshire Department of Labor
FORM 2	*Employer's First Report of Injury or Occupational Disease* (8WC) New Hampshire Department of Labor
FORM 3	*Employee and Supervisor Incident/Near Miss Investigation Reports* Town of Merrimack
FORM 4	*Employer's Supplemental Report of Injury* (13 WCA) New Hampshire Department of Labor
FORM 5	*Emergency Response/Public Safety Worker Incident Report Form* New Hampshire Division of Public Health Services
FORM 6	*Driver's Emergency Accident Report Kit* Primex
FORM 7	*Safety Training Attendance Record* Town of Merrimack
FORM 8	*Safety Survey and Inspection Checklist* Town of Merrimack
FORM 9	*Office Ergonomics Evaluation Form* Primex
FORM 10	*Personal Protective Equipment Hazard Assessment* Town of Merrimack
FORM 11	*Lockout/Tagout Annual Inspection Form* Town of Merrimack
FORM 12	*Safety and Wellness Committee Recommendation* Town of Merrimack
FORM 13	*Workplace Voilence Incident Report* Town of Merrimack
FORM 14	*Safety Policy Distribution and Acknowledgement Form* Town of Merrimack

FORM 1

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF LABOR
SPAULDING BUILDING
95 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301

NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE 8aWCA

(Please print or type)

To Town of Merrimack Phone # (603) 424-2331
(Name of **Employer**)

6 Baboosic Lake Road, Merrimack, NH 03054
(Business Name and Address)

IN ACCORDANCE WITH RSA 281-A:20, This is to notify you that an injury occurred.

_____ SS #_____
(Name of Injured **Employee**)

_____Daytime Phone #_____
(Address of Injured Employee)

_____
(Date of Accident or First Treatment)

_____
(Place Accident Happened)

Describe your injury or disease, and how it happened. Identify the body part(s) affected._____

I have been unable to work since my injury. ☐ Yes ☐ No

I have incurred the following medical bills.

Name of Doctor	Dates of Service	Amount
Name of Hospital	Dates of Service	Amount
Other	Dates of Service	Amount

_____ _____
(Employer's Signature) **(Employee's Signature)**

_____ _____
(Date) **(Date)**

This form can be returned to DOL with or without employer's signature.

NOTICE TO EMPLOYER

YOU MUST FILE AN EMPLOYER'S FIRST REPORT, Form No. 8WC, WITH THE LABOR COMMISSIONER AND THE NEAREST CLAIMS OFFICE OF YOUR INSURANCE CARRIER, AS SOON AS POSSIBLE AFTER ACQUIRING KNOWLEDGE OF THE OCCURRENCE OF AN OCCUPATIONAL INJURY OR DISEASE TO ONE OF YOUR EMPLOYEES OR UPON PRESENTATION OF THIS NOTICE BY HIM, BUT NO LATER THAN FIVE DAYS THEREAFTER. FAILURE TO COMPLY CARRIES AN AUTOMATIC CIVIL PENALTY OF UP TO $2500. (RSA 281-A:53)

Form No. 8aWCA (Rev. 07/22/14)

FORM 2

This form must be printed and sent to the NH Department of Labor and your insurance carrier.

EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE (Form 8WC)

NH DOL USE ONLY

Return to: **The State of New Hampshire, Department of Labor**
P.O. Box 2077, Concord, NH 03302-2077
(603) 271-3176 FAX: (603) 271-6149

IMPORTANT; *Every employer shall file this report as soon as possible after knowledge of any occupational injury or disease to an employee, but no later than five days thereafter. Notice of disability of four or more days shall be filed no later than seven days after date of injury on Supplemental Report Form No. 13WCA. Failure to comply with any or all of the above carries a civil penalty of up to $2,500.00. RSA 281A:53.*

PLEASE TYPE OR PRINT. ILLEGIBLE OR INCOMPLETE FORMS WILL BE RETURNED.

EMPLOYEE INFORMATION

1. Name of injured: First / Middle Initial / Last
2. DOB:
3. Age:
4. Male ___ Female ___
5. SS No.:
6. Address: No. & St. / City/Town
7. State:
8. Zip Code:
9. Tel. No.:
10. Is there on file a N.H. Youth Employment Certificate?:
11. Occupation when injured:
12. Was this his/her regular occupation? If not, state regular occupation:
13. Wages per hr.:
14. No. hrs. worked per day:
15. No. days worked per week:
16. Average Weekly Earnings:
17. Was injured hired in N.H.?
18. Date employment began:
19. Date & Time of Injury:
20. Date disability began:
21. Was injured paid in full for this day?
22. Date supervisor/employer was first notified:
23. Name of Person notified:
24. Location/Jobsite where accident occured:
25. Describe fully how accident occurred and describe what employee was doing when injured:
26. Name of witness(es):
27. Part(s) of body injured:
28. Estimated length of disability:
29. Has injured returned to work?
30. If so, what date?
31. At what occupation or job?
32. Returned at: Full Duty: ___ ___ Alternative/Light Duty: ___ ___
33. Equipment causing injury:
34. Were safeguards in place?
35. Was accident caused by injured's failure to use safeguards or follow regulations?
36. Initial Treatment: (check those that apply) No medical treatment: ___ Care provide by Employer only (on-site): ___ Emergency care: ___ Hospitalized: ___
Other: (Outpatient): ___ (Clinic): ___ (Office Visit): ___ (Other-explain): _____
37. Name of treating physician: / Name of treating hospital:
38. Has injured died? If so, what date?

EMPLOYER INFORMATION

39. Legal Business Name and/or D/B/A or Leasing Company Name: Town of Merrimack
40. Employers Federal ID: 02-6000548
41. If leased or temporary worker, client's business name:
42. Business Address of No. 39 above: 6 Baboosic Lake Road
43. City/State: Merrimack NH
44. Zip: 03054
45. Telephone Number: (603) 424-2331
46. Insurance Co. (**not agent**) or Self Insured Group: NH Public Risk Management Exchange Bow Brook Place Concord, NH, 03301-2624
47. Managed Care Program? Y or N. If yes, name Provider:
48. No. of Employees: Full-time: / Part-time:
49. Is there a Written Safety Program **in force**?
50. Is there an **active** Safety Committee? Yes
51. Business SIC Code: 9129-03
52. Type or Nature of Business in N.H.: Municipality
53. If report sent by Insurance Agency, state name:
54. Employer Signature:
55. Printed/Typed Name and Official Title:
56. Employee Signature (**whenever** possible):
57. Date of this report:

Form 8WC (7-95) **White – Labor Department** **Canary – Insurance Claims Office** **Pink – Employer's Copy**

FORM 3

Town of Merrimack, NH

Employee/Supervisor's Incident and Near Miss Report

Part 1 - Employee(s) Incident and Near Miss Report

To be completed by employee directly involved in personal injury and or equipment incident or near miss. Must be completed within 24 hours of incident.

Name: _____ Department: _____

Job Title: _____ How Long Employed: _____

Date of Incident: _____ Date of this Report: _____

Was anyone injured? Y N

If yes: Name: _____

Address: _____

DESCRIBE FULLY HOW THE INCIDENT HAPPENED. WHAT WAS THE EMPLOYEE DOING, WHAT MACHINE OR EQUIPMENT WAS BEING USED; WHERE DID THE INCIDENT HAPPEN ON GROUNDS, IN BUILDING, TOWN ROAD, OR VEHICLE.

_____

_____

_____

_____

_____

_____

_____

_____

WHAT CAUSED INCIDENT? GIVE CONTRIBUTING FACTORS, EXAMPLE: POOR LIGHTING, SLIPPERY SURFACE, FAILURE TO USE SAFETY EQUIPMENT, PROPER SAFETY EQUIPMENT PROVIDED, ETC.

_____

_____

_____

_____

_____

_____

_____

_____

WHAT ACTION WILL YOU TAKE TO AVOID A RECURRENCE?

_____
_____
_____
_____
_____

IS THIS YOUR FIRST INCIDENT? YES / NO IF, NO, PLEASE GIVE DATES OF OTHERS.

_____
_____
_____

DESCRIBE CORRECTIVE ACTION RECOMMENDED WHICH IS BEYOND YOUR AUTHORITY.

_____
_____
_____
_____
_____

EMPLOYEE SIGNATURE: _____ DATE: _____

IMMEDIATE SUPERVISOR: _____ DATE: _____

Any other comments:

Town of Merrimack, NH

Employee/Supervisor's Incident and Near Miss Report

Part 2 - Supervisor's Incident / Near Miss

Investigation Report

To be completed by supervisor directly involved in the employees occupational injury, disease, equipment incident or near miss. Must be completed within 24 hours after knowledge of Incident.

Name: _____

Department: _____ Job Title: _____

Date of Incident: _____ Time of Incident: _____

Date of this Report: _____

DESCRIBE FULLY HOW THE INCIDENT HAPPENED. WHAT TOOK PLACE OR WHAT CAUSED YOU TO MAKE THIS INVESTIGATION:

_____

_____

_____

_____

_____

_____

_____

_____

WHY DID IT HAPPEN? GET ALL THE **FACTS** BY STUDYING THE JOB AND SITUATION INVOLVED (TAKE PICTURES IF POSSIBLE)

_____

_____

_____

_____

_____

_____

WHAT SHOULD BE DONE?

_____

_____

_____

_____

_____

WHAT HAVE YOU DONE THUS FAR? TAKE OR RECOMMEND ACTION, DEPENDING UPON YOUR AUTHORITY.

_____

_____

_____

_____

_____

HOW WILL THIS IMPROVE OPERATIONS?

_____

_____

_____

_____

_____

_____

_____

SUPERVISOR SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

Return forms to Human Resources once completed.

FORM 4

THE STATE OF NEW HAMPSHIRE

DEPARTMENT OF LABOR

Employer's Supplemental Report of Injury

This report, indicating disability of an employee of four or more days, shall be filed as soon as possible after date of knowledge of an occupational injury or disease, but no later than ten days thereafter. Consistent failure to make this report available to the labor commissioner and the nearest claims office of your insurance carrier carries an automatic civil penalty of up to $100.00. (RSA 281-A:53) This report shall also be submitted upon employee's return to work.

1. Name of Employer Town of Merrimack Employer's Identification No. 02-6000548
   (9 digit number assigned by proper Federal Agency)
2. Address 6 Baboosic Lake Road, Merrimack, NH 03054
   (No. and St.) (City and State) (Zip Code)
3. Insured by NH Public Risk Management Exchange - Primex, 46 Donovan Street, Concord, NH 03301-2624
4. Name of Employee _____
   (First Name) (Middle Initial) (Last Name) (S.S. Number)
5. Address _____
   (No. and St.) (City and State) (Zip Code)
6. Date of injury _____ 20 _____
7. Date Disability began _____ 20 _____ A.M. _____ P.M. _____
8. _____
   (Specific dates of disability)

   _____
   (Specific dates of disability)
9. Has injured returned to work? _____ if so, date and hour _____ A.M. _____ P.M. _____
10. Is injured person earning same wages as before injury? _____ If not, explain _____

Date of Report _____

Signed by _____

Official Title _____

Tel. No. _____

Form No. 13 WCA (rev 03/14)

FORM 5

New Hampshire Department of Safety
Bureau of Emergency Medical Services
33 Hazen Drive Concord, NH 03305
1-888-827-5367

EMERGENCY RESPONSE/PUBLIC SAFETY WORKER INCIDENT REPORT FORM

(Completed by Exposed Worker at time of the incident)

Exposed Worker Category: Emergency Care Provider: ___ Police/Corrections Officer: ___ Firefighter: ___

Exposed Worker Name: _____ **Date of Incident:** _____ **Time of Incident:** _____

Home Address: _____
Street Town State Zip

Telephone: Work: _____ **Home:** _____ **Cell:** _____

Medical Referral Consultant: Name _____ **Telephone** _____

Address: _____
Street Town State Zip

Name of Employer: _____

Exposed Worker's Private Physician: _____ **Telephone:** _____

Address: _____
Street Town State Zip

Incident Source Individual's Name: _____ **Sex:** M ___ F ___

Healthcare Facility Receiving Incident Source Individual (if applicable): _____

Facility Address: _____

Healthcare Facility Infection Control Officer: _____

Incident Source Individual's Physician: _____

Exposure Description: (check each that apply)

A. Blood or Other Body Fluids
1. ___ Blood or other body fluids into natural body openings (nose, mouth, eye).
2. ___ Blood or other body fluids into non-intact skin (e.g. cut, burn, abrasion).
3. ___ Needlestick with contaminated needle or other sharp instrument.
4. ___ Other (describe) _____

B. Respiratory
1. ___ Mouth-to-mouth resuscitation.
2. ___ Resuscitation using airway.
3. ___ Other (describe) _____

Type of fluid to which you were exposed (check each that apply)
1. ___ Blood
2. ___ Respiratory Secretions
3. ___ Other (describe) _____

Describe any action take, and when, in response to the exposure to remove the contamination (e.g. hand washing):

_____

What protective measures were being taken at the time of exposure (e.g. wearing gloves, goggles):

_____

Any other information related to the Exposure: _____

_____

I hereby consent to the release of this information to the incident source individual's physician, the healthcare facility, and to the N.H. Division of Fire Standards and Training & Emergency Medical Services.

Signature of Exposed Worker: _____ **Date:** _____

1 Copy to:

__ Medical Referral Consultant __ Infection Control Officer __ Exposed Worker __ NH Bureau of EMS

FORM 6

STATE OF NEW HAMPSHIRE
Department of Safety
Division of Motor Vehicles
MOTOR VEHICLE ACCIDENT REPORT
N.H.RSA 264:25 – REPORTING REQUIRMENTS

M.V. Use Only

In the State of New Hampshire, any Motor Vehicle Accident causing death, personal injury, or combined vehicle/property damage in excess of $1,000 must be reported in writing to the Division of Motor Vehicles within 15 days. Failure to report in the case of death or personal injury is a felony. Failure to report following a property damage only accident is a misdemeanor.

INSTRUCTIONS—PLEASE PRINT OR TYPE ALL INFORMATION—USE BLACK OR DARK BLUE INK

1. The date and location of the accident is very important and you must describe it as accurately and completely as possible in the space provided. When describing the location of your accident, indicate the direction and distance from the crash site to the nearest intersecting road or, for interstate highways, to the nearest mileage marker or exit number.

2. In Section C, for each occupant of your vehicle, or for a pedestrian or bicyclist, enter the requested information on a single line. Utilize a further report form if more than six persons involved. For a witness, enter a "W" in the "WHICH VEHICLE OCCUPIED" column; for a Pedestrian, enter a "P" in the box; for a Bicyclist, enter a "B" . For a new born child (less than one year) enter "NB" for age. Enter "M" for Male and "F" for female.

3. You must enter Injury information on all occupants, utilizing the following designations:
   - K – Any injury that results in death.
   - A – Severe lacerations, broke or distorted limbs, skull fracture, crushed chest, internal injuries, unconscious when taken from the accident scene, unable to leave the accident scene without assistance.
   - B – Lump on head, abrasions, minor lacerations.
   - C – Momentary unconsciousness. Limping, nausea, hysteria, complaint of pain (no visible injury).
   - U – Unknown.
   - N – Not injured.

4. Give your own and your vehicles owner's CURRENT name and address when completing the YOUR VEHICLE part of the form. Report all other driver's and vehicle's information exactly as it appears on their licenses and registrations. If you were involved in an accident with a Pedestrian or Bicyclist, check the appropriate box under OTHER VEHICLE and enter the Pedestrian or Bicyclist information in the OTHER VEHICLE – DRIVER section. If the other vehicle was unoccupied, be very sure to enter the correct vehicle plate number and vehicle make in the appropriate boxes. If you were involved in an accident in which there were more than two vehicles, additional report(s) must be filled out.

5. If you are driving a Commercial Motor Vehicle (Truck over 26,000 GVWR, Bus with more than fifteen seats, or vehicle placarded for Hazardous Materials), please indicate it in the appropriate box.

6. It is mandatory to provide complete insurance information in the section provided, or to indicate that your vehicle and/or license does not have insurance coverage. Your report must be signed and dated, else the report cannot be accepted.

7. If you have difficulty completing this form, your insurance agent may be able to assist you, otherwise contact the Accident Section of the Division of Motor Vehicles at (603) 227-4040 (Speech/Hearing Impaired HELP TTY/TDD Relay 225-4033).

8. Submit your completed and signed reports to:
   Department of Safety
   Accident Section
   23 Hazen Drive
   Concord, NH 03305

SECTION A

DATE OF ACCIDENT	DAY OF WEEK	TIME	☐ AM ☐ PM	CITY/TOWN
NUMBER OF VEHICLES	DID POLICE INVESTIGATE ACCIDENT AT SCENE?		☐ YES ☐ NO	POLICE DEPARTMENT

ACCIDENT OCCURRED

ON _____ ROUTE # OR STREET NAME

Use the one that applies

1. AT THE INTERSECTION WITH _____ ROUTE # and/or EXIT # OR STREET NAME

2. _____ FEET ☐N ☐W ☐E ☐S OF _____ ROUTE # and/or EXIT # OR STREET NAME

SECTION B

Enter the number of the item in the corresponding box provided which best describes the circumstances of the accident.

TYPE OF ACCIDENT

COLLISION WITH:
1. Other Motor Vehicle
2. Motor Vehicle Crossing Median
3. Parked Motor Vehicle
4. Railroad Train
5. Bicyclist
6. Pedestrian
7. Animal
8. Thrown or Falling Object
9. Other Object
17. Motor Vehicle in Transport
18. Pedal Cycle/Moped
19. Snowmobile/OHRV
10. Fixed Object

NON-COLLISION
11. Overturn
12. Spill (2 Wheel Vehicle)
13. Fire
14. Submersion
15. Jackknife
16. Explosion
98. Other*

1 [ ]

If you enter 10 in box 1, enter number below for OBJECT STRUCT in box 2. Otherwise leave box 2 blank.

2 [ ]

1. Traffic Signal
2. Sign Post
3. Guard Rail
4. Crash Cushion
5. Light Pole
6. Telephone/Electric Pole
7. Tree
8. Building Wall
9. Bridge/Pier
10. Median
11. Barrier/Fence
12. Culvert/Headwall
13. Embankment/Ditch/Curb
14. Fire Hydrant/Parking Meter
15. RR Crossing Device
16. Overpass
17. Rock/Sideslope
98. Other*

ACCIDENT LOCATION

1. At Intersection
2. Intersection Related
3. Along the Road
4. Along Road at Driveway Access
5. Off Roadway on Shoulder/Median
6. Off Roadway Beyond Shoulder
7. Ramp/Rotary
8. Toll Plaza/Booth
9. In a Driveway
10. In a Parking Lot
98. Other*

3 [ ]

TRAFFIC CONTROLS

1. None
2. Traffic Signals
3. Stop Sign
4. Yield Sign
5. Lane Control
6. Visible Road Markings
7. Officer/Flagman
8. RR Crossing-Flasher-Gate
9. No Passing Zone
98. Other*

4 [ ]

ROAD DESIGN

1. Interstate
2. Other Divided Highway
3. Not Physically Divided (2-way Traffic)
4. Undivided Road (1-Way Traffic)
5. Driveway or Access Way
98. Other*

5 [ ]

ROAD SURFACE CONDITIONS

1. Dry
2. Wet
3. Snow/Slush
4. Ice
5. Muddy
6. Debris
7. Sand/Dust/Oil
98. Other*
99. Unknown

6 [ ]

WEATHER

1. Clear
2. Cloudy
3. Rain
4. Snow
5. Sleet
6. Fog
7. Blowing Material
8. Severe Cross Winds
9. Rain and Fog
10. Sleet and Fog
11. No Adverse Conditions
99. Unknown

7 [ ]

SECTION C

TYPE OF INJURY K, A, B, C, U, N (See Instructions Above)	LOCATION OF MOST SEVERE INJURY	OCCUPANT'S/INJURED'S POSITION IN OR ON: VEHICLE / MOTORCYCLE/BIKE/SNOWMOBILE	THROWN FROM VEHICLE? Yes / No
	1. Head 2. Neck 3. Chest 4. Arm(s) 5. Trunk/Torso 6. Leg(s) 7. Multiple 8. None 99. Unknown	1 2 3 / 4 5 6 / 7 / 8 (8); 9 / 10 / 11; 1. Driver 2-7. Passengers 8. Ride/Hang on Vehicle 9. Driver (2/3/ Wheeled Vehicle) 10. Passengers (2/3/ Wheeled Vehicle) 11. Sidecar/Sled/ Hang on Vehicle 99. Unknown	SAFETY EQUIPMENT UTILIZED Code: Seat Belts used S; Child Restraint used C; Air Bag Deployed A; Air Bag & Seat Belt B; Helmet Worn (Motorcycles) H; No equipment used –

AGE	SEX				WHICH VEHICLE OCCUPIED?	NAME(S) OF OCCUPANTS IN YOUR VEHICLE / WITNESSES	ADDRESS / PHONE NO.			
8	9	10	11	12				13	14	15

DSMV 400 (Rev. 04/12)

SEE REVERSE SIDE

FORM 6 - Town of Merrimack Safety Policy

*Without DESCRIPTION OF ACCIDENT, ESTIMATE OF REPAIR, or OPERATOR'S SIGNATURE, report will NOT be accepted.

SECTION D

YOUR VEHICLE				OTHER VEHICLE				BICYCLIST ☐ PEDESTRIAN ☐
DRIVER LICENSE NO.	STATE	CLASSIFICATION		DRIVER LICENSE NO.	STATE	CLASSIFICATION		
DRIVER'S NAME LAST, FIRST, MIDDLE				DRIVER'S NAME LAST, FIRST, MIDDLE				
D.O.B.		SEX		D.O.B.		SEX		
CURRENT ADDRESS, NUMBER AND STREET		PHONE NO.		CURRENT ADDRESS, NUMBER AND STREET		PHONE NO.		
CITY/TOWN	STATE	ZIP CODE		CITY/TOWN	STATE	ZIP CODE		
PLATE NO.	STATE	TRAILER PLATE NO.	STATE	PLATE NO.	STATE	TRAILER PLATE NO.	STATE	
SAME AS DRIVER ☐	OWNER NAME LAST, FIRST, MIDDLE			SAME AS DRIVER ☐	OWNER NAME LAST, FIRST, MIDDLE			
CURRENT ADDRESS, NUMBER AND STREET		PHONE NO.		CURRENT ADDRESS, NUMBER AND STREET		PHONE NO.		
CITY/TOWN	STATE	ZIP CODE		CITY/TOWN	STATE	ZIP CODE		
MAKE	YEAR	COMMERCIAL VEHICLE ACCIDENT ☐		MAKE	YEAR	COMMERCIAL VEHICLE ACCIDENT ☐		
V.I.N.				V.I.N.				
VEHICLE TOWED ☐	BY	TO		VEHICLE TOWED ☐	BY	TO		
DESCRIBE DAMAGE TO VEHICLE				DESCRIBE DAMAGE TO VEHICLE				
*ESTIMATED COST TO REPAIR				*ESTIMATED COST TO REPAIR				

SECTION E

YOUR INSURANCE CO.	ESTIMATED PROPERTY DAMAGE (OTHER THAN VEHICLE)
AGENT	IDENTIFY DAMAGED PROPERTY OTHER THAN VEHICLE(S)
ADDRESS	
POLICY NUMBER / EFFECTIVE DATE	

SECTION F

ACCIDENT DIAGRAM

Check one of the diagrams if it adequately describes the accident, OR draw your own diagram on a separate sheet and attach. Number the vehicles, with your vehicle being No. 1.

Rear	Passing	Lt. Turn	Intersection	Rt. Turn	Rt. Turn	Head On	Sideswipe
1☐	2☐	3☐	4☐	5☐	6☐	7☐	8☐

* DESCRIBE THE ACCIDENT

* OPERATOR'S SIGNATURE | DATE OF REPORT (DAY / MONTH / YEAR)

VEHICLE TYPE

1. Automobile	9. Moped	13. Other/Unknown Light Truck	YOUR Vehicle 1 → 16
2. Pick-Up/Light Truck	10. Motor Home	97. Motor Carrier	
3. Panel/Van	11. Passenger Light Van	98. Other* *	Other Vehicle 2 → 17
8. Motorcycle	12. Utility Vehicle (4x4)		

VEHICLE DIRECTION

1. North	3. South	99. Unknown	YOUR Vehicle 1 → 18
2. East	4. West		Other Vehicle 2 → 19

PRE-ACCIDENT ACTION

VEHICLE: (Box 20 and/or 21)			
1. Following Roadway	18. Avoid Something in Road	YOUR Vehicle 1 → 20	
2. Right Turn on Red	19. Wrong Way on a 1-Way		
3. Making Right Turn	97. OTHER Action in Road		
4. Making Left Turn	(Box 21 only)		
5. Making U-Turn	41. Crossing with Signal		
6. Starting From Parked	42. Crossing against Signal		
7. Starting in Traffic	43. Crossing at Crosswalk No Signal		
8. Slowing or Stopping	44. Crossing No Signal/Crosswalk		
9. Stopping in Traffic	45. Walk/Ride with Traffic		
10. Entering Park Position	46. Walk/Ride against Traffic		
11. Parked Properly	47. Emerge from Front/Rear of Parked Vehicle	Other Vehicle or Ped/Bike 2 → 21	
12. Parked and Rolled	48. Get On/Off School Bus		
13. Changing Lanes/Merging	49. Get On/Off Vehicle		
14. Overtaking/Passing	50. Pushing/Working on Vehicle		
15. Passing on Right	51. Playing/Jogging		
16. Backing	52. Standing/Walking		
17. Parked Improperly	98. OTHER Pedestrian/Bicyclist Action		

Primex
NH Public Risk Management Exchange

DRIVER'S EMERGENCY ACCIDENT REPORT KIT
KEEP IN VEHICLE AT ALL TIMES

IN CASE OF ACCIDENT

1. Stop immediately. If possible, pull off traveled portion of roadway.
2. Warn other motorists. Set out emergency flares, etc.
3. Check for injuries. Have someone call doctor or ambulance.
4. If injuries or serious property damage, call police.
5. Get names and addresses of witnesses. Forms enclosed.
6. Exchange driver and vehicle information with other parties involved.
7. Do not make statements or argue as to who was at fault. Do not sign an admission of fault.
8. Do not discuss accident with anyone except: 1) Police; 2) your supervisor; and 3) your insurance representative.
9. Complete *Emergency Accident Report* at the scene.
10. Report accident to your office immediately by phone.

DIAGRAM OF ACCIDENT

Show streets by name, illustrate positions of all vehicles and indicate directions traveled by arrows. Indicate which direction is North.

↑North

This is a preliminary report.
Complete state and company forms as required.

OTHER VEHICLE

Make_____ Year_____

License #_____ State_____

Driver's name_____ Age_____

Address_____

Operator license #_____ State_____

Passenger's name_____

Address_____

Passenger's name_____

Address_____

Describe vehicle damage_____

YOUR VEHICLE

Make_____ Year_____

License #_____ State_____

Driver's Name_____ Age_____

Address_____

Operator license #_____ State_____

Passenger's name_____

Address_____

Passenger's name_____

Address_____

Describe vehicle damage_____

EMERGENCY ACCIDENT REPORT

(To Be Completed By Driver at Scene of Accident)

WITNESSES (Use Witness Cards)

1. Name_____

   Address_____

2. Name_____

   Address_____

3. Name_____

   Address_____

INJURED PERSONS

1. Name_____ Age____

   Address_____

2. Name_____ Age____

   Address_____

3. Name_____ Age____

   Address_____

Extent of injuries_____

_____

Name of doctor or hospital to which taken_____

_____

ACCIDENT DATA

Accident date_____ Time_____AM/PM

Accident location_____

Weather_____ Road condition_____

Reported to which Police Dept?_____

Investigating Officer_____Badge #_____

Police report prepared?_____

Citations issued?_____

DESCRIPTION OF ACCIDENT

In your own words, describe how accident happened.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

FORM 7

SAFETY TRAINING ATTENDANCE RECORD

This attendance record is to be signed by each employee attending this safety session and will be completed, reviewed, and forwarded as indicated below.

Training Title _____

Subject _____

Date of Training _____ From _____ AM/PM To _____ AM/PM

Location _____

Work Group _____ Department _____

Conducted by _____ Title _____

Employees in Attendance

Printed Name and Signature	*Printed Name and Signature*

Attendance Reviewed by

_____

Supervisor Date

The supervisor should retain a record copy of all training sessions involving his/her personnel. Copies of the signed Safety Training Attendance Record should be sent to Human Resources to be placed in the employees' personnel files.

FORM 8

SAFETY SURVEY AND INSPECTION CHECKLIST

The *Safety Survey and Inspection Checklist* is all encompassing. Therefore, some sections may not apply to your department or work site. Please circle responses only for the items that apply to your work site. Thank you for your cooperation.

Record Keeping:	YES	NO	NOT APPLICABLE
Are all occupational injuries or illnesses, other than minor first-aid treatment, being reported?	Y	N	N/A
Are all operating permits and records up to date for such items as elevators, air pressure tanks, etc.?	Y	N	N/A
Is there an active Joint Loss Management Committee?	Y	N	N/A
Are the minutes of the committee meetings kept and made available?	Y	N	N/A
Are all accidents and incidents reported?	Y	N	N/A
Are there current disciplinary procedures for violations of the safety and health rules?	Y	N	N/A
Are certificates for boilers and elevators posted as required?	Y	N	N/A
Are MSDS sheets available and employees trained, as required by Worker's Right to Know Law?	Y	N	N/A
Are the First Aid logs being completed properly when the kits are used?	Y	N	N/A
Building:			
Are internal and external areas of the building well lit, as well as the parking facilities?	Y	N	N/A
Are alarm systems working correctly?	Y	N	N/A
Are emergency exits free of obstructions?	Y	N	N/A
Are panic button working properly?	Y	N	N/A
Are elevators working properly?	Y	N	N/A
Entrances:			
Are the regular entrances and exits free from obstruction?	Y	N	N/A
Are locks properly working?	Y	N	N/A
Are emergency exits unlocked and usable?	Y	N	N/A

Hallways:			
Are they free from obstruction?	Y	N	N/A
Are fire doors separating stairwells from hallways and smoke-partition doors equipped with self-closing mechanisms or automatic-release hold-open devices?	Y	N	N/A
Walkways:			
Are aisles and walkways marked as appropriate?	Y	N	N/A
Are wet surfaces covered with non-slip material?	Y	N	N/A
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?	Y	N	N/A
Are spilled materials cleaned up immediately?	Y	N	N/A
Are standard guardrails provided wherever aisle or walkway surfaces are elevated above any floor or ground?	Y	N	N/A
Are bridges provided over conveyors and similar hazards?	Y	N	N/A
Elevated Surfaces:			
Are signs posted, when appropriate, showing the elevated surface load capacity?	Y	N	N/A
Are all elevated surfaces stacked or racked in a manner to prevent the load from tipping, falling, collapsing or rolling?	Y	N	N/A
Are dock boards or bridge plates used when transferring materials between a loading dock and truck?	Y	N	N/A
Exit Doors:			
Are doors that are required to serve as exits designed and constructed so that the exit path is obvious?	Y	N	N/A
Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort?	Y	N	N/A
Where exit doors open directly to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?	Y	N	N/A
Stairs and Stairways:			
Are stairways free from leaks and spills?	Y	N	N/A
Are guardrails located where needed?	Y	N	N/A
Are stairways free from obstruction?	Y	N	N/A

Ergonomics:

Have all employees been trained on proper lifting techniques?	Y	N	N/A
Have all employees been trained on proper sitting techniques?	Y	N	N/A
Have all employees been trained on ergonomics for computer usage?	Y	N	N/A
Is there proper ergonomic equipment to use if needed?	Y	N	N/A
Have all ergonomic injuries been reported and recorded?	Y	N	N/A

Playground and Parks:

See individual department "Inspection Form."

Lockout/Tagout:

Is there a program that describes the procedures for safely locking out machinery and equipment prior to repairs, maintenance, and setup?	Y	N	N/A
All employees properly trained in the correct lockout techniques?	Y	N	N/A
Does the lockout program include all energy sources, such as electrical, pneumatic, hydraulic, and all other stored energy?	Y	N	N/A

Electrical:

Are proper wiring and connectors used?	Y	N	N/A
Are all covers in place and unbroken?	Y	N	N/A
Are there any cords running through doors, under rugs, or across aisles?	Y	N	N/A
Are there any frayed, worn, old or damaged cords? *If so, report immediately*!	Y	N	N/A
Is service cable proper length?	Y	N	N/A
Are all boxes properly installed and spaced?	Y	N	N/A
Are smoke detector requirements met?	Y	N	N/A
Is all wire properly supported?	Y	N	N/A
Are required clearances maintained for lighting fixtures?	Y	N	N/A

Heating and Cooling:

Are appropriate temperature and humidity levels maintained?	Y	N	N/A
Are adequate safety/protection measures in place to avoid/detect leaks and other damage from system failures?	Y	N	N/A
Do fans have proper finger guarding?	Y	N	N/A

Are fans located below head level?	Y	N	N/A

Material Handling Equipment:
See individual department "Inspection Form."

Fire Safety:

Are flammable and combustible materials stored according to their fire characteristics?	Y	N	N/A
All flammable liquids separated from other material by a fire wall?	Y	N	N/A
Are combustible materials stored in an area where smoking and using an open flame or spark-producing device is prohibited?	Y	N	N/A
Are one or more fire extinguishers provided on each building floor?	Y	N	N/A
Is at least one fire extinguisher located adjacent to stairways?	Y	N	N/A
Are extinguishers and water drums that are subject to freezing protected?			
Are fire extinguishers provided within 50 feet of the location of at least 5 gallons of flammable or combustible liquids?	Y	N	N/A
Are all exits properly lit and located?	Y	N	N/A
All first-aid kits located where needed?	Y	N	N/A
Is there a portable fire extinguisher, rated at least 6# BC, located within 75 feet of any refueling area?	Y	N	N/A

First Aid:

Are all emergency phone numbers posted?	Y	N	N/A
Are first aid kits easily accessible and stocked with the proper supplies?	Y	N	N/A
Have first aid kits been approved by a physician or the Fire Department?	Y	N	N/A
Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?	Y	N	N/A

Laboratory:
See individual department "Inspection Form."

Powered Industrial Trucks:
See individual department "Inspection Form."

Portable Ladders:

Are all ladders maintained in good condition?	Y	N	N/A
Are non-slip safety feet provided on each ladder?	Y	N	N/A

Are ladder rungs and steps free from grease or oil?	Y	N	N/A
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked, locked, or guarded?	Y	N	N/A
Are ladders prohibited from being placed on boxes, barrels, or other unstable bases as a means to gain additional height?	Y	N	N/A
Are all employees instructed to face the ladder while ascending or Descending?	Y	N	N/A
Are all employees instructed not to use the top step of the stepladder as a step?	Y	N	N/A
Are all ladders inspected for damages frequently?	Y	N	N/A

Machine Guarding:
See individual department "Inspection Form."

Compressed Gas Cylinders:
See individual department "Inspection Form."

Spraying Operations:
See individual department "Inspection Form."

Confined Space:
See individual department "Inspection Form."

Personal Protective Equipment:

Is all personal protective equipment of safe design and construction for the work to be performed?	Y	N	N/A
Has the workplace been assessed to determine if hazards are present or likely to be present, requiring the use of PPE?	Y	N	N/A
Have all employees been properly trained in the use of the required PPE?	Y	N	N/A
Has the proper equipment been selected and fitted to each employee affected?	Y	N	N/A
Has proper care and maintenance been taken of the PPE?	Y	N	N/A

Bathrooms:

Are floors clean and dry to prevent slips and falls?	Y	N	N/A
Are toilets, urinals, and sinks secured firmly and in proper working order?			
Is the restroom well lit?	Y	N	N/A
Are restrooms maintained clean and sanitary?	Y	N	N/A

Are all signs located in proper place?	Y	N	N/A

Office Areas:

Are desks and chairs appropriate for the type of work being performed and in proper working order?	Y	N	N/A
Are electrical cords covered or secured to prevent a tripping hazard?	Y	N	N/A
Are all file cabinets and desk drawers kept shut when not in use?	Y	N	N/A
Are file cabinets, shelves, and partitions properly secured and free of Loose items lying on top of them?	Y	N	N/A
Are all work areas clean, sanitary, and orderly?	Y	N	N/A
Are work surfaces kept dry, or are appropriate means taken to assure the surface is slip resistant?	Y	N	N/A
Are windows free of breaks and cracks?	Y	N	N/A

Parking:

Is the parking lot properly maintained and free from destructive objects?

Is the building structure in good condition?	Y	N	N/A
Is lighting located where needed and in working condition?	Y	N	N/A
Is the lot plowed, sanded and salted when needed?	Y	N	N/A
Is the lot free from major potholes?	Y	N	N/A
Are direction arrows in proper place and easy to see?	Y	N	N/A
Are handicap parking spaces available?	Y	N	N/A
Does the lot have a working drainage system?	Y	N	N/A
Are fire lines properly marked and easy to see?	Y	N	N/A
Are there drain covers where needed?	Y	N	N/A
Are sidewalks accessible, with handicap access?	Y	N	N/A

Storage:

Does storage that houses confidential information have a lock, and is it documented who has access?	Y	N	N/A
Are passageways clear of boxes, equipment, etc.?	Y	N	N/A

Are boxes stored not more than four feet high?	Y	N	N/A
If the storage houses chemicals/flammable liquids or hazardous equipment, are those items properly stored with proper ventilation?	Y	N	N/A
Is there clearance beneath sprinklers?	Y	N	N/A
Are circuit breakers and fuses labeled?	Y	N	N/A
Is the area around the furnace and water heater clear of combustible materials?	Y	N	N/A
Are flammable liquids stored properly?	Y	N	N
Is PPE available, with all employees trained in its proper use?	Y	N	N/A

Training Rooms:

Are all exit doors unobstructed for quick and easy evacuation?	Y	N	N/A
Do floors have cords, book, debris, or other trip hazards?	Y	N	N/A
Are chairs, seats, desks, and lockers hazard free?	Y	N	N/A
Are windows free of breaks and cracks?	Y	N	N/A
Are closets and storage rooms clean and orderly?	Y	N	N/A
Are rooms neat and clean?	Y	N	N/A

Suggestions:

Other Comments:

FORM 9

Office Ergonomics Evaluation
Fitting the Workstation to the Employee

Member: **Employee:** **Location:** **Date:**

		Yes	No	N/A		Recommendations	Date Completed
A	Document Holder	Δ	□	O	In line with screen		
		Δ	□	O	At same distance as screen		
		Δ	□	O	Appropriate size/type holder		
B	Screen Glare	Δ	□	O	Contrast/brightness adjusted		
		Δ	□	O	Window light controlled		
		Δ	□	O	Task lighting repositioned/ provided		
		Δ	□	O	Anti-glare screen installed		
		Δ	□	O	Overhead lighting reduced		
C	Screen Height	Δ	□	O	Directly in front of operator		
		Δ	□	O	18–30" from operator		
		Δ	□	O	Top of screen at or just below eye level (lower for bifocal/ trifocal wearers)		
D	Neutral Neck Position	Δ	□	O	Proper alignment (not tilted, turned)		
E	Arm Position	Δ	□	O	Vertical upper arm		
		Δ	□	O	90 degree angle at elbow		
		Δ	□	O	Forearm parallel to floor		
F	Neutral Wrist Position	Δ	□	O	Proper alignment (not flexed/angled)		
		Δ	□	O	Supported with wrist rest during keying pauses only		
G	Keyboard/ Mouse	Δ	□	O	Mouse at same height as and directly beside keyboard		
		Δ	□	O	Positioned for neutral wrist position		
		Δ	□	O	Positioned for use of wrist rest		
		Δ	□	O	Positioned in front of the operator		
		Δ	□	O	Positioned with negative incline		
H	Desk	Δ	□	O	3–6" knee clearance		
		Δ	□	O	Frequently-used items in front of operator		
		Δ	□	O	Organized work area		
		Δ	□	O	If writing when using keyboard, writing surface is on dominant side and within easy reach		
I	Chair	Δ	□	O	Easily adjustable		
		Δ	□	O	Rounded seat edge		
		Δ	□	O	Adequately padded seat		
		Δ	□	O	Moves easily on floor surface		
		Δ	□	O	Employee knows how to adjust chair		
J	Lumbar Support	Δ	□	O	Firm/stable chair back		
		Δ	□	O	Chair back continually contacts operator		
		Δ	□	O	Chair adjusted for comfort/ support		
K	Leg Position	Δ	□	O	Upper legs parallel to floor		
		Δ	□	O	Clearance between chair and back of legs		
L	Foot Rest	Δ	□	O	Provided if feet do not rest firmly on floor while maintaining parallel upper leg		
		Δ	□	O	Angles for comfort		
M	Phone	Δ	□	O	Hands-free operation (head set or phone rest)		
		Δ	□	O	Within reach of operator		

FORM 10

PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT

Department_____ Division_____

Work Site_____ Operation/Process_____

Job Title(s) Assessed_____

Person Performing Assessment_____ Date_____

Signature_____

The following hazards have been observed during the work process:

Impact: ☐ Falling objects ☐ Moving Vehicles ☐ Flying objects ☐ Overhead projections ☐ Other (please specify): _____	***Notes:***
Penetration: ☐ Sharp/piercing objects	***Notes:***
Compression (roll-over): ☐ Rolling or pinching objects	***Notes:***
Chemical: ☐ Inhalation ☐ Injection ☐ Splash ☐ Ingestion ☐ Absorption	***Notes:***
Heat: ☐ Hot metal ☐ Hot sparks ☐ Ignition of clothing/PPE	***Notes:***
Light (optical) Radiation: ☐ Welding ☐ Cutting ☐ Furnace ☐ Lasers ☐ Brazing ☐ Heat Treating	***Notes:***
Dust: ☐ Grinding ☐ Sawing ☐ Sanding ☐ General dusty conditions	***Notes:***
☐ **Electrical**	***Notes:***
☐ **Extreme Cold**	***Notes:***
☐ **Noise**	***Notes:***
☐ **Respiratory System**	***Notes:***
Water: ☐ Drowning ☐ Moisture/Rain	***Notes:***

Is Personal Protective Equipment (PPE) necessary? ☐ Yes ☐ No **If Yes, list the PPE needed:**

Part of Body	N/A	*PPE Needed*	*PPE Needed*	*PPE Needed*
Eyes				
Ears				
Face				
Head				
Hands				
Body				
Feet				
Respiratory System				

FORM 11

LOCKOUT/TAGOUT ANNUAL INSPECTION FORM

For use by Department/Division Heads in annual inspection of energy control procedures and practices to ensure that general and specific lockout/tagout procedures are being followed.

1. Inspection Date _____

2. Inspector (Printed Name/Signature) _____/_____

1. Employee(s) Inspected (Printed Name(s)/Signature(s))

_____/_____

_____/_____

_____/_____

_____/_____

4. Machine/Equipment on which the energy control procedure was being utilized

_____

_____

_____

_____

_____

Item	Yes	No
Does employee have or have access to adequate lockout/tagout devices?		
Has employee tested the effectiveness of his/her lockout/tagout devices?		
Has employee received lockout/tagout training in the last year?		
If this is an outside contractor, has a supervisor informed him/her of the necessity for adhering to these procedures?		
Have all procedures been followed?		
Were tagouts legible and clearly displayed?		

5. Comments/Observations_____

_____

_____

_____

_____

FORM 12

SAFETY (JLMC) AND WELLNESS COMMITTEE RECOMMENDATION FORM

Committee Action:

Recommendation to (Division/Department/Supervisor): _____

_____

In reference to: _____

_____

_____

Date of recommendation: _____/_____/_____

Description of recommendation: _____

_____

_____

_____

_____

_____

_____

Supervisor Action:

Accept Recommendation: Yes ☐ No ☐

Explanation:

_____

_____

_____

_____

_____

Other: _____

_____

_____

_____

cc: Town Manager, Human Resources

FORM 13

Town of Merrimack

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

Date Reported: _____

Name of Person Making Report: Telephone Number:

_____ _____

If anonymous, indicate method of notification:

☐ Telephone call ☐ Written Document ☐ Other; specify: _____

Name /Location of the affected department: _____

_____

Name of Alleged Threat Maker / Perpetrator: _____

Relationship to the person reporting:

☐ Employee ☐ Volunteer ☐ Town Citizen ☐ Vendor ☐ Contractor

Relationship to Victim / Potential Victim (if any): _____

Name of Victim / Potential Victim: _____

Additional Information or documents may be attached, if necessary

When (date) and where (physical location) did alleged threat or act of violence occur?

_____

_____

What events occurred immediately prior to the incident?

_____

_____

_____

What was the specific language of the alleged threat?

_____

_____

Provide specific details of the alleged threat or act of violence:

_____

_____

_____

_____

_____

Describe the conduct and appearance of the Threat Maker / Perpetrator (physically and emotionally):

_____

_____

Name of Witnesses: Telephone Numbers:

#1 _____ _____

#2 _____ _____

#3 _____ _____

What happened to the Threat Maker / Perpetrator after the incident?

_____

_____

_____

Names of supervisory staff involved and how they responded:

_____

_____

_____

Steps that have been taken to ensure that the threat will not be carried out or act of violence repeated:

_____

_____

_____

_____

Was local Law Enforcement notified? ☐ YES ☐ NO If yes, date: _____

If yes, what action was taken by Law Enforcement?
☐ No action taken ☐ Report Written ☐ Suspect escorted from property ☐ Suspect arrested

Name of local Law Enforcement Agency notified: _____

Suggestions for preventing a similar incident in the future:

_____

_____

_____

_____

Signature: _____

Job Title: _____

Supervisor Accepting Report: _____ Date: _____

FORM 14

Town of Merrimack Safety Manual Employee Acknowledgement Form

I, (employee name)_____, hereby acknowledge that I have been provided access to the Town of Merrimack Safety Manual that is located on the Town's website and

_____.
(Supervisor to fill in department/division and location within.)

- → I understand that it is my responsibility to read and become familiar with these policies and any associated expectations, obligations, rights and/or responsibilities as well as any department safety policies and procedures.
- → I also understand that the Town of Merrimack can add, delete or modify any provision of its Safety Program without prior notice, and I am responsible for reading and understanding such changes when they are provided to me.
- → Further, I understand that it is my responsibility to ask my supervisor if I have any questions about my rights, duties and obligations under these policies.
- → Lastly, I acknowledge that failure to follow the requirements of these policies, may lead to discipline, up to and including, termination.

Issued to:_____on _____

Signed by:_____on _____
Employee's Signature Date