



## Town of Londonderry Safety Program

Adopted by the Town Council

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Revision	Date	Comments
01	11/15/11	Revision for Town Council approval and adoption
02	12/16/13	Revision for Town Council approval and adoption. Updates were made to Sections I, V and VI.
03	1/20/17	JLMC reviewed and approved as is, no changes made.
04	10/17/19	JLMC approved grammatical (non-substantive) changes.
05	10/7/21	JLMC approved addition of NHDOL web citations for most current DOL laws and rules regarding safety.

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## **Section I: Introduction**

The welfare, health and safety of our employees are prime concerns of the Town of Londonderry and its management. Avoiding illnesses, accidents and injuries that may result in unnecessary suffering, loss of wages, work days and all too often permanent disability is of paramount importance to the Town and to its effective and efficient operation.

The Town recognizes the critical importance of its employees in achieving its mission and goals. We are justifiably proud of our employees and genuinely concerned for their health, safety and well-being. We rely on each employee's judgment and responsibility to provide the best possible services to our community. We recognize that every employee is critical to and accountable for the success of the Town's Safety Program.

It is the Town's intent to follow all applicable NH Department of Labor (DOL) Laws and Rules related to employee safety. Such laws and rules can be found online here: <https://www.nh.gov/labor/laws/index.htm>.

This Safety Program is meant to enhance prevention of work place injuries, illnesses and accidents. Following the rules and procedures outlined in this program should result in a safer working environment for all Town employees. It is recognized and understood that the inherently dangerous duties of emergency first responders (i.e. Police & Fire) will at times cause these particular town employees to operate outside the scope of some of these rules and procedures. Additional safety measures you will note in this program include but are not limited to: implementation of a town-wide seat belt policy; enforced usage of all protective gear and equipment; safety education; continuation of a Joint Loss Management Committee to monitor, promote and recommend changes to enhance workplace safety and training; and education on preventing workplace incidents and maintaining a healthy lifestyle.

Because of the importance of workplace safety to all Town employees, the Town itself and members of the public, any violation of a safety rule, policy or procedure will not be ignored and may subject the employee to disciplinary action, up to and including termination.

## **Section II: Management Commitment**

Workplace safety is as important to our workplace as all other job functions. It is the Town's belief that with adequate education, training and awareness, almost all workplace accidents, illnesses and injuries should be preventable. Working safely is a condition of employment of every Town employee. The Town recognizes the importance of training and educating every employee on safety aspects relative to their job duties and strives to provide each employee with safety training and education related to their job responsibilities. In addition to preventing its employees from having to endure needless pain and suffering by preventing workplace accidents, injuries and illnesses, the adherence to safe workplace practices should result in monetary savings which the Town can put to other uses for the benefit of the Town, its citizens and its employees.

All management personnel of the Town are accountable for the success of the Town's Safety Program. Success and enforcement of the provisions of this Program are an essential function of the job duties of all Town management employees, and are a part of the evaluation of management employees.

The Town and each of its management employees are fully committed to the Town's Safety Program and its goal of avoiding workplace illnesses, accidents and injuries.

## **Section III: Responsibilities of Town and Employees**

All employees are responsible for the workplace health and safety of themselves, their co-workers and the general public they come in contact with in the course of their job duties. While the Town and its managers have ultimate responsibility for the overall success of the Town's workplace Safety Program, every Town employee is also responsible for, and is important to, the success of this Program. The general responsibilities of each level of Town employee with regard to the Safety Program is set forth below.

### **Management**

- Develop procedures to ensure that every employee is aware of the Town's commitment to safety in the workplace and the elements of its Safety Program.
- Stay current on recommended health and safety measures and precautions that should be followed and available safety equipment and/or protective gear.
- Provide employees with necessary training, education, equipment and protection, including protective clothing and gear necessary to perform their job functions in a healthy and safe manner.
- Support and ensure that all Town supervisors emphasize to all employees that safety always comes first.

### **Direct Supervisors**

- Take immediate action to correct any unsafe condition or action.
- Provide employees with necessary personal protective equipment, along with training for its use and make certain it is used when necessary.
- Make sure that all machine guarding is in place and functioning properly.
- Promptly investigate and report all workplace accidents, injuries and illness.
- Take appropriate disciplinary action for any violations of the Town's safety policies or procedures.

### **Employees**

- Immediately report all workplace accidents, injuries or illnesses and any unsafe work conditions to their supervisor, or if their supervisor is not available, to another member of management.
- Obey all of the Town's safety and health policies and procedures.
- Attend all Safety and health training required by the Town.

## **Section IV: Safety and Health Committee**

### ***Joint Loss Management and Wellness Committee***

Each major work location of the Town will have Joint Loss Management and Wellness Committee members to carry out the purpose of RSA 281-A:64 (<http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-64.htm>), which is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. The Joint Loss Management and Wellness Committee assists the Town in identifying and correcting workplace health and safety issues.

Each of the Town's Joint Loss Management and Wellness Committees will have an equal number of employer and employee members. Any major work location of the Town having 20 or fewer employees will have a minimum of 2 members on its Committee, and major work locations having 20 or more employees will have a minimum of 4 members on their Committee. Employee members of each of these Committees will be designated as follows:

- At any major work location having no elected bargaining representative, non-management employees at the location will select their representative(s).
- At any major work location where all non-management employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the employee representative(s).
- At any major work location having more than one labor organization representing non-management employees and/or also having non-management employees not in a bargaining unit, each bargaining unit and/or unrepresented major work activity group of Town employees will be entitled to designate a proportional number of committee members based on the number of employees in their bargaining unit/unrepresented group to the total number of non-management employees at the work location, but in no case shall any of these groups have less than one member on the Committee regardless of their numbers.

The Town of Londonderry maintains an active Joint Loss Management and Wellness Committee which meets at least quarterly each year. Committee members will collect recommendations and suggestions from other employees for presentation at Joint Loss Management Committee and Wellness Committee meetings. Representatives will also provide documentation and/or information on accidents or injuries from their department for the three months preceding the meeting. The membership shall elect a chairperson, vice chairperson and secretary. The position of Chairperson of the Committee shall rotate on a yearly basis between a Supervisor/Manager and Non-Supervisor/Non-Manager representative.

**Committee responsibilities shall include the following:**

- Review workplace accidents and injury data;
- Establish specific safety programs and policies;
- Conduct periodic inspections, no less than semi-annually, to identify any potential health and safety hazards;
- Ensure verbal or written responses to all recommendations regarding safety concerns;
- Ensure that required training and familiarization with the Safety Program is provided to all employees so they may perform their work in the safest possible working environment;
- Provide an open forum for discussion of accidents and preventative measures;
- Ensure committee actions are reported to town employees and that all established goals and objectives of the committee are adequately translated and enforced;
- Maintain and make available committee meeting notes for the benefit of every employee; and
- Establish wellness programs and coordinate health and safety opportunities for all town staff.

**To carry out the intent of RSA 281-A: 64, the Town of Londonderry shall:**

- Respond in writing to recommendations made by the Committee or make a verbal response that is recorded in the Committee's official minutes;
- 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
- Provide 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.

## **Section V: Safety Laws, Rules and General Safety Policies for All Town Employees**

The following safety and health laws, regulations, policies and practices are important for every Town employee to be aware of and follow. Other health and safety laws, regulations, policies and practices specific to individual job positions are separately communicated to employees in such jobs.

### **New Hampshire Laws and Regulations**

#### **NH RSA 155:64-76- Indoor Smoking Act**

(<http://www.gencourt.state.nh.us/rsa/html/XII/155/155-64.htm>)

Restricts smoking in all publicly owned buildings, enclosed places of public access and workplaces unless the person in charge determines and designates an area(s) for smoking that can effectively be segregated, and requires a written smoking policy (See Appendix I.2).

#### **NH RSA 265:105-a- Prohibited Text Messages and Device Usage While Operating a Motor Vehicle** (<http://www.gencourt.state.nh.us/rsa/html/xxi/265/265-105-a.htm>)

Prohibits any person operating a moving motor vehicle from writing a text message or using two hands to type on or operate any electronic or telecommunication device. (Note: the Londonderry Police Department and Londonderry Fire Department are exempt from IT/Media Cell phones policies)

#### **NH RSA 277- Safety and Health of Employees**

(<http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XXIII-277.htm>)

Generally provides safety and health requirements in the areas of building construction and repairs, maintenance of first aid equipment and safety and health inspections.

#### **NH RSA 277-A- Toxic Substances in the Workplace**

(<http://www.gencourt.state.nh.us/rsa/html/XXIII/277-A/277-A-mrg.htm>)

Requires that employers provide employees with information regarding known toxic substances an employee may be exposed in the workplace and its hazards, and to take practicable and feasible measures to protect employees from the risks of such substances.

#### **NH RSA-281-A:64** (<http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-64-a.htm>)

Requires that an employer provide its employees with safe employment, including protective equipment, safe work procedures, and that employers of a specific size have a joint employer/employee joint loss management committee and a written safety program.

**NH DOL Rules 600 et seq- Safety Programs and Joint Loss Management Committees** NH Department of Labor Rules on joint employer/employee loss management committees and written safety programs required by NH RSA 281-A:64. See, [http://www.gencourt.state.nh.us/rules/state\\_agencies/lab600.html](http://www.gencourt.state.nh.us/rules/state_agencies/lab600.html).

#### **NH DOL Rules 1400 et seq- Safety and Health of Employees**



Establishes procedures and guidelines for workplace safety inspections under NH RSA 881-A and 277:16, and provides detailed workplace health and safety requirements. See, [http://www.gencourt.state.nh.us/rules/state\\_agencies/lab1400.html](http://www.gencourt.state.nh.us/rules/state_agencies/lab1400.html).

## **Town Safety and Health General Rules**

### **General Safety Rules**

Each department will provide, and all employees will use, appropriate protective equipment when performing potentially hazardous work. This includes, but is not limited to, hard hats, gloves, safety glasses, ear protection, safety or fire-retardant clothing and boots. The Town will seek to provide ergonomic office equipment when purchasing new office equipment or replacing old equipment.

Employees shall abide by all Town safety policies and procedures in this Safety Program, including but not limited to the policies listed in Appendix I:

- Seat Belt Policy
- Smoke Free Workplace Policy
- Accident Reporting and Investigation
- Building/Job Site Inspection Criteria
- Panic Button/Workplace Violence Policy
- Exposure to Bodily Fluids/Infections
- Toxic Substances in the Workplace
- Lock Out
- Confined Space

Employees shall use proper lifting techniques to avoid back injury. This includes bending the knees while lifting to relieve the pressure on the lower back. Objects that are too heavy should not be lifted alone; in this event, employees shall request help.

All power tools and equipment shall be inspected periodically to ensure proper running condition in accordance with department policy.

Employees shall practice proper care in accordance with the State of NH Department of Labor Administrative Rules for Safety and Health Chapter LAB 1400. Those Rules can be found online here: [http://www.gencourt.state.nh.us/rules/state\\_agencies/lab1400.html](http://www.gencourt.state.nh.us/rules/state_agencies/lab1400.html).

Employees are encouraged to receive primary First Aid training. The course is available through the American Red Cross and periodically through the Londonderry Fire Department. CPR and defibrillator training may be offered periodically by the Town's Joint Loss Management and Wellness Committee.

Employees are encouraged to participate in wellness activities. Other safety or health related activities, including educational sessions sponsored by the Town's Joint Loss Management and Wellness Committee are also encouraged.

Employees are required to follow department procedures regarding exposure to bodily fluids/infections. Employees may be required to complete Infectious Disease training as adhered to by the Londonderry Fire Department.

Employees are required to adhere to all motor vehicle laws when driving Town vehicles.

## **Accident and Incident Reporting**

Employees are required to report all workplace accidents, injuries, illnesses and "near misses" to their immediate supervisors, in accordance with the guidelines in Appendix I.3 Accident Reporting and Investigation. Supervisors will take appropriate steps to document all workplace accidents, illnesses or injuries. Accident/Injury forms must be completed in a timely manner; however, seeking medical help, when necessary, takes first priority. Accident/Injury forms can be obtained from Human Resources, or if a department has an internal policy/form, then the department shall follow their policy.

## **General Job Site Safety Rules**

Job Site Inspections (See Appendix I.13 for Job Site Inspection Form) will be conducted by the supervisor on the site prior to beginning work. Job site inspection reports are to be prepared and presented at the next Joint Loss Management Committee meeting.

Signs and barricades must be posted when working on or adjacent to a street. If signs and barricades are inadequate, a flagger shall be present to conduct the proper flow of traffic. All employees will wear reflective traffic vests when working on any roadway project. All non-essential Town vehicles will be kept off the roadway.

## **Section VI- Disciplinary Policy**

An employee's violation of any safety/health rule or policy will be treated in the same manner as an employee's violation of any other employment rule or policy.

A hard or soft copy of this Safety Policy will be given to every current Town employee following its enactment. In addition, in the event there is an approved substantive revision to this Safety Policy a hard or soft copy with change summary outlining changes will be given to every current Town Employee. New hires will be given a copy of the Town's Safety Program when they begin employment.

It is the duty of every employee to become aware of all aspects and requirements of this Safety Program. All employees' efforts to follow this Safety Program will result in helping make the Town of Londonderry a safer place to work. Any questions regarding this Program should be directed to your Department Head, Joint Loss Management Committee Representative or the Town Manager, who all three will work in conjunction with HR.

Any violations of this Safety Program may result in discipline which will be handled in accordance with the applicable disciplinary and grievance procedure outlined in the employee's collective bargaining agreement with the Town. In the case where there is no applicable disciplinary/grievance procedure, the Town will usually take disciplinary action in the following order:

- **First violation:** a verbal warning which may be reduced to writing and placed in the employee's personnel file;
- **Second violation:** a written warning;
- **Third violation:** suspension;
- **Fourth violation:** termination.

However, the Town need not follow the above order if it determines that the infraction is severe or willful enough to skip one or more of the above listed steps, and the Town may impose less severe discipline if it determines that is warranted. At each step, the employee will be provided a review of the safety guidelines and a description of what (s)he has done wrong.

Department Heads and Supervisors are responsible for counseling employees as problems occur. Employees are responsible for asking their department head and/or supervisor any questions they have as to any safety or health matter. All of our efforts together will result in helping to make the Town of Londonderry a safer place to work.

## **Section VII- Accident and Incident Investigations**

The Town's most important goal in accident and incident investigations is to find out what happened in order to prevent recurrences.

Accident and incident investigations may be conducted by any member of management (or their designees) and members of the Joint Loss Management Committee (in the department relevant to the accident or incident) in order to determine what, when, where, how and why it happened and what, if anything, can be done to prevent it from happening again.

**Accident and Incident Investigations will include the following as appropriate:**

- Inspections of where it occurred;
- Interviews of any victims and witnesses as soon as possible/appropriate after the occurrence;
- Photographs or other visual or audio of anyone or anything relevant to what occurred including location and equipment;
- Samples of any substance or matter involved;
- A report of the accident or incident including any determination as to cause(s); and
- Any recommendations on ways to prevent a recurrence.

## **Section VIII- Training Requirements for Safety and Health**

The Town recognizes the importance to itself, its employees and members of the public that every employee is trained and able to perform their job duties safely at all times. No employee should ever use or work with any vehicle, machinery or equipment of any kind in the workplace which (s)he does not know how to use or is unable to use safely. Under no circumstance should an employee use any hazardous equipment or materials which (s)he has not been trained to use safely. Any employee who believes (s)he does not know how (or is unable) to safely perform any of his/her job duties or who believes that any vehicle, machinery or equipment of any kind in the workplace is unsafe, must immediately bring the matter to the attention of his/her immediate supervisor, or in the absence of their immediate supervisor, to the attention of another member of Town management.

In general, the Town provides and requires its employees to participate in safety and health training with respect to any substance, equipment or circumstance that the Town believes may present a safety or health hazard to an employee or a member of the public.

## **Section IX- Emergency Evacuation**

Emergency Evacuation Plans (EEP) have been posted in each department. Department Heads are responsible to review the EEP with their staff. These plans display evacuation routes and gathering areas for each workspace and are posted near the entrances of each town facility. Staff members exiting the buildings should follow these plans.

The process to confirm everyone has exited the building will be as follows:

### **Town Hall:**

- Each Department Head will be the point of contact for their Department and should report to the Town Manager or Administrative Support Coordinator the status of their staff after all employees have exited the building. In the Department Head's absence, a representative should be designated.
- The Town Manager or Administrative Support Coordinator will be the first line of contact with emergency response personnel.
- Emergency Response Personnel will determine if the building is safe to re-enter.

### **Library/Access Center/Senior Center/Highway Garage:**

- The Department Head and/or Supervisor will be the point of contact for their specific facility and should report to Emergency Response Command the status of their staff after all employees have exited the building. In the Department Head's/Supervisor's absence, a representative should be designated.
- Emergency Response Personnel will determine if the building is safe to re-enter.
- The Town Manager or Administrative Support Coordinator should be notified of the incident as soon as possible.

### **Police Department & Fire Department Facilities:**

- Will follow their internal Fire Alarm and Emergency Evacuation Policies.
- The Town Manager or Administrative Support Coordinator should be notified of the incident as soon as possible.

The Standard Operating Procedures for Emergency Response Personnel will apply.

## **Section IX – Safety and Health Communication**

The Town believes that the key to the success of its Safety Program is an open line of communication between employees and Town management as to any safety or health matter that affects our workplace.

As set forth in the Town's Accident and Incident Reporting policy included in this Safety Program, employees are required to report all workplace accidents, injuries, illnesses and "near misses" to their immediate supervisors, in accordance with the guidelines in Appendix I.3 Accident Reporting and Investigation.

Any employee who believes (s)he does not know how (or is unable) to safely perform any of his/her job duties or who believes that any vehicle, machinery or equipment of any kind in the workplace is unsafe must immediately bring the matter to the attention of his/her immediate supervisor, or in the absence of their immediate supervisor, to the attention of another member of Town management.

**(See Section VIII of this Safety Policy- Training Requirements for Safety and Health)**

Employees should complete and submit the Town's Safety Recommendation and Suggestion Form with regard to any concerns they may have as to any workplace health or safety issue.

**The Town will keep employees informed as to issues of safety and health by:**

- Providing every employee with a copy of its Safety Program;
- Distributing information from its Joint Loss Management and Wellness Committees;
- Posting safety and health signs and posters; and
- Distributing workplace health and safety information to employees in a timely and appropriate manner such as at department meetings, posting on bulletin boards and through e-mails.

## **Appendix I: Town-Wide Policies**

### **Appendix I.1: Seat Belt Policy**

All Town of Londonderry employees are required to wear seat belts while operating or riding in any vehicle on town business. This applies to all town vehicles, personal vehicles and the vehicles of others, regardless of the presence of any supplemental restraint, i.e. air bags.

In addition, passengers in all vehicles operated by town staff while on business for the Town of Londonderry are required to wear seat belts.

This requirement applies to all vehicles unless by manufacturer's choice, seat belts have not been installed. Highway Department personnel performing duties that may require repeated stop-and-go vehicle movement such as road patching, roadside trash pickup, sand sweeping or trash collection are also exempt. However, once such duties cease, this policy is in full effect.

Additionally, employees who disregard this policy or otherwise disengage an automatic seat belt shall face disciplinary action in accordance with the personnel Rules and Policies of the Town of Londonderry.



## **Appendix I.2: Smoke Free Workplace Policy**

In compliance with New Hampshire's Indoor Smoking Act and to protect the health of our employees, the Town prohibits smoking in all town facilities. Secondhand smoke has been linked to an increased risk of cancer and cardiovascular disease in non-smokers. In view of this, the following policy shall provide for a smoke free workplace.

The smoking of tobacco, in any form, shall be prohibited within the confines of any Town-owned or -leased facility. Smoking in town-owned vehicles is also prohibited, unless otherwise permitted by the Town Manager.

Town employees shall not be allowed to smoke while performing the duties of their job. Breaks for smoking are allowed only during designated work breaks.

Any employee found to be in violation of this policy is subject to the disciplinary policy of the Town. Department heads shall be responsible for the enforcement of this policy.

Smokers will be provided with an appropriate outdoor smoking area as designated by the Department Head. Such areas shall have installed and maintained appropriate waste receptacles for the proper and safe disposal of smoking materials.

## **Appendix I.3: Accident Reporting and Investigation**

### **Supervisors and/or Department Heads:**

- 1.** Will be responsible for ensuring that sufficient information is gathered accurately and in detail in order to submit a comprehensive report of the cause of the accident and/or injury and that the Accident/Injury Reporting form (See Appendix II for form), as well as a detailed investigation report, are completed.
- 2.** Shall follow the Claims Processing Procedure and submit an Employee Personal Accident/Injury/Illness Notification Form, as well as any other pertinent information by the next business day following the accident or injury. Recommendations to prevent recurrence should be made at this time.
- 3.** Proper submittal of the Employee Personal Accident/Injury/Illness Notification Form to Human Resources will ensure that the Employer First Report of Injury is filed within the timeframe allowed by the State of New Hampshire Department of Labor. This is the first notification to the Town that a job-related injury or illness has been sustained and it is extremely important in the prompt processing of a claim. Fines may be assessed by the State if claims are not filed in a timely manner.
- 4.** Accident/Injury files shall be kept for all departments by Human Resources and an aggregate report brought to the quarterly Joint Loss Management and Wellness Committee meetings for review, comments and recommendations.
- 5.** Injuries requiring simple first aid must also have an Accident/Injury Report form on file and be catalogued for review at the quarterly Committee meeting.
- 6.** Supervisors are instructed to abide by and enforce all safety rules and regulations provided by the State of New Hampshire, Department of Labor, including but not limited to the following: Administrative Rule 277 "Safety and Health of Public Employees", Lab 1400 rules, Administrative Rules for Safety and Health, Lab 600 rules, Safety Programs, RSA 277A, Employees Right to Know, RSA 281-A:64, Safety Provision and RSA 155-A, and State Building Codes. Such Administrative Rules can be found online here: <https://www.nh.gov/labor/laws/index.htm>.

### **Employees**

- 1.** Judgment is a key factor in the handling of emergencies. Everyone is expected to exercise sound judgment based upon the circumstances. If there is any question or doubt about the seriousness of any injury, call the appropriate agency for help.

- 2.** It is the duty of every employee to report all workplace accidents, injuries, illnesses and "near misses" to their immediate supervisor or Department Head. No injury or near miss resulting from a preventable safety hazard should be considered too minor. Be advised, if you seek medical attention due to a job-related injury or illness, you must inform the physician and/or hospital that it is a Workers' Compensation Claim.
- 3.** Ensure that the proper first aid and emergency care is provided until the emergency services personnel arrive. All employees are encouraged to learn primary First Aid Training, either through the American Red Cross or periodic classes offered by the Londonderry Fire Department.
- 4.** Secure the area, when practical, to prevent additional injuries from occurring.
- 5.** Notify your immediate supervisor when the situation is secured.
- 6.** Ensure that you follow the Claims Processing Procedures, and file an Employee Personal Accident/Injury/Illness Notification Form during the same shift in which the injury occurred, but no later than the next business day. Failure to do so may result in a delay in your claim and any potential benefits.
- 7.** Employees shall be required to use proper lifting techniques to avoid back injury. This includes bending the knees while lifting to relieve the pressure on the lower back. Objects that are too heavy should not be lifted alone; in this event, employees shall request help.
- 8.** Employees are encouraged to voluntarily take primary First Aid training. The course is available through the American Red Cross and periodically through the Londonderry Fire Department.
- 9.** All equipment shall be cleaned and inspected for malfunction on regular basis.

## **Incident Investigations**

- 1.** The immediate supervisor will investigate all accidents, incidents, illnesses and "near misses" which occur within the span of their control. The purpose of this investigation is to determine what happened, why it happened, and most importantly, how to prevent it from happening again.
- 2.** An Accident/Investigation Report shall be completed if the accident is serious in nature or had the potential to cause serious injury or damage. Any recognized problem should be put forth at the next Joint Loss Management and Wellness Committee meeting. Prepare recommendations wherever possible.

- 3.** Investigate the scene as soon as possible after the accident/incident noting conditions, location of equipment, physical objects and witnesses. Make notes and sketches or take photographs as needed.
- 4.** Interview witnesses soon after the accident/incident occurs so the facts will be fresh in their mind. Be certain that they understand that no blame is being laid. You (the supervisor) are simply trying to gather the facts to prevent a recurrence.
- 5.** Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.
- 6.** Make recommendations to prevent similar occurrences. Terms such as "employee was careless" are inadequate and prevent accurate reporting. Remember, this is a factual report. Details are necessary to ensure accuracy as well as provide the opportunity to put forth productive, preventive recommendations.
- 7.** The supervisor is responsible for following up with investigations and ensuring the completion of paperwork is sent to Human Resources in a timely manner. A copy of all final paperwork shall be given to the employee for their own records by the supervisor.

## **Appendix I.4: Temporary Alternate Duty**

### **TOWN OF LONDONDERRY Temporary Alternative Duty Program**

In accordance with the provisions of RSA 281-A: 23-b (<http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-23-b.htm>), the Town of Londonderry will provide temporary alternative work opportunities for employees who suffer a work-related injury or illness.

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

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

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

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE TEMPORARY ALTERNATE DUTY PROGRAM AND THAT MY RESPONSIBILITIES WERE EXPLAINED TO ME.**

---

EMPLOYEE SIGNATURE

---

DATE

## **Appendix I.5: Building/Job Site Inspection Criteria**

Inspections of work areas, processes and equipment are to be conducted at least twice annually by the Department Head or appointed inspector. This shall include building inspections, safety procedure checks and equipment safety checks.

Job site inspections shall be conducted prior to the start of any new project that may use heavy equipment, power hand tools, or may in any way be considered potentially hazardous.

Any employee who witnesses unsafe working practices or conditions is required to report the practice or condition as soon as possible to his/her immediate supervisor. Employees are also encouraged to use the available Suggestion/Recommendation form (**See Appendix II for Form**) to suggest changes that will aid in increasing worker/workplace safety.

If, in the process of an inspection, a hazard has been witnessed, it is the duty of the inspector to take the appropriate actions necessary to ensure against injury or accident, (i.e., remove the tool from service, post warning signs, etc.).

If the inspector is unable to make the necessary corrections, steps shall be taken to correct the problem and report the results to the Department Head along with any recommendations for further action.

All Building Inspection Reports and recommendations for action should be filed with the department's Joint Loss Management Committee representative for review at the next scheduled Committee meeting.

## **Appendix I.6: Exposure to Bodily Fluids/Infectious Diseases**

The objective of this policy is to limit exposure to infectious disease and address measures to prevent exposure to bodily fluids. This policy applies to any employee who comes into contact with an infected person or material. Emergency personnel are subject to state reporting guidelines when exposed to an infectious disease. Specific department policies may exceed these measures and should be adhered to.

### **Preventive Measures**

Microshields, or pocket masks, must be used when administering CPR or Rescue Breathing before the arrival of properly trained emergency personnel. These masks will not be reused.

Disposable personal protective gloves will be worn in any case where the possibility exists for the transmittal of an infectious disease. Upon using the gloves they shall be disposed of in a marked plastic trash bag. Personnel shall then wash their hands with hot water and soap.

If you get bodily fluids on an exposed area of your hands not protected by gloves, Alcure disinfectant foam shall be used according to the manufacturer's instructions.

### **Reporting**

Emergency response/public safety workers who, while in the line of duty, sustain an unprotected exposure or who suspect such an exposure shall report the incident to a supervisor. The exposed worker must also provide a copy of the emergency response/public safety worker incident report form to his/her medical referral consultant. If the source individual is transported to a health care facility licensed under RSA 151, the exposed worker shall provide a copy of the incident report to the infectious control officer of the facility.

Any exposure to a bodily fluid by a public safety worker, whether infectious or not, must be documented on the Fire/Police Department's Exposure to Bodily Fluids Form and the State of New Hampshire's Exposure Report Form. The exposed employee must take proper precautions to clean the affected area, for example but not limited to: taking a shower, flushing the area, washing with hot water and soap.

Completed State forms should be given to the Infectious Control Officer or the Department Head for delivery to the hospital immediately after filing. Most Emergency Rooms have a place to drop off these forms.

The Londonderry Fire Department Standard Operating Procedure #306.00 gives a complete accounting of applicable state laws and reporting procedures

## **Appendix I.7: Panic Button/Violence in the Workplace Policy**

In an effort to provide a safe work environment, each employee workstation of the Town Office is equipped with a Panic Alarm. All panic alarms are numbered. A listing of numbered panic alarms and assigned location is maintained in the Town Manager's Department and Police Department. The Police Department also has a Town Office floor plan with location of numbered panic alarms noted on the map.

Employees are instructed as to the location of, and how to use, the panic alarms within their department. It is the responsibility of the Department Head to ensure all new employees are instructed on the location of the panic alarms within their department.

Each conference room has a panic alarm in a clearly marked location. Annually, notice will be sent to the Chairperson of the Committee to instruct him/her of the locations of the panic alarm and instructions on use.

Panic Alarm testing will be conducted annually in conjunction with Safety Week. The testing will include testing each alarm to ensure they are in operation, as well as a random testing of alarms.

### **Violence in the Workplace**

The safety and security of all employees is of primary importance to the Town of Londonderry. Threats, stalking, threatening and abusive behavior, or acts of violence against employees, visitors, customers [clients], and/or town facilities or property by anyone on town property, on a town-controlled site, or in connection with town employment or town business, will not be tolerated (even those made in jest). Violations of this policy will lead to corrective action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Town of Londonderry reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, stalks, exhibits threatening behavior, or engages in violent acts on town premises, on a town-controlled site, or in connection with town employment or town business shall be removed from the premises as quickly as safety permits and shall remain off town premises pending the outcome of an investigation. Following an investigation, the organization will initiate an immediate and appropriate response. This response may include but is not limited to suspension and/or termination of any town relationship, reassignment of job duties, suspension or termination of employment, and/or civil or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent or that could endanger the health or safety of an employee when the behavior has been carried out on town premises, on a town-controlled site, or in connection with town employment or town business. Employees are responsible for making this report regardless of the



relationship between the individual who initiated the threatening behavior and the person or persons being threatened. [NOTE: This includes one spouse or family member threatening and/or harming another.]

The organization understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

**[NOTE: The Town cannot promise absolute confidentiality because it may have to report this to a law enforcement agency, other governmental agency, etc. However, the Town will strive to maintain the anonymity of the reporting individual when at all possible.]**

## **Appendix I.8: Toxic Substances in the Workplace**

### **277-A:1 – "Worker's Right to Know Act"**

**(<http://www.gencourt.state.nh.us/rsa/html/XXIII/277-A/277-A-mrg.htm>)**

#### **HAZARD COMMUNICATION PROGRAM: Hazardous and Toxic Substances**

Employees who might be exposed to toxic substances during the course of their work shall be informed of the nature and hazards of these substances in accordance with N.H. RSA 277-A "Worker's Right to Know Law."

Engineering and administrative controls shall be implemented, whenever feasible, to maintain concentration levels below the levels established by the American Conference of Governmental Industrial Hygienists (ACGIH), 1995-96 and published in "Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment".

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.

This policy and procedure relates to Hazard Communication compliance by compiling hazardous chemical lists, by using Material Safety Data Sheets (MSDS's), by ensuring that containers are labeled, and by providing employees with training.

#### **Policy**

All Managers/Supervisors or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.

The Town-Wide Safety Committee will review and update the program which is outlined below, as necessary. Copies of the written program will be located within each Town building.

Under this program, employees will be informed of:

- The contents of the hazard communication standard;
- The hazardous properties of in-house chemicals with which they work;
- Safe handling procedures;
- Measures to take to protect you from these chemicals.

## **List of In-House Hazardous Chemicals:**

The Department Heads or their designee will ensure that a list of all hazardous chemicals used in any Town building is compiled, and will update the list as necessary.

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located in a dedicated office of each Town building and at the Fire Department dayroom at the Safety Complex as the MSDS index.

## **Material Safety Data Sheets:**

MSDS's provide employees with specific information on chemicals they may be exposed to. The Department Heads will maintain a binder in each facility with an MSDS on every substance on the list of hazardous chemicals MSDS Index.

Each Department Head or their designee shall be responsible for acquiring and updating MSDS's. The Department Heads shall contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment received by the Town.

## **Labels:**

The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (**NFPA 704 label**) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.

If you transfer chemicals from a labeled container to a portable **container** that is intended only for your **immediate use**, **labels are not required on the portable container.**

## **Training:**

Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Department Heads or his or her designee.

Employees will be required to sign a form to verify that they have received training, received written material, and understand the policies on hazard communication.

## **Contractor Employees:**

Each contractor bringing chemicals on-site must provide the Town with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

## **Handling Chemicals**

All employees should be aware that all chemical products may be potentially harmful or dangerous if improperly mixed or applied or when used without protective equipment or in a manner not consistent with the manufacturers guidelines. Many commonly used products not commonly regarded as "hazardous" are, in fact, chemicals and can cause injury if not properly used. Extreme care should be used at all times by personnel who are working with acids, caustics, solvents, pesticides, toxic, petroleum based or other chemical products (specific rules for certain activities and/or use of specific chemicals are provided in departmental safety policies and procedures).

### **Basic safety information relating to the usage of chemicals is outlined as follows:**

- Material Safety Data Sheets (MSDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the Town of Londonderry.
- The MSDS will be kept in the appropriate departments and made available to Employees on request.
- Always consult the MSDS before working with a new product. The MSDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, firefighting information and required protective equipment.
- Never mix chemical products unless it is safe to do so. Many common products are incompatible or become unstable when mixed. Consult the MSDS or ask a knowledgeable superior.
- First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.
- All containers of chemicals must be labeled.
- When using small quantities of a chemical, use the entire chemical or return it to the original container.
- Never leave any quantity of hazardous material in an unlabeled or improper container.
- No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.
- Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.

- Wear protective clothing, respiratory protection, rubber gloves, protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.
- Wash hands frequently.
- Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.
- Keep fire and flames away from flammable materials. Smoke only in authorized areas.
- In case of a chemical fire, use only the correct extinguishing agent. Be aware of noxious or toxic fumes. If a fire cannot be safely and quickly extinguished, notify the Fire Department and leave the area.
- If you are exposed to a chemical product, take immediate first aid precautions and seek medical assistance. First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital.
- If acid or caustic materials come in contact with the eyes or skin, flush immediately with large amounts of water. Get medical attention for any eye injury.

## **Appendix I.9 Lock Out**

This policy is to establish the minimum requirements for the locking out of energy sources whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

### **Policy**

Prior to performing repairs or maintenance on any equipment, workers shall take every precaution to protect themselves and others from injury. Employees must refer to individual departmental procedure. Department Heads or their designee shall be responsible to ensure proper training is being adhered to.

### **Procedure**

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

Lock out the energy isolating device(s) with assigned individual lock(s), the design, purpose, and use of which the employee shall have been trained on prior to use.

Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.

Tag out devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.

Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

### **Restoring Equipment to Service Procedure:**

- Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral. Only the individual who is working on the equipment shall be allowed to remove the lockout devices and reenergize the machine/equipment.

## **Appendix I.10 Confined Space**

### **TOWN OF LONDONDERRY Confined Space Entry**

This Confined Space Entry policy is to provide a safe work environment in designated confined spaces. A confined space is any limited entry containing known or potential hazards, which is not intended for continuous human occupancy.

#### **Policy**

All employees are prohibited from entering confined space work areas (See New Hampshire Department of Labor Standard 1402 and 1403, [http://www.gencourt.state.nh.us/rules/state\\_agencies/lab1400.html](http://www.gencourt.state.nh.us/rules/state_agencies/lab1400.html)). Any work involving entering confined space shall be contracted out to a third-party contractor who is trained and qualified to work in a confined space work area.

#### **Procedure**

1. Outsourced to a third-party contractor who is trained and qualified to work in confined space work areas.
2. The Town of Londonderry Public Works Department in conjunction with the Fire Department shall attempt to identify known confined spaces owned by the Town and shall post warning signs at entrances to said spaces. The sign shall read: **DANGER – CONFINED SPACE – ENTRY BY PERMIT ONLY!**

#### **Note:**

The Londonderry Fire Department for rescue purposes in Confined Space(s) adheres to OSHA CFR 1910-146 and 147. The Londonderry Fire Department Standard Operating Procedure #306.00 gives a complete accounting of this policy.

## Appendix I.11 Safety Committee Building Inspection Checklist

Checklist Description	Yes	No	N/A
Emergency numbers posted?			
First aid kits readily accessible to work areas and freshly stocked?			
Eye wash stations available in easily accessible locations?			
Fire alarm system tested annually?			
Fire doors in good operating condition?			
Appropriate portable fire extinguishers located in proper areas and inspections up to date?			
Employees routinely instructed on proper use of fire extinguishers?			
Fire Drills conducted on a regular basis as per Fire Dept. recommendations?			
Evacuation procedure in place?			
Evacuation routes clearly posted within the building?			
Proper protective gear being used per Town Policies, clothing, shoes, eyewear, Hearing protection, respirators, gloves, aprons, etc.?			
Protective gear maintained in good condition and ready for use?			
Work areas clean, sanitary and orderly?			
Work surfaces kept dry or appropriate means taken to avoid slippery conditions?			
Combustible materials stored in proper containers and labeled correctly?			
Work areas adequately illuminated?			
Pits and floor openings covered or otherwise guarded?			
Aisles and hallways kept clear of debris and excess furniture?			
Wet surfaces covered with non-slip material?			
Standard guardrails installed where aisle or walkway surfaces are elevated above the floor or ground?			
Toe boards installed around the edge of permanent floor openings (where persons may pass below the opening)?			
Unused portions of service pit or pits not in use covered or protected by guardrails or equivalent?			
Stairway handrails have at least 3" of clearance between the rail and the wall or surface they are mounted on?			
Stairways at least 22" wide?			



<b>Checklist Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Step risers on stairs uniform from top to bottom?			
Stairway handrails secured at all points?			
Material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing or rolling?			
Shelving units properly anchored either to the floor or wall?			
Exits marked with an exit sign and illuminated by a reliable light source?			
Direction to exits marked with a visible sign?			
Doors, passageways or stairways that are not exits marked with "NOT AN EXIT" signs?			
Exits free of obstructions?			
A sufficient number of exits (by code) to permit prompt escape in case of an emergency?			
Doors marked for exit designed and constructed such that the way of exit is obvious?			
Exit doors operable from the direction of exit travel without the use of a key or special knowledge or effort?			
Cold storage room doors have an inside latch that allows the door to be opened when locked from the outside?			
Where exit doors open directly to any street, alley or other areas where there is vehicle traffic, are adequate barriers or warnings provided to prevent employees stepping into the path of a vehicle?			
Ladders maintained in good condition?			
Non-slip feet provided on each ladder?			
Ladder rungs and steps free from grease and oil?			
Proper methods for ladder use being followed? (Not placed in front of opening door unless door is locked, blocked, or guarded)			
Ladders being placed on boxes, barrels or other unstable devices to gain height?			
Ladders free from missing or broken rungs or otherwise defective?			
Ladders inspected periodically for damage?			
Rungs of ladders uniformly spaced at 12" center to center?			
Tools, used by the employees in good condition?			
Tools either hand or powered repaired or replaced immediately?			
Tools stored in secure locations to avoid loss?			
Grinders, saws and similar equipment equipped with appropriate safety guards and are these guards being used?			

Checklist Description	Yes	No	N/A
Power tools being used with the correct shield, guard or other attachment as recommended by the manufacturer?			
Portable circular saws equipped with the guards above and below the blade?			
Rotating or moving parts of equipment guarded to prevent physical contact?			
Cord connected electrically operated tools grounded properly?			
Effective guards in place over belts, pulleys, chains, sprockets, and gears?			
Fans provided with full guards or screens with openings not larger than 1/2"?			
If hoisting equipment for lifting heavy objects is being used are ratings and characteristics appropriate for the task? Is this equipment inspected periodically?			
Ground fault outlets installed in locations as per code?			
Training programs in place to correctly instruct employees on the proper use of all machinery?			
Inspections routinely performed on all machinery?			
Proper power shut-offs easily available to the operator?			
Saws used for ripping equipped with an anti-kick back device and spreader bar?			
Radial arm saws arranged so that the cutting head will gently return to the back of the table when released?			
Is there a program that describes the procedures for locking out machinery and equipment prior to repair or routine maintenance?			
Employees properly trained in the correct lockout techniques?			
The lockout program includes electrical, pneumatic, hydraulic and all other stored energy?			
Only authorized and trained personnel permitted to use welding, cutting, and brazing equipment?			
Cylinders kept away from heat sources?			
Hoses, regulators, and valves periodically checked for wear and defects?			
Electrodes removed from the holder when not in use?			
Firewatchers assigned when welding or cutting is performed in locations where there is danger of fire?			
Eye protection worn when welding or cutting?			
A confined space policy and do all employees involved with confined spaces strictly adhere to it?			

<b>Checklist Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Employees properly trained in the hazards of working in confined spaces?			
Documentation kept to assure that the correct procedures have been followed whenever an employee has had to enter a confined space?			
Employees exposed to hazardous materials during work, properly trained as required by the “Worker’s Right To Know Law”?			
Material Safety Data Sheets (MSDS) available for all hazardous materials used in the facility?			
Proper personnel protective equipment provided and correct training in its use when working with hazardous or toxic materials?			
Containers of such hazardous materials properly labeled and stored?			
Proper containers used for storage of flammable and combustible materials?			
Drums of flammable liquids grounded and boded to containers when dispensing?			
Flammable liquids stored in the proper cabinets?			
A fire extinguisher of the proper rating located within 75’ of the refueling area?			
Live parts of all electrical equipment operating at 50 volts or more adequately guarded to prevent accidental contact?			
Metal non-current carrying parts of fixed equipment grounded?			
Exposed non-current carrying parts of fixed equipment grounded?			
Exposed non-current carrying metal parts of cords & plugs connected			
Extension cords being used in place of fixed wiring?			
Disconnects in electrical service panels legibly marked to indicate their purpose?			
Extension cards used free from splices, cracks in insulation and fraying?			
Extension cords connected to devices and fittings so that strain relief is provided which will prevent pull from being directly transmitted to the joints or terminal screws?			
Electrical panel circuits properly labeled?			
Electrical panels free of obstructions for a distance of 5 feet to be easily accessible?			
Electrical panels kept locked when not being accessed?			

**NOTES:**

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## **Appendix I.12 General Safety Checklist**

### **Town of Londonderry, NH**

**LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<u>General Policies and Practices</u>	<u>OK</u>	<u>Location</u> <u>(If not ok)</u>	<u>Recommendations</u>
Each department has safety rules.			
Injuries must be reported immediately to the supervisor			
Hazards must be reported to a supervisor immediately after they are discovered.			
Supervisors are required to investigate all accidents in a timely manner and to report to management.			
Smoking is permitted only in designated areas.			
Employees reporting for work under the influence of alcohol or drugs are subject to disciplinary action.			
Only public employees are permitted to operate publicly owned vehicles and equipment.			
All employees who operate a vehicle must hold a valid driver's license.			
Horseplay and practical jokes are prohibited.			
Employees must notify supervisors when taking prescription medication that causes reactions such as fatigue, dizziness, or impaired vision or judgement.			
Accident and injury reports are reviewed by supervisors and discussed with employees.			

Grounds & Building Entrances

	<u>OK</u>	<u>Location</u> (If not ok)	<u>Recommendations</u>
Grounds are free of unusual hazards such as holes, protrusions and other obstacles.			
Trees are free of loose branches or protruding roots.			
Fences are structurally sound and free of holes.			
Sidewalks, entrances, steps and lawns are properly maintained.			
Walkways and paved areas are free of cracks and loose pavement.			
All doors and windows are in working condition.			
Outside lighting is sufficient around pedestrian traffic areas.			

Building and Structures

	<u>OK</u>	<u>Location</u> (If not ok)	<u>Recommendations</u>
Cielings are free of cracks.			
Restrooms are free of water hazards.			
Handrails and treads in stairways are in good condition.			
Stairway risers are of proper height.			
Lighting in stairways is adequate.			
Floors are free of holes, splinters, protruding nails, slippery areas and loose boards.			
All openings in floor are covered and marked.			
Aisles and passageways have adequate width and are unobstructed.			
Work areas have adequate lighting.			

Work areas are well ventilated and free of fumes.			
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<u>Fire Safety</u>	<u>OK</u>	<u>Location</u> <u>(If not ok)</u>	<u>Recommendations</u>
All emergency exits are properly marked.			
Each building has an evacuation and emergency preparedness plan.			
Employees are trained in the firefighting equipment or are familiar with evacuation.			
Fire extinguishers and other firefighting equipment is checked regularly.			
Sprinkler system is in good working condition.			
Fire alarms and smoke detectors are checked regularly.			
Rubbish and used chemicals are disposed of properly.			
Explosive or flammable materials are properly stored and ventilated.			

<u>Machinery, Tools and Equipment</u>	<u>OK</u>	<u>Location</u> <u>(If not ok)</u>	<u>Recommendations</u>
A;; machinery and equipmeny is maintained properly.			
Belts, gears, chains, clutches and shafting are properly guarded.			
Effective point-of-operation guards are in place.			
Equipment and facilities are free of oil or grease spills.			
Gas cylinders are in working conditions.			

Tampering or unauthorized use of any machinery or equipment is prohibited.			
Tools and machines are free of split or loose handles.			
All cutting edges are sharp.			

All tools are maintained in a good state of repair.			
Ladders, scaffolds and wood horses are of standard construction and are in good condition.			
Ladders or self-locking step stools are of an approved design.			
Electrical tools, switch boxes and fixtures are properly grounded.			
Wiring, fixtures, connections and extensions or portable cords are safely insulated and installed properly.			
Extension cords are free of frays and breaks.			
All electrical wall outlets and switches are in working order.			



<u>Housekeeping</u>	<u>OK</u>	<u>Locations</u> (If not ok)	<u>Recommendations</u>
Materials are properly stacked and stores according to established guidelines.			
Overhead clearance is ample.			
Work areas are neat and clean.			
Work areas are free of hazardous materials.			
Desks, cabinets and file drawers and/or doors are maintained properly.			
Aisles and walkways are kept clear at all times.			
Access to all emergency equipment such as fire extinguisher, emergency kits.			

<u>Employee Practices</u>	<u>OK</u>	<u>Location</u> (If not ok)	<u>Recommendations</u>
All equipment and machinery is used properly.			
Materials are loaded and unloaded safely.			
Lifting is done in a proper manner.			
Assistance is available to lift or move heavy objects.			
Safety devices are used.			
Safety glasses, goggles, hard hats, vests, safety shoes and other protective equipment is worn when required.			

Workers refrain from engaging in horseplay.			
Workers are prohibited from wearing jewelry while working on or around machinery or electrical circuits.			
Vehicles are operated in a safe manner at all times.			
Traffic cones, warning flags and barriers are used in accordance with construction traffic control standards.			

<u>First Aid</u>	<u>OK</u>	<u>Location</u> <u>(If not ok)</u>	<u>Recommendations</u>
Employees are trained in first-aid procedures.			
First-aid supplies are available and easily accessible at each work site.			
First-aid supplies are checked and replaced periodically to ensure freshness.			
Emergency procedures and telephone numbers are posted.			

**NOTES:**

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## **How to conduct inspections:**

- Use the General Safety Checklist to determine where inspection should be conducted and which rules, procedures or policies might affect losses.
- Require supervisors or employees to conduct inspections regularly.
- Review the inspections to determine what actions need to be taken to correct hazardous conditions or practices.
- Make sure that all recommended actions are taken. This could be done through a follow-up inspection.

## **What to look for during inspections:**

Possibilities of objects or people falling

Undesirable discharges into the environment

Deterioration, deformation and abrasion

Inadequate lighting

Effects of weather conditions

Wear, leaks, corrosion, scaling, erosion, cracks, rotting

Improper function of alarm systems

Inadequate fire extinguisher

Obstructed access to entrances, exits, emergency exits and halls

Improperly marked and lighted exits

Hazardous conditions in electrical, heating, ventilation and plumbing systems

Inappropriate or inaccessible first-aid supplies

Improper safeguards for belts, pulley, gears, flywheels, shafts, coupling and point-of-operation of machines

Unprotected openings, holes or defects in floors or floor coverings

Improper maintenance-related items such as unmarked wet floors or loose wiring across floors

Improper storage of hazardous materials

## Appendix I.13 Job Safety Inspection Checklist

Jobsite \_\_\_\_\_ Superintendent \_\_\_\_\_  
Date \_\_\_\_\_ Inspector \_\_\_\_\_

### Jobsite Safety Inspection Checklist

#### Pass Fail N/A

##### General

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The company has a written safety program that is site specific where necessary.

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Emergency telephone numbers are located in a place that can be found quickly and easily.

--	--	--

Minutes of jobsite safety meetings recorded are kept.

--	--	--

Safety inspections reports by contractor personnel prepared and kept at site.

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There is a competent person, someone capable of identifying existing and predictable hazards which are unsanitary, hazardous or dangerous, and who has authorization to take prompt corrective measures to eliminate them, on site.

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There is a current first aid kit on site.

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There is a First Aid Log on site.

##### Sanitation

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Toilet provided at the jobsite.

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Adequate supply of potable water at jobsites.

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Personal garbage and lunch sacks are removed from the site or properly disposed of so as not attract rodents, pests of insects.

##### Housekeeping

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Work site is clean and free of dangerous waste and material.

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Scrap materials are removed, or stacked in orderly fashion.

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Trash and combustible material are placed in containers provided for that purpose.

--	--	--

Scrap lumber, hoses, cable wiring and all other debris is clear from work areas, hallways and stairways.

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Nails are removed from scrap lumber and other unused materials.

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There are no spills of liquid and materials that may cause an accident.

--	--	--

Work areas have the appropriate amount of lighting.

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Holes and openings are protected and marked appropriately.

## Fire Prevention

☐☐☐

A fire extinguisher is provided for every 3000 sq. ft. of space that is rated 2A at least.

☐☐☐

A portable fire extinguisher is within 100 ft. of all working areas.

☐☐☐

Portable heaters are being used in accordance with specifications.

☐☐☐

All employees or subcontractors know the location of the fire extinguisher and know how to operate it.

☐☐☐

Employees have been trained in how to properly use a fire extinguisher.

☐☐☐

Firefighting equipment is accessible and maintained at all times in good repair

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Smoking is prohibited in possible fire hazard areas.

Flammable and combustible liquids are marked and properly stored appropriate containers.

Soiled or combustion rags are properly stored or disposed of.

## Personal Protective Equipment

☐☐☐

Employees, trade contractors, vendor, visitors and others on the site wear the appropriate personal protective equipment.

☐☐☐

Hard hats are worn in the construction areas where there is a risk of injury

Mandatory eye protection is required on all projects in the construction area when the following conditions exist: all types of hammers, saws, chipping tools, brooms, grinders, impact tools, drills, chemicals, hazardous substances which create dust, mist, and fumes, concrete pouring, grouting, etc.

☐☐☐

Face shields are worn when a danger of harmful chemical or physical contact with the face is present.

☐☐☐

Those in areas of moderate, extreme or long term noise wear appropriate hearing protection.

☐☐☐

Only NIOSH/MSHA respirators approved for the work conditions are used when necessary.

☐☐☐

Respirators or appropriate filters are used when using substances containing toxic vapors, fumes or dust in oxygen deficient environments (less than 19.5% oxygen) or other hazardous areas.

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Those painting or working with hazard chemicals are wearing a respirator that meets those specific requirements.

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If disposable respirators are used by multiple persons, they are cleaned before each use.

☐☐☐

Persons working in confined or enclosed areas where they could be overcome by toxic fumes work only when an outside observer is present. Rescue equipment is be available at all times when such work is being performed.

☐☐☐

Those welding or working with metal or sharp objects are wearing safety and safety goggles.

☐☐☐

Overall workers are adequately protected.

## Hand & Power Tools


All hand and power tools in good working order  
Hand held powered tools equipped with constant pressure switch where appropriate.

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Devices are provided on air power tools to prevent tools from becoming accidentally disconnected from hose.

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Pneumatic nailers operating at more than 100 psi. are provided with safety devices on muzzle to prevent accidental discharge.


Tools are stored in a dry secured place.

Tools cords are free of cuts or abrasions and in good repair.

Saws are guarded by the appropriate guards.

Tools are being used for their intended use.

Handles for hammers and other tools are in good condition free of cracks and splinters and free of mushroomed heads.


All safety guards and devices are in place while the tools is in use.

All powder actuated are unloaded while not in use.

All air compressors are equipped with pressure gauges.

## Vehicle and Equipment

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Construction equipment and vehicles are parked so as to prevent the release

of stored energy (bucket/forks down, brake applied, wheels cocked, etc.).


Only those who are authorized to operate machinery are permitted to so.

All equipment has functioning signals and horns.

Backup warning systems are functioning properly.

Seatbelts are in good repair and used.

Passengers are prohibited from riding on equipment.

All mirrors are in place and operational.

All windshields and glass are clean so vision is unobstructed.

Flaggers are used when the operator is unable to see or to protect vehicular traffic or pedestrians when necessary.


Equipment is kept from coming near to overhead power lines.

Equipment rollover protection equipment is in good shape.

## Trenching & Excavation


The underground utilities have been located and marked.

Trenches 5' or more in depth are shored, or have sides sloped.

The walls and faces of all excavation where employees are exposed to danger from moving ground are guarded by a shoring system, sloping, or benching of ground.

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The slope of benched or sloped excavations and the shoring is designed based on the type of soil.


All parts of shoring system are in good repair.

Excavations are no deeper than 2' below the base of any shoring system

Excavated or other material is placed a minimum of 2' from the edge of excavations.

Excavations have barricades surrounding them where necessary.

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Have all trenches four feet and greater been provided with stairways, ladders, or ramps within 25 feet of each employee.

### Concrete & Masonry


Limited access zones have been established and marked.  
All protruding reinforcing bars have been guarded.  
All free standing masonry walls are properly braced and supported.

### Electrical

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Power circuits where accidental contact by tools or equipment may be hazardous, are marked with warnings explaining the hazard.


All equipment is either grounded or double-insulated.  
GFCI circuits are installed on all 110-120 V temporary circuits.  
Temporary lights are equipped with guards to prevent accidental contact with bulb.

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Receptacles (attachment plugs) are not interchangeable with circuits of different voltages.


Electrical cords are not frayed, cut, nicked and are in good repair.  
Electrical cords are not used for hoisting, or carrying tools or equipment.  
There are an appropriate number of outlets for the tools being used circuits are not overloaded.


The circuit breaker panel is clearly labeled and secured.  
Electrical outlets are provided with a face plate.  
The Electrical panel has at least 4 square feet in front that is clear and unobstructed.

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Work areas are kept free of cords and excess equipment.

### Fall Protection


Holes or openings are barricaded or covered securely and marked.  
Those working above 6' off the ground are protected by a guardrail, safety net, or personal fall arrest system (exceptions are made for those installing trusses when a truss erection plan has been approved and adequate training provided).

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Employees working down below other employees or hazards are protected (hard hats, canopies, toe board, etc).


The time that employees subjected to fall hazards is minimized.  
Personal fall protection devices and equipment is provided with training on fall protection.

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Openings less than 44 inches off the floor and greater than six feet from any lower surface are protected by a guardrail or other suitable safety precaution. Rope guardrails are marked every six feet with a highly visible material. 100% tie off is required when working at or above 25'. This requires the use of 2 lanyards, life lines, or static lines.

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Personal fall arrest systems are inspected prior to each use by a competent person.



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Lanyard, harness, D-rings, and other personal fall arrest systems are in good condition and suitable for use.

### **Scaffolding**


Scaffolding is constructed by a qualified person  
Scaffold planks are free of splits, twists, & bows  
Scaffolds is in good repair  
All scaffolding will be erected per the manufacturer's instructions and will meet the guidelines outlined in OSHA Standards.

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Footing and anchors are sound, rigid, and capable of carrying 4 times the maximum intended load without settling or displacement.

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The scaffold is set up on an adequate flat base with base plates on mudsills, screw jacks, etc.


All connections are pinned or fastened securely.  
Cross bracing is used.  
Wheels are locked into place.  
The base of scaffolding on the ground is supported by appropriate mud sills.  
Scaffolding or planking is properly supported on scaffold jacks and not on stacks of wood, boxes, bricks, blocks, barrels or any other unstable materials.  
Scaffold planks are certified scaffold planks or structural lumber.


Planks overlap the end of the scaffold no less than 6" and no more than 12".  
The working surface of the scaffold is fully planked.  
The planks are secured to prevent slipping.  
The gap between planks is less than 1 inch to prevent tools, etc., from falling through.

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The distance between the scaffold and the working surface is less than 14 inches.

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The scaffold frame is used as access only if designed to do so otherwise ladders are used to gain access to scaffold work platforms.


The maximum spacing of rungs used for access to the scaffold is 16 <sup>3</sup>/<sub>4</sub>".  
The scaffold is free of debris and material.  
The scaffold is tied off if it is more than four times the width of the base.  
All open sides and ends of platforms more than 10' above ground on floor level, are provided with top rails, midrails, and toeboards.  
Top rails are 42" high  $\pm$  3", midrails are midway between floor surface and top rail.

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Guardrails are capable of withstanding 200lbs of force anywhere along the top rail.


Gates or bars are used to enclose the top level.  
On suspended scaffolds, lifelines are attached to structure and safety belts are used.

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Scaffold is tied off every 30' horizontally and 26' vertically, or tied off if the height exceeds 4 times the width of the base.

## Stairways and Ladders:

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Areas used for access and egress which have a change in elevation of more than 19" are provided with stairs, ladders or properly designed ramps.

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Stairs that have 4 or more steps have a handrail.

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Ladders that are at risk for displacement are tied off and secured.

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Ladders extend at least 3' above the landing.

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All job-built ladders are constructed in accordance with 29 CFR 1926.25 regulations.

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All ladders are in good repair with all safety stickers in place.

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Faulty ladders are tagged "do not use", blocked with plywood, or rendered inoperable until repaired or removed or discarded.

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All ladders that have the potential of slipping or being bumped are tied off.

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All ladders are free of grease, oil, paint, or other slipping hazards.

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Step ladders are used in the open position.

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The spacing of rungs is between 10" and 14".

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No metal ladders are used within 10' of electrical power lines.

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All manufactured single and extension ladders are equipped with ladder shoes.

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Extension ladders are placed so that the distance from the top support to the ladder base is 1/4 the working distance of the ladder.

## Subcontractors

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All subcontractors have been trained in company safety requirements and policies.

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All subcontractors know who to contact if they have any questions or if they have seen unsafe working conditions or habits.

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Subcontractors understand that they are responsible to maintain their scope of work clean and clear of possible hazards.

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Subcontractors understand that potential hazards or accidents are grounds for disqualification of work on future projects.

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Subcontractors and their employees have been properly trained in safety and health and understand and comply with all OSHA requirements.

## **Appendix II: Forms**

### **Employee Personal Accident/Illness Notification Form**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

Were you? On Duty: \_\_\_\_\_ Off Duty: \_\_\_\_\_

Part of body injured: \_\_\_\_\_

Location and address of the incident: \_\_\_\_\_

Full description of the incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full description of any treatment you received at the scene or at medical facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you leave work? Yes \_\_\_\_\_ No \_\_\_\_\_

Time Left Duty: \_\_\_\_\_ Date: \_\_\_\_\_

Were you transported and treated at a medical facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, Name and Address of the Medical Facility:

\_\_\_\_\_

\_\_\_\_\_

Were you treated at a doctor's office? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, name and address of the doctor's office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor to whom you first reported incident: \_\_\_\_\_

Name of those who witnessed incident: \_\_\_\_\_

\_\_\_\_\_

## Supervisor Investigation:

Describe conditions that may have contributed to the incident: \_\_\_\_\_

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What actions have or will be taken to prevent recurrence? \_\_\_\_\_

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Additional comments: \_\_\_\_\_

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***Supervisor reviews incident with employee and provides possible preventative actions.***

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate supervisor's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Send/fax to Human Resources

Supervisor provides copy to: Employee  
Department

## **Managing Workers' Compensation – Claim Processing Procedure**

1. **EMPLOYEE IMMEDIATELY REPORTS INJURY/ILLNESS TO THEIR DEPARTMENT HEAD/SUPERVISOR.**
2. **THE INJURED EMPLOYEE AND DEPARTMENT HEAD/SUPERVISOR COMPLETE THE Employee Personal Accident/Injury/Illness Notification Form** and provides copy to Human Resources during the same shift in which the injury occurred, if possible; but no later than the next business day. If Department Head/Supervisor is provided with incomplete forms, please follow up with the employee regarding missing information. *Please be aware that the Town is required by law to file all workers' compensation claims within five (5) days of the incident,* therefore, cooperation from everyone is necessary to process the claims in a timely manner.
3. **DEPARTMENT HEAD/SUPERVISOR INFORMS INJURED EMPLOYEE** that the Town of Londonderry Workers' Compensation provider is not a managed care origination that directs injured workers to a specific physician, facility or pharmacy. Instead, employees are free to treat with providers of their choosing, *if he/she requires medical attention*. If the injured employee does needs assistance in choosing a network provider, please see Human Resources who will direct you to the on-line tool to select a provider. In either case, the injured employee following each exam and/or treatment, assure that the provider completes the New Hampshire Workers' Compensation Medical Form; and give the injured employee the "Employer" copy, and *the injured employee must immediately provide the "Employer" copy to Department Head/Supervisor and/or Human Resources*. Human Resources will send or fax copy to Town of Londonderry Workers' Compensation provider.
4. **HUMAN RESOURCES WILL COMPLETE THE "Employer's First Report of Injury" form,** and fax or send copies to the Town of Londonderry Workers' Compensation provider. The Town of Londonderry Workers' Compensation provider **will** forward to the Department of Labor, as required.
5. **HUMAN RESOURCES WILL COMPLETE THE "Employer's Supplemental Report of Injury" form** and fax or send copies to the Department of Labor and the Town of Londonderry Workers' Compensation provider.
  - a. If the employee's disability extends beyond three (3) days
  - b. When an employee returns to work following lost time
  - c. When there is any change in the employee's work status (i.e. employee returns to work to temporary alternative duties or from temporary alternative duties to regular duty).
6. Based on activity restrictions defined by the provider, the **EMPLOYEE'S DEPARTMENT HEAD/SUPERVISOR AND/OR HUMAN RESOURCES WILL PURSUE TEMPORARY ALTERNATIVE WORK OPPORTUNITIES** for the injured employee within their department or elsewhere in the workplace. Job tasks of temporary alternative work need to be clearly communicated and understood between the employee, his/her supervisor and Human Resources. To facilitate return to work, the employer may need to complete a New Hampshire Workers' Compensation Task Analysis Form, to relay to the provider the physical requirements of a

particular work assignment. Any reported difficulties with assigned tasks should be mutually resolved at the worksite and/or with Human Resources (The Town of Londonderry Workers' Compensation provider should be notified if the difficulties cannot be resolved).

If the employee does not return to the alternative work assignment, the employer (Human Resources) will notify The Town of Londonderry Workers' Compensation provider by phone as soon as possible.

For each follow-up appointment, the provider should complete a New Hampshire Workers' Compensation Medical Form. Temporary Alternative Duty (TAD) assignments are to be adjusted based on changes in the employee's activity restrictions or physical capacities. Following each exam and treatment, the injured employee must provide the completed New Hampshire Workers' Compensation Medical Form to the Department Head/Supervisor and Human Resources in order to send or fax to The Town of Londonderry Workers' Compensation provider.

If an injured employee is unable to return to work at any point during the TAD assignment, the employee must be seen by the provider; provider gives an updated New Hampshire Workers' Compensation Medical Form to the employee; and employee gives the "Employer" copy to Department Head/Supervisor and/or Human Resources in order to send or fax to The Town of Londonderry Workers' Compensation provider.

***Forward all medical documentation received to Human Resources. Human Resources will send copies to the Workers' Compensation provider for processing.***

## **Safety Recommendation and Suggestion Form**

The Town's Safety Policy provides for the opportunity for all employees to make suggestions and recommendations concerning safety and health.

*(Please return Forms to Human Resources.)*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Suggestion/Comments:

### **Response:**

Employee Signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

## **Safety Program Employee Acknowledgement Form**

I hereby acknowledge that I have received a copy of the Town of Londonderry's written Safety Program.

I understand that I am responsible for reading and knowing the contents of this Safety Program. I also understand that the Town of Londonderry 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.

I further understand that nothing in this Safety Program changes my employment with the Town as at-will or otherwise. I also understand that this Safety Program does not create a contract express or implied between me and the Town of Londonderry for any purpose whatsoever.

Issued to: \_\_\_\_\_ on \_\_\_\_\_

Signed by: \_\_\_\_\_ on \_\_\_\_\_  
Employee's Signature Date Received