

Town of Warner Safety Program



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See page 9 correction, add workplace violence and infectious disease.

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Introduction

The Town of Warner values the health, welfare and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, **the Board of Selectmen** recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the Town of Warner will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all equipment and safety guards, and make safety an integral part of their lives.

As an employee of the Town of Warner, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!

WARNER BOARD OF SELECTMEN

DATE EFFECTIVE:

June 9, 2022

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Management Commitment

Every employee has the right to a workplace free from occupational safety and health hazards. A Joint Loss Management Program is designed to prevent accidents and illnesses, and is established jointly between employees and management as required by RSA 281-A:64 III.

This program provides the framework for safety to be managed like any other function through planning, organization, leadership, and control. It is an established fact that a well-trained, well-disciplined and well-supervised employee in a safe and healthful environment is less likely to have an accident.

Under Statutory Authority: Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281- A: & RSA 277, National Fire Protection Association (NFPA), New Hampshire State Fire Code (NFPA 1), International Building Code (ICB) Occupational Safety and Health Administration (OSHA), and American National Standard Institute (ANSI), The Town of Warner will comply with the Chapter Lab 1400 rules.

Responsibilities

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

A. Board of Selectmen's Responsibilities

1. Provide overall support, direction and commitment and communicate what is expected of others.
2. Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established personnel policies and procedure.
3. Provide required resources:
 - a. Funding - safety equipment; personal protective equipment; training materials.
 - b. Personnel - outside experts; loss prevention consultants; between departments for information exchange.
 - c. Time - review inspection/investigation reports; participate in training programs.
 - d. Other as needed.

B. Supervisory Personnel Responsibilities

Employees with supervisory duties, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will ~~do the following~~:

1. Comply with this program and applicable work rules.
2. Ensure that all employees within their jurisdiction comply with the program and follow all work rules and safety procedures. Supervisors are expected to set a proper example.
3. Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules.
4. Educate employees within their jurisdiction in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required.
5. Assure that all machine guards are in place and are being used.
6. As necessary, with a minimum of twice a year, meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
7. Carry out additional inspections, investigations, and administrative duties as outlined in Sections 3, 4, and 5.
8. Be accountable for accidents, incidents, and near-misses involving their staff, especially if it is determined that additional preventive measures can or should have been taken. A supervisor's capability to supervise is measured by the efficiency of his/her operation.
9. Include and evaluate an employee's safety record in each formal performance appraisal. This record may highlight specific performance deficiencies that must be recognized and corrected.

C. Employee Responsibilities

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

Employees:

1. Shall understand and follow all work rules.
2. Shall be informed of and observe established safe practices.
3. Will use and wear required personal protective equipment, as required by Department Policies and Procedures.

4. Will report all unsafe acts and conditions to the supervisor.
5. Will operate only machines and equipment that they have been authorized and trained to operate.
6. Will not remove guards or other protective devices from machinery and equipment.
7. Will follow all accident reporting procedures pursuant to Department Training, Policies and Procedures.
8. Will assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.

Joint Loss Management Committee

I. Purpose

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.

II. Membership and Structure of Joint Loss Management Committee

1. 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:
 - (a) The size of the joint loss management committee shall be determined as follows:
 - (1.) Employers with 15 to 20 employees shall have a minimum of 2 members; and
 - (2.) Employers with more than 20 employees shall have a minimum of 4 members;
 - (b) Employee representatives shall be selected by the employees;
 - (c) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
 - (d) Committee members shall be representative of the major work activities of the employer.
2. Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

III. Duties and Responsibilities of Joint Loss Management Committee:

1. Meet at least quarterly to carry out their duties and responsibilities.
2. Keep minutes of meetings which shall be made available for review of all employees;
3. Elect a chairperson, alternating between employee and employer representatives;
4. Develop and disseminate to all employees a committee policy statement;
5. Maintain current the clearly established goals and objectives of the committee, and disseminate to all employees
6. Review workplace accident and injury data to help establish the committee's goals and objectives;
7. Establish specific safety programs which include, but are not be limited to, the following:
 - (a) 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;
 - (b) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (c) Performance of audits at least annually regarding the inspection findings; and
 - (d) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
8. Assist with the identification of necessary safety and health training for employees;
9. Assist with the identification and definition of temporary, alternate tasks.

IV. Duties and Responsibilities of the Employer (Warner Selectmen)

1. Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes;
2. 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
3. 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.

Safety Rules and Regulations Overview

I. Purpose

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

II. Safety Equipment

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

1. During the operation of all equipment, including backhoe, loader and mower, street sweeper and ladder truck, the ground person must wear a hard hat.
2. When working below ground level, such as in lift stations, ditches, etc.
3. When conditions warrant and/or ordered to do so by a supervisor.
4. When inspecting construction sites.

Steel-toed Shoes: Will be worn at all times by Highway Department/Transfer Station personnel as well as any other department where safety is deemed necessary.

Safety Vests: Will be worn when an employee is in a Traffic Control position and/or when working in a traveled right-of-way. Vests shall be compliant to Federal Safety Standards

Safety Glasses: Shall be worn when grinding, chipping, using air tools, brush/wood cutting or under conditions which warrant the supervisor to require safety glasses to be worn.

Safety Gloves: Safety gloves will be worn as necessary in all departments.

Hearing Protection: Hearing protection will be worn by the Highway Department, and Transfer Station as well as any other department where protection is deemed necessary.

Bullet Resistant Vest: Shall be worn by Police Officers as per department regulations.

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

Seat Belts: All Town of Warner employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles, Town owned vehicles and equipment, and the vehicles of others.

In addition, passengers in vehicles operated by Town employees and/or staff while on Town business are required to wear seat belts. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts.

All Town of Warner employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

Penalties:

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in Administrative action. *See also Disciplinary Policy*

III. Safety Procedures & Programs

This section duplicates or summarizes parts of the Lab 1400 section at the end but is a useful reminder of essential safety practices.

Blood Borne Pathogens: (also in Lab ~~1403.4~~ 1403.08)

All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV and or other bloodborne pathogens. Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material. Please refer to other sections of the Safety Program manual for a more detailed treatment of safety from bloodborne pathogens.

Employees responding to an emergency or situation 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.

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

Lockout Tagout: (see also Lab 1403.35 - this is a summary only)

No one will perform work on any piece of equipment or in any area when they could be harmed by accidental equipment start-up or movement or weld, cut or heat any pipe, conduit, or other liquid or energy carrying material until such material or equipment is protected by the use of locks and tags.

The following steps shall be used as the standard lockout procedure.

1. Turn off, disconnect, or block all sources of energy or harmful substances entering the area of concern.
2. Relieve all sources of trapped energy, air, hydraulic gravity, etc. Block suspended equipment.
3. Test all systems to make sure they are deactivated.

4. LOCK electrical disconnects and other sources of power and put the key in your pocket.
5. Tag the system with a signed and dated tag.

Only the individual applying a lock may remove it except in the event of an extreme life or property threatening situation or when it can be determined that the person is actually off the premises. In the latter case, specific approval of the Department Head is required. Unauthorized removal of another person's lock will be immediate cause for disciplinary action up to and including discharge from employment.

Excessive Heat:

See the fact sheet at end of this Safety Program for information on identifying and avoiding heat stroke and heat exhaustion during extreme heat conditions. These conditions can cause unsafe behavior, leading to possible accidents, in addition to serious, sometimes fatal health effects.

Safety & Health Communication

The Town is committed to having workplaces free from occupational safety and health hazards.

Employees should feel free to address unsafe conditions or equipment, and to actively participate in safety and health issues.

All employees will receive a copy of the Town of Warner Safety Program.

Notices of Safety Committee (JLMC) meetings and their minutes will be will be distributed to employees via Department supervisors and posted for employees to read.

Safety Posters will be provided and posted at Town buildings.

Safety Data Sheets will be kept in a conspicuous location in each building and available for review by Town Employees.

Hazard Communication Program

The purpose of this program is to inform interested persons, including employees, that the Town of Warner is complying with the Department of Labor by compiling a hazardous chemicals list, by using safety data sheets (SDSs), by ensuring that containers are labeled, and by providing our employees with training and information availability. This program applies to all work operations in our company where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

All employees, or their designated representatives, can obtain further information on this written program, the hazard communication standard, applicable SDSs, and chemical information lists from each Department Head or the Selectman's Office. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of

chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Our employees will also be informed of the hazards associated with non-routine tasks.

If after reading this program, you find that improvements can be made, please contact the Joint Loss Management Committee (JLMC). We welcome all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

Hazard Evaluation Procedures

Our chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Sometimes hazardous chemicals can be identified using purchase orders. After the chemical inventory is compiled, it serves as a list of every chemical for which an SDS must be maintained.

Safety Data Sheets (SDSs)

The SDSs we use are fact sheets for chemicals which pose a physical or health hazard in the workplace.

SDSs provide our employees with specific information on the chemicals they use. The safety data sheets are kept and prominently displayed at each location in the Town Hall, Highway Department, Transfer Station, Fire Station, Police Station and Library.

If the SDS is not received at time of first shipment, please notify the Selectman's Office and provide them with the product name and manufacturer. An SDS sheet will be printed by accessing it online and forwarded to each department that uses the product.

Labels and Other Forms of Warning

Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the SDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage").

Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by companies and is not required. Labels are legible and prominently displayed, though their sizes and colors can vary.

Training about Hazardous Materials

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals.

"Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training will be provided.

Information and training is a critical part of the hazard communication program. Employees receive training to read and understand the information on labels and SDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves.

Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs, and appropriately following the protective measures we have established. We encourage our employees to ask questions.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

Handling Injuries: Incident/Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries.

There are also **workplace safety laws** regarding workplace injuries that address reporting and investigation.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- A. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc.;
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- C. Ensure that first aid and emergency care is provided;
- D. Ensure that action is taken to prevent additional injuries (secure the scene);
- E. Notify the supervisor when practical;
- F. Follow reporting and investigation procedures.

II. Incident/Accident Reporting

- A. All accidents and incidents (near misses) are to be reported immediately.
- B. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- C. The immediate supervisor will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).

D. The First Report of Injury Form (8-WC) will be completed and processed within five calendar days. This individual will also complete any other required forms.

E. Injuries requiring only first aid must also be reported following these guidelines.

F. Workplace Safety: Reporting Death and Serious Injury. HB 406 (2019).

Death of any person in the workplace **or the hospitalization of 3 or more employees** must be reported by the employer to the NH DOL within eight hours of the occurrence. Notification may be given by telephone by calling (603) 271-3176, or (603) 271-6850.

Serious injury of any person in the workplace (amputation, loss or fracture of any body part, head injury or internal injury that necessitates immediate hospitalization) must be reported by the employer to the NH DOL within 24 hours.

Reports must be made electronically or telephonically, and must identify the cause and location of the incident, the place where the injured person is receiving medical care, and any other relevant information requested by the Commissioner or designee. The NH DOL will investigate the incident and may issue a report and recommendations.

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

III. Incident/Accident Investigation

The immediate supervisor, in conjunction with the joint loss management committee or other designated individual(s), shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury. (see attached sample)

Guidelines for Conducting Investigations:

A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.

B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.

C. Interview the victim *when the timing is right*. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.

D. Make objective recommendations to prevent similar occurrences. Terms such as “employee was careless” have no place in a factual report.

E. Cooperate fully with any investigations conducted by the NH Department of Labor, police or other regulatory authority.

INSPECTIONS

Department Heads and Supervisors are responsible for conducting necessary safety inspections, and recording their findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner.

A. Frequency

Inspections of the work area and equipment are to be **conducted and documented regularly**. Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.

Department Heads and Supervisors are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

B. Guidelines for Correcting Unsatisfactory Conditions

1. First and foremost, take the necessary action to prevent any injury! (Remove the tool from service; post a warning sign, etc.)

2. If within your authority, take steps to permanently correct the hazard. Report all action taken to your department head/supervisor.

3. If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem, in writing and your recommended solution to the person who has the authority to correct it.

C. Record Keeping Guidelines for Inspections

1. Document the inspection! At a minimum, record the inspection date, location/piece of equipment, inspector's name, and list of unsatisfactory conditions noted, actions taken, and a list of recommendations.

2. If unsatisfactory conditions were noted, send a copy of the report to the Towns' JLMC Committee, and keep a copy in your file.
3. If no unsatisfactory conditions were noted, just keep the inspection report in your file.

Suggestion: a copy be filed with JLMC always, to be easily available for DOL inspections.

Training Requirements for Safety and Health

SAFETY EDUCATION AND TRAINING

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to protect the welfare of their employees.

A. Types of Training

1. Introductory Training

All new Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the **Warner Safety Program**, and be given a copy of the work rules.

When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the **Safety Orientation and Employee Safety Responsibilities Forms** (SEE FORMS) which will be submitted to the Selectman's Office for inclusion in the employee's personnel file.

2. Specific/On the Job Training

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.

3. Follow-up Training

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 a near miss.

B. Recordkeeping for Training

1. Introductory training: documents in the employee's personnel file.
2. Specific training: documentation of training provided for specific tasks (e.g. proper shoring techniques) is strongly recommended. The supervisor should maintain records of such training.

Emergency Evacuation & Response Plans

All employees will know the correct procedures to follow so that there will be no delays in reacting and responding to emergencies. **Each supervisor will develop an evacuation plan for their building and then practice emergency drills so that all employees know the plan.**

In the event of a Fire, Medical Emergency or Hazardous Material spill, follow these steps:

FIRE: REMEMBER These Six Basics if a Fire Occurs:

- KEEP CALM...DO NOT PANIC, but move quickly!
- Sound the alarm.
- Call the Fire department -911.
- Evacuate the area. Is everyone out of the building?.
- Fight a small fire. Use good judgment; do not endanger yourself or others. Your safety and the safety of your fellow workers is foremost.
- Report to the evacuation location for the building.

MEDICAL EMERGENCY

- KEEP CALM...DO NOT PANIC
- Call 911
- Assign someone to meet and direct personnel to the area where help is needed
- If trained in first aid, provide assistance to the patient. **Town buildings have a medical chest.** Know the location for your building. Some buildings - Library, Town Hall, (Fire Dept ?) also have an AED (Automatic Defibrillator)
- Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.

POISON CONTROL

- KEEP CALM...DO NOT PANIC
- Call 911 or POISON CONTROL (800) 222-1222
- Have information on the Poisoning... Follow the directions from Poison Control
- Assign someone to meet and direct emergency personnel to the patient
- Inform supervisor of incident

HAZARDOUS MATERIAL SPILL

- KEEP CALM...DO NOT PANIC.... DO NOT TRY TO CLEAN UP THE SPILL
- Sound the alarm.
- Call the Fire department -911.
- Evacuate the area to a safe location. Is everyone out of the building?
- Do not permit anyone to re-enter the building. Report spill information to Fire Department personnel upon arrival.

FIRE PREVENTION MEASURES:

- Smoke only in designated outside areas.

- Wastebaskets are not ashtrays. Do not discard smoking materials into a wastebasket at any time.
- Do not empty ashtrays into wastebaskets at the close of a workday.
- Unplug electrical coffee pots, hot plates, and like appliances at the end of each workday.
- Turn off electric typewriters and like electrical equipment when not in use and at the end of the workday.
- Avoid overloading electric circuits. If it is necessary to use triple or four-way sockets for commonly used electrical equipment in the office, then more circuits are needed.
- Extension cords can be a hazard especially when stapled, run under rugs or through doorways. Request additional circuits.
- Use portable electric heaters with great care. Avoid placing such appliances near combustibles. Unplug electrical heaters at the end of the workday.
- Flammable or combustible materials should be properly maintained and stored.
- Keep storage of combustible materials at a minimum. Remove trash, cardboard, etc., daily.
- Wipe up and Sweep workplace floors and remove dust, shavings and sawdust daily.
- Dispose of oily, solvent or paint covered and gasoline soaked rugs in approved fire metal covered containers only.
- Flammable cleaning fluids and gasoline for edger's and lawn mowers should not be stored in buildings occupied for offices, public assembly and like uses. Only enough fluids for immediate usage should be kept on hand in work areas.
- Flammable liquids shall be stored in an approved Flammable Liquid cabinet meeting OSHA 1910.106 and NFPA 30. Flammable liquids shall be put and kept only in metal cans. Safety cans are required for gasoline.
- Be careful that light bulbs do not come into contact with combustibles in storage areas. Combustibles should be placed no closer than 18" from light bulbs.

Guidelines for Fire Safety and Response

Throughout this handbook, fire prevention measures are given for various on-the-job activities: Observe them.

BE PROACTIVE, NOT REACTIVE:

You should:

- Be Familiar with Basic Fire Prevention Guidelines.
- Know where fire extinguishers are located in your work area and know how to use them.
- Have a plan for exiting your work area in case an emergency evacuation is ever called for. It is also a good idea to have an alternate plan in the event your first route of exit is blocked.

- Know and follow the evacuation plan of your work area. A large fire or explosion may necessitate a change in the plan. Keep calm, and follow the instructions of the emergency or Supervisory person(s) directing you to the safest exit.

IN CASE OF FIRE, DO NOT PANIC...KEEP CALM

- Activate an early warning device (i.e. pull station), Evacuate the building, Call 911
- Stay out of heat and smoke. Protect yourself from heavy smoke by covering your mouth and nose with a cloth (wet if possible) and move as closely to the floor as possible.
- Keep near a door for your escape.

WHEN in DOUBT, GET OUT! And STAY OUT! Do not re-enter the building until fire officials declare it is safe to do so.

- Elevators are not emergency exits and should not be used in case of fire.
- WALK quickly to the exits. Once outside, move a safe distance away from the building to allow firefighting equipment-unhindered access to the building.
- Do not attempt to move vehicles away from the building unless so directed by your Supervisor, Fire or Police officials.

Remember that EACH FIRE IS DIFFERENT.

FIGHT A SMALL FIRE. Use good judgment; do not endanger yourself or others. Your safety and the safety of your fellow workers is foremost.

- Extinguishers should be used only on incipient (beginning) stage fires.
- Use the proper type of extinguisher to fight the fire.
- Use a Class A (water extinguishers) or ABC dry chemical fire extinguisher on paper, wood, and cloth fires.
- Use a Class B or ABC dry chemical or CO₂ extinguishers on gasoline, oil, grease, or other flammable chemicals.
- Use a Class C or ABC dry chemical or CO₂ extinguisher on electrical fires.

REMEMBER P.A.S.S. for Fire Extinguishers:

P – Pull safety Tab and pin

A – Aim the extinguisher stream at the base of the fire.

S – Squeeze the handle together.

S – Sweep nozzle of extinguisher back forth near base of fire

- When the fire is out, leave the area. Close the doors. The Fire Department will assure that the fire is out and that the area is safe to re-enter.
- If despite your efforts, the fire increases or the smoke becomes increasingly thicker, Close the door and leave the area. Do not take unnecessary chances.

ELECTRICAL FIRES:

- Unplug electrical equipment, or turn off current at box. **Do not attempt to extinguish an electrical fire.** The potential of electrical shock is too great.
- Use CO₂ or dry chemical extinguisher. Never use water on an electrical fire. The potential of electrical shock is too great.

CLOTHES FIRE:

- Do not let a person whose clothes are on fire run – it fans the flames. Remember the rule: STOP, DROP, COVER and ROLL.
- Smother the fire by rolling the victim up in a rug, blanket, canvas (be sure the canvas has no oil or grease on it), or a heavy coat. As the victim is rolled in the smothering material, be sure his head is not covered up.
- Get medical attention for the victim immediately. Treat for shock.

CAR/TRUCK ENGINE FIRES:

- Be aware that vehicle fires can accelerate rapidly. Materials used in vehicle interiors can give off highly toxic fumes. If a fire cannot be easily extinguished, get safely away from the vehicle.
- Shut off the engine and disconnect the battery, if possible.
- Use a dry chemical or Co2 extinguisher.
- BEWARE of spilled gasoline.

OUTSIDE FIRES: - grass, leaves, brush, etc. Fight this type of fire by teamwork:

- Rake, dig, or wet down a four (4) feet wide “fire-brake” between the fire and endangered buildings or equipment.
- Working along the edge of the fire, knock down flames with brooms, shovels, or water.
- Have someone follow-up to put out sparks.
- Do not take chances – always have an escape route open.

General Principles of Safety

A) Office Safety

1. Clutter and spills

- (a) Good housekeeping in the office is a must
- (b) Keep your desk and cabinets clean and orderly.
- (c) Clean up spilled or splashed liquids on the floor. This might prevent someone from falling.
- (d) Slips of paper, a pencil, or even a paper clip on the floor can cause a slip or fall. If you see something on the floor, take the time to stop and pick it up.

2. Office Furniture should not become a Hazard of the Workplace:

- (a) An open drawer of a desk or cabinet is a hazard, which can cause you or others to trip or collide. Keep drawers and cabinet doors closed.
- (b) The standard four-drawer filing cabinet can cause injury if it upsets as a result of opening a heavily loaded top drawer. Open only one drawer at a time.
- (c) Use handles when closing desk drawers, files, safes, and doors.
- (d) All chairs should be used sensibly:
 - i) Don't tilt them or slump back. The added strain on the chair can cause it to break or slip, resulting in injury to the occupant.
 - ii) Remove defective chairs from use.

If you must reach high or climb, use a safe ladder. Do not use a chair for climbing. Do not stand on drawers, cabinets or boxes, etc.

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

- (a) Make sure that computers, typewriters and adding machines are properly fixed in place. Work at a comfortable height.
- (b) Don't attempt any electrical repairs.
- (c) Cords on electrically operated equipment and telephones create a tripping hazard when left on the floor or in walkways. Arrange the work area to avoid this hazard or use electrical cord covers or securely tape to the floor with safety tape.
- (d) When using extension cords, place them so that they do not lie in a traffic area (tripping hazard) or through doors, which may cut the cord (fire or shock hazard). Minimize the use of extension cords. Do not overload electrical circuits.
- (e) Do not remove the ground prong of a three-prong plug. Electrical equipment with a three-prong plug requires a three-hole (grounded) receptacle. If an adapter must be used to accommodate a two-prong receptacle, have maintenance personnel assure that the adapter is properly grounded.

4) Always Practice Basic Principles of Safety:

- (a) Walk, don't run.
- (b) When walking in hallways keep to the right, especially at corners.
- (c) Do your reading at your desk, not while walking.

- (d) When using stairways, take your time and use the handrails.
- (e) Don't stand in front of a closed door that may be opened suddenly.
- (f) Smoke in authorized areas only. Remember the fire hazard – use ash trays, not wastebaskets.
- (g) Daydreaming is a dangerous habit. Keep your mind on the job.
- (h) Sharpened pencils should be placed point down in pencil holders. Other sharp objects, i.e., scissors, letter openers, etc., should be covered or placed down to prevent puncture wounds.
- (i) Carry pencils, fountain pens, scissors, etc., in such a way that the sharp end cannot cause puncture wounds to you or others.
- (j) Report all defective equipment to your Supervisor for repair.

5) Lifting Techniques

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

B) Building Maintenance

- a) Always practice good housekeeping in the workplace.
 - (i) Poor housekeeping breeds fire. All storage areas should be kept neat with cardboard boxes, paper and other combustible materials being removed to safe storage bins immediately.
 - (ii) Never use a stairway or exit way for a storage area, even on a temporary basis.

- b) Report all hazardous conditions, i.g., (including) ice/snow buildup at entrances
- c) When replacing bulbs or fluorescent tubes, observe the following precautions:
 - (i) Ask persons to move from under fixture.
 - (ii) Select ladder of proper height.
 - (iii) Remove cover and place on desk or floor beneath ladder.
 - (iv) Remove bulb with protective device if bulb is hot, or allow it to cool.
 - (v) Be sure fluorescent tubes are properly locked in place.
 - (vi) Replace cover and fittings, using both hands, making sure that they are secure.
 - (vii) Never carry light bulbs in pockets.
 - (viii) Light bulbs should never be wiped with a damp cloth while still in socket. Do not use an oily cloth to wipe light bulbs.
 - (ix) Report any fixtures or appliance from which electrical shock is received or which sparks, is unusually hot or otherwise appears defective.
 - (x) Be aware that defective fluorescent tubes may contain powder that can be harmful or fatal.
- d) Disconnect all power sources while working and place a warning sign on the power box control warning that work is in progress.
- e) Inspect all portable electrical equipment periodically.
- f) Replace broken windows or door panes promptly. Always handle broken glass carefully.
 - (i) Do not handle broken glass with your bare hands.
 - (ii) Always place broken glass in suitable container and dispose of promptly.
 - (iii) Do not place broken glass in trashcans or wastebaskets that are accessible to other Employees or to the public.
- g) Remove from use any metal receptacles which are broken or which have jagged edges, i.e., ashtrays, trashcans or waste bins.
- h) Always place adequate warning signs when cleaning floors, stairways, etc. Wet or slick floors, stairways or handrails can cause incidents. Never allow a stairway or handrail to become slippery.
- i) Never use fingers or bare hands to comb down mops.

C) Garage and Shop Safety:

Shop Employees are constantly surrounded with serious hazards on the job. In order to prevent incidents, it is essential that physical and human error be prevented by maintaining safe garage conditions and by following safe practices. The following are general rules for improved garage safety. (Specific rules for certain activities are provided in departmental safety policies and procedures.)

1. General Principles of Safety in Garages and shops:

- a) Ensure that there is proper ventilation. Guard against carbon monoxide gas from the exhaust of running engines.
- b) Keep a pair of safety goggles handy and wear them when doing work in which eye protection is needed.
- c) Always keep a suitable fire extinguisher near at hand and ready to use.

- d) Keep aisles and open spaces on the floor free of tools and parts.
- e) Be sure your feet are clear of passing automobiles or moving machinery when you get under a car, truck or piece of equipment.
- f) Use a safe grip (thumb not around handle) when it is necessary to crank start an engine.
- g) Never allow grease and oil to remain on a floor where you or others might slip on it and fall.

2. Barricades and Warning Signs

Work area protection is the adequate safeguarding or protection of pedestrians, motorists, warning signs, lights, flags, traffic cones, high level standards, barricade rope, flagman, etc., on approaches to work areas, excavations, open manholes, parked equipment, blocked traffic lanes, etc.

a) Public Awareness:

The public must be made aware before they get to the work area that the presence of work forces and equipment forms an obstruction to the normal flow of pedestrian and/or vehicular traffic.

b) Have a Worksite Safety Plan:

The possibility of an incident occurring is greatly minimized by proper planning, design, installation, and operation and maintenance of safeguards, coupled with the use of common sense.

c) Follow Basic Guidelines to Facilitate Safety:

i) Pre-inspect the job site for traffic conditions.

ii) Schedule the job for a time when traffic conditions are most favorable to do the job safely.

iii) Keep the size of the work area at a minimum and allow only necessary equipment and vehicles in from the work areas.

iv) Open manholes and excavations shall be adequately identified and protected. Necessary precautions should be taken to assure proper support of loads in the area of excavations.

v) The unauthorized removal of any protective barricade shall be prohibited. Temporary removal requires other safety controls, such as the posting of flagman to direct traffic. Whoever removes a barricade shall be responsible for its replacement.

vi) Protective or warning devices shall be removed from the job site as soon as they are no longer necessary.

vii) The Police and Fire Departments shall be informed of all jobs where barricades are in service, and shall make periodic checks on the aforementioned job sites to see that barricade protection is in good operating condition during the hours of darkness.

3. Follow Practical Guidelines When Using Tools and Lamps:

a) Use only approved and inspected portable electric tools and electrical extension lamps (see section on portable power tools).

b) Always use a well-guarded and grounded lamp.

- c) If flammable liquids, vapors, or dusts are present make sure that you are using a safe type of lamp and guard; ask your Supervisor if you are not entirely sure. If at all possible, eliminate the hazard before proceeding with work.
- d) Do not try to patch the insulation of a defective cord; get a new cord.
- e) If the cord is too short to reach the necessary distance, do not splice it; get a new cord or another extension.
- f) It is a bad practice to pull on the cord to disconnect a wall plug; the wires may be loosened or pulled free from the socket.
- g) Do not drag a cord over nails, hooks, tools or other sharp edges, as this may cause a short circuit; if flammable vapors or dusts are present, an explosion may result.
- h) Do not allow the extension cord to touch acids, oil, solvents, or even water, unless it has a proper kind of insulation to protect it.

4. Exercise Extreme Care When Using Gasoline and Other Flammable Liquids:

- a) Gasoline shall not be used for cleaning purposes. It has a very low flash point and is therefore a fire hazard. Use an approved non-flammable cleaner. Also, much commercial gasoline contains tetraethyl lead. Due to the hazard of lead poisoning, do not wash hands or other parts of the body with gasoline.
- b) Do not allow gasoline to stand in open containers. If gasoline must be kept, use only approved safety cans.
- c) Keep flames and sparks away from gasoline and alcohol or anti-freeze vapors. Such vapors can cause an explosion.
- d) If your clothes become soaked with oil, gasoline or other flammable liquids, change them at once. Hand-rinse such clothing to ensure that a vapor explosion does not occur in an electric washer or dryer.
- e) Follow basic safety guidelines when refueling vehicles and equipment.
 - i) Always observe “no smoking” rules.
 - ii) Shut off the engine.
- f) In order to prevent ignition from static electric Town stored within the vehicle, touch the metal nozzle on gas hose against car bumper. During the entire filling operation, the nozzle shall remain in constant contact with the vehicle.
- g) Do not overfill vehicle fuel tanks. If overflow does result, immediately flush with water.
- h) Gasoline dispensing equipment shall be located outdoors.

5. Take the Necessary Precautions When Working With Batteries:

- a) Removing or replacing a battery:
 - i) When removing or replacing a battery, disconnect the ground cable (usually black or green in color) first
 - ii) Disconnect the positive cable (usually red in color) second
 - iii) Replace or service battery, connect positive cable, then connect the ground cable
 - iv) Hybrid cars: contact Fire Department for assistance.
- b) **Handle batteries with caution.** They contain sulfuric acid. Wear eye protection. Keep battery charging areas well ventilated to prevent buildup of hydrogen gas which can explode.

Insect-borne Disease Prevention

Employees working outdoors during the warmer months are at risk of contracting diseases carried by ticks and mosquitoes. Some of these diseases can cause loss of energy, confusion, serious illness, or even death. Employees working outdoors should protect against tick and mosquito bites to avoid serious and life threatening diseases.

Tick-borne diseases

NH continues to have one of the highest rates of Lyme disease in the nation and approximately 60% of blacklegged ticks sampled in NH are infected with *Borrelia burgdorferi*, the bacterium that causes Lyme disease. Although these ticks have a 2-year life cycle, the greatest risk for human acquisition of tick-borne diseases is between May and August when the aggressive nymph stage of the **blacklegged tick** is active. Nymphs are very small (< 2mm or the size of a speck of pepper) and easy to miss unless they become engorged with blood. Some other diseases known to be spread by NH deer ticks include Babesia, Bartonella, Anaplasma, Powassan Virus, and Ehrlichia.

Recently, isolated Lone Star ticks are being found in NH. These ticks can carry Rocky Mountain Spotted Fever, Ehrlichia, and STARI.

For tick bite prevention, it is recommended that

- a) clothing be tucked in or tight-fitting around leg and arm openings, and
- b) footwear and clothing be treated with products containing permethrin and/or
- c) repellent containing 15-30% Deet or 20% Picaridin be applied on skin or clothes, unless the employee is aware of any allergies to these compounds.
- d) tick checks be performed to remove ticks after working outdoors or every hour or two during the day if working outdoors for an extended time.

If a tick is found attached, it should be removed as soon as possible using a removal tool other than fingers, avoiding squeezing of the tick's body or agitation of the tick, then a disinfectant and/or antibiotic applied to the bite site. If it is a "deer" tick (ixodes or Blacklegged tick), the employee is advised to contact a medical professional for a prophylactic dose of antibiotic, the bite site should be monitored for rashes and unusual fatigue, fever, arthritic pain, etc. reported.

Mosquito-borne diseases

Mosquitoes in NH can spread serious and life-threatening diseases such as Eastern Equine Encephalitis (EEE), West Nile Virus and more recently, Jamestown Canyon Virus (JCV). If flu-like symptoms, dizziness or confusion are noticed, employees are urged to be vigilant about seeking medical advice immediately.

To reduce the number of mosquito bites, it is recommended that repellent containing 15-30% Deet or 20% Picaridin be applied on skin or clothes, and that long sleeved/ long legged clothing be worn.

Workplace Violence Procedure

PURPOSE:

Town of Warner maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide Town of Warner employees, volunteers and public a guidance that will maintain an environment at and within town property and events that is free of violence and the threat of violence.

POLICY:

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited, in the Town of Warner facilities and at town sponsored events. Such conduct by a town employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The Town of Warner will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him / her is also prohibited.

DEFINITIONS:

Workplace Violence: Behavior in which an employee, former employee, volunteer or visitor to a facility inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

PROHIBITED BEHAVIOR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking.
4. Assault of any form.
5. Physical restraint, confinement.
6. Dangerous or threatening horseplay.
7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
8. Blatant or intentional disregard for the safety or well-being of others.
9. Commission of a violent felony or misdemeanor on town property.
10. Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
 - Domestic partner or former domestic partner;
 - Cohabitant or former cohabitant and or other household members;
 - A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

The Town of Warner recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:

- If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever

emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.

- If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Workplace Violence Incident Report Form.

PROCEDURES- FUTURE VIOLENCE:

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their activities within the town, shall inform their supervisor or officials by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The official shall inform the selectman and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them, shall immediately supply a copy of the signed order to the selectman. The selectman shall provide copies to the appropriate department and local police.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect employees and volunteers from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The department official will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Department official will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees, volunteers and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring. Recording the findings and mitigating actions taken.

In appropriate circumstances, the Town of Warner will inform the reporting individual of the results of the investigation. To the extent possible, the Town of Warner will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual *safety*. The Town of Warner will not tolerate retaliation against any employee or volunteer who reports workplace violence

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery.

Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.
- Requesting the Town of Warner attorney file a restraining order as appropriate.

TRAINING AND INSTRUCTION:

The Town of Warner selectmen shall be responsible for ensuring that all employees, including supervisors, are provided training and instruction on general workplace security practices. Departments shall be responsible for ensuring that all employees, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees and volunteers when the policy is first implemented.
- To all newly hired employees elected officials and volunteers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided.
- To affected employees and volunteers, whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
 - Methods to diffuse hostile or threatening situations.
 - Escape routes.
 - Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

Attachment: Workplace Violence Report Form

Town of Warner

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):

Names 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 the threat will not be carried out or act of violence repeated:

Was local Law Enforcement notified? Yes No

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: _____

Suggestions for preventing a similar incident in the future:

Report Prepared by: _____ Date: _____

Job Title _____ Phone No.: _____

Disciplinary Policy

Employees found to be violating this policy may be subject to discipline as outlined below.

The following establishes the Town's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

VERBAL WARNING – Any infraction of the rules, policies or procedures will warrant a verbal warning from the employee's immediate supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include but not limited to a written warning, suspension and/or discharge.

WRITTEN WARNING – Any subsequent or serious violation of the rules, policies, or procedures of the Town of Warner may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures and rules. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents.

SUSPENSION – Any subsequent or serious violation of the rules, policies, or procedures of the Town of Warner may result in the suspension of the employee. The *department head and/or supervisor* may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Board of Selectmen.

TERMINATION - Employees may be terminated from employment for a single serious violation of the rules, policies, or procedures, and/or for repeated violations of the rules, policies or procedures. The employee shall be advised in writing of the recommendation to terminate. The Board of Selectmen shall take action regarding the recommendation within fourteen (14) calendar days of its receipt. In the case of written warning, suspension or termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

An employee need not have been suspended for any previous violations before being terminated.

Contractors/Outside Service Providers

Any outside contractors/service providers must provide a Certificate of Insurance naming the Town of Warner as an additional insured should the value of their services exceed \$1,000.00.

Employees are not to directly assist an outside provider of contractual services in order to not compromise that provider's safety policies for their employees.

Contractors are expected to have and maintain their own safety policies and to communicate any hazards anticipated while completing their work. Department and Office heads are to monitor the work being

performed and report any unsafe conduct to the Town Administrator. In extreme cases, the department or office head may terminate the services of a contractor who jeopardizes the safety of Town Employees.

Subcontractors and Other service providers are required to provide proof of insurance **and to be in compliance with Workman's comp and OSHA rules.**

RSA'S

TITLE XXIII LABOR

CHAPTER 277 SAFETY AND HEALTH OF EMPLOYEES

Generally

Section 277:1

277:1 Application. – This chapter shall apply to all places of employment in which one or more persons are regularly employed.

Source. 1917, 183:1. 1919, 66:1. 1921, 130:1. PL 177:1. RL 215:1. RSA 277:1. 1955, 291:1. 1963, 220:1. 1985, 243:1, eff. Jan. 1, 1986.

Section 277:1-a

277:1-a Elevator Law. – The provisions of RSA 157-B also apply to all places covered by RSA 277:1.

Source. 1967, 310:2, eff. Jan. 1, 1968.

Section 277:1-b

277:1-b Definitions. –

In this chapter:

- I. "Employee" means any person employed to work in a place of employment. Volunteers or auxiliary members of a fire, police department, ambulance service or the state police, whether paid or not paid, shall be deemed to be in the employment of a political subdivision when performing official service or duty for a political subdivision.
- II. "Employer" means the state or any of its political subdivisions operating a place of employment.
- III. "Imminent danger" means a situation created by any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm either immediately or before such danger could be eliminated through the procedures provided by this chapter.
- IV. "Place of employment" means all buildings, offices or other sites owned or leased by the state or by any political subdivision of the state. "Place of employment" includes all buildings, sheds, structures or places used in connection with employee activity at a place of employment.
- V. "Serious injury" means an incident that results in an amputation, loss or fracture of any body part, head injury, or internal injury that necessitates immediate hospitalization.

Source. 1985, 243:2, eff. Jan. 1, 1986. 2019, 29:1, eff. July 14, 2019.

Building Construction and Repair Work

Section 277:2

277:2 Scaffolding and Other Devices for Use of Employees. – A person employing or directing another to perform labor of any kind in the erection, demolition, repairing, altering, painting, cleaning or pointing of a

building or structure shall furnish or erect, or cause to be furnished or erected for the performance of such labor, scaffolding, hoists, stays, ladders, slings, hangers, blocks, pulleys, braces, irons, ropes, and other devices which shall be so constructed, placed and operated as to give proper protection to a person so employed or directed.

Source. 1953, 201:1 par. 39-a, eff. June 3, 1953.

Section 277:3

277:3 Requirements. – Scaffolding or staging more than 14 feet from the ground or floor, swung or suspended from an overhead support or erected with stationary supports, except scaffolding wholly within the interior of a building and covering the entire floor space of any room therein, shall have a safety rail of suitable material properly attached, bolted, braced or otherwise secured, rising at least 34 inches above the floor or main portions of such scaffolding or staging and extending along the entire length of the outside and the ends thereof, with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.

Source. 1953, 201:1 par. 39-b, eff. June 3, 1953.

Section 277:4

277:4 Weight Requirement. – All scaffolding shall be so constructed as to bear 4 times the maximum weight required to be dependent therefrom or placed thereon when in use.

Source. 1953, 201:1 par. 39-c, eff. June 3, 1953.

Section 277:5

277:5 Duty of Commissioner. – The labor commissioner shall immediately inspect a scaffold, ladder, or device concerning which complaint is made. He shall attach to every scaffold, ladder, or device that he inspects a certificate stating that he has made the inspection and has found the same safe or unsafe as the case may be. If unsafe, the commissioner shall at once, in writing, notify the person responsible for the scaffold, ladder, or mechanical device of the fact and shall prohibit the use of it by him or by any other person until all danger is removed by alteration, reconstruction or replacement as the commissioner may direct. Such notice may be served personally upon the person responsible or by affixing it conspicuously to the scaffold, ladder, or device declared unsafe.

Source. 1953, 201:1 par. 39-d, eff. June 3, 1953.

Section 277:5-a

277:5-a Occupational Safety and Health Administration Certification. –

I. Any person signing a contract to work on a construction, reconstruction, alteration, remodeling, installation, demolition, maintenance, or repair of any public work or building by a state agency, municipality, or instrumentality thereof, and with a total project cost of \$100,000 or more, shall have an Occupational Safety and Health Administration (OSHA) 10-hour construction safety program for their on-site employees. All employees are required to complete the program prior to beginning work. The training program shall utilize an OSHA-approved curriculum. Graduates shall receive a card from OSHA certifying the successful completion of the training program. This section shall apply to the construction, reconstruction, alteration, remodeling, installation, demolition, maintenance, or repair of any public work or building paid for in whole or in part with state funds.

II. Any employee required to complete the OSHA 10-hour construction safety program under this section who has not completed the program shall be subject to removal from the worksite if the employee does not provide documentation of having completed such program by the fifteenth day after the date the employee is found to be in noncompliance. Proof of such documentation provided by the employer shall constitute compliance with this

section. The labor commissioner or commissioner's designee shall enforce this section.

III. The labor commissioner shall adopt rules under RSA 541-A relative to implementation and enforcement of this section. The commissioner may also assess a civil penalty of up to \$2,500; in addition, such an employer shall be assessed a civil penalty of \$100 per employee for each day of noncompliance. All funds collected under this section shall be deposited into the general fund. The labor commissioner shall appoint as many individuals as necessary to carry out the department's responsibilities under this section.

IV. The following individuals are exempt from the requirements of the OSHA 10-hour construction safety program:

- (a) Law enforcement officers involved with traffic control or jobsite security.
- (b) Flagging personnel who have completed the training required by the department of transportation.
- (c) All relevant federal, state, and municipal government employees and inspectors.
- (d) All individuals who are not considered to be on the site of work under the federal Davis-Bacon Act, including, but not limited to, construction and non-construction delivery personnel and non-trade personnel.

Source. 2007, 326:1, eff. Sept. 14, 2007. 2012, 144:3, eff. Jan. 1, 2013.

Maintenance of First Aid Equipment, Appliances, Etc.

Section 277:6

277:6 Medical Chests. – Every employer shall at all times keep and maintain, free of expense to the employees, such a medical and surgical chest as shall be required by the local board of health of the city or town, containing plasters, bandages, absorbent cotton, gauze and all other necessary medicines, instruments and other appliances for the treatment of persons injured or taken ill upon the premises.

Source. 1911, 30:1. PL 177:2. RL 215:2.

Section 277:7

277:7 Penalty. – Whoever violates RSA 277:6 shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person. Each week during which such violation continues shall constitute a separate offense.

Source. 1911, 30:2. PL 177:3. RL 215:3. RSA 277:7. 1973, 529:55, eff. Oct. 31, 1973 at 11:59 p.m.

Section 277:8

277:8 Repealed by 1985, 243:8, eff. Jan. 1, 1986. –

Section 277:9

277:9 Repealed by 1985, 243:8, eff. Jan. 1, 1986. –

Section 277:10

277:10 Sanitation, Provision for. – Every employer shall provide and maintain reasonable and proper toilet facilities and reasonably sanitary and hygienic conditions for employees.

Source. 1917, 183:2. PL 177:6. RL 215:6.

Section 277:11

277:11 Safeguards. – Whenever the nature or condition of any such place of employment, or the machinery or other appliances therein, are such as to render work therein or in proximity thereto dangerous to the safety or health of employees, it shall be the duty of the employer to provide and maintain such safeguards, safety devices, appliances and lighting facilities, and to do such other things as may be reasonably necessary and practicable to lessen the dangers of such employment.

Source. 1917, 183:2. PL 177:7. RL 215:7.

Section 277:12

277:12 Interference With. – No person shall remove, displace, damage or carry off any safety device or safeguard furnished and provided for use in any employment or place of employment so as to interfere with the intended use thereof, or interfere in any way with the use thereof by any other person, and no person shall interfere with the use of any method or process adopted for the protection of any employee in such employment or place of employment.

Source. 1917, 183:3. PL 177:8. RL 215:8.

Inspections and Orders by Commissioner

Section 277:13

277:13 Inspection. – The labor commissioner shall cause all places of employment subject to this law to be inspected at intervals to be determined by him, for the purpose of determining whether the provisions of this chapter have been complied with and the conditions therein with respect to the safety and health of the employees.

Source. 1917, 183:4. PL 177:9. RL 215:9. RSA 277:13. 1957, 187:15. 1963, 220:2, eff. July 1, 1963.

Section 277:13-a

277:13-a Petition for Inspection. – Any employee may petition the commissioner to inspect any place of employment in which the employee is employed for the purpose of determining whether the employer has violated any of the provisions of this chapter or rules adopted under this chapter. Upon receipt of such petition, the commissioner shall cause such place of employment to be inspected within a reasonable time.

Source. 1985, 243:4, eff. Jan. 1, 1986.

Section 277:14

277:14 Report. – A report of such inspection shall be filed in the office of the commissioner and a copy thereof given the employer.

Source. 1917, 183:4. PL 177:10. RL 215:10.

Section 277:15

277:15 Entry. – The commissioner, factory inspectors and other assistants of the commissioner shall have the right to enter any such place of employment and to examine the same for the purposes of this chapter.

Source. 1917, 183:4. PL 177:11. RL 215:11.

Section 277:15-a

277:15-a Inspections. – In the case of a workplace incident resulting in a serious injury or death involving the state, a state agency, a county, a municipality or municipal agency, a school district, or other public corporation or political subdivision, the commissioner of labor, or his or her designee, shall inspect such place of employment.

Source. 2019, 29:2, eff. July 14, 2019.

Section 277:15-b

277:15-b Reports of Death or Serious Injury. –

I. Every employer shall report the death of any person in the workplace or on the workplace premises within 8 hours of such occurrence to the commissioner of the department of labor by telephone or electronically, stating as fully as possible the cause of the death and the place where the body of the deceased person was sent, and supplying any other information relative to the death that may be required by the commissioner. The commissioner shall investigate the cause of death and may notify the employer of precautions to be taken that may prevent the recurrence of similar events. A statement contained in any such report shall not be admissible in evidence in any action arising out of the death reported.

II. Every employer shall report the serious injury of any person in the workplace or on the workplace premises within 24 hours of such occurrence to the commissioner of the department of labor by telephone or electronically, stating as fully as possible the cause of the injury and the place where the injured person was sent for medical evaluation or treatment, and supplying any other information relative to the injury that may be required by the commissioner. The commissioner may investigate the cause of the injury and notify the employer of precautions to be taken that may prevent the recurrence of similar events. A statement contained in any such report shall not be admissible in evidence in any action arising out of the injury reported.

Source. 2019, 29:2, eff. July 14, 2019.

Section 277:16

277:16 Rulemaking. –

I. The commissioner of labor shall adopt such rules, under RSA 541-A, as he deems reasonable and necessary in order to carry out properly the provisions of RSA 277:10 and 277:11.

II. Prior to January 1, 1987, the commissioner of labor shall present proposed legislation containing a specific delegation of rulemaking authority to replace this section to the chairman of the joint legislative committee on administrative rules established under RSA 541-A and to the senate president and the speaker of the house of representatives who may refer such proposed legislation to the appropriate standing committees. This proposed legislative delegation of rulemaking authority shall be drafted in as narrow a manner as possible, consistent with the need to provide the commissioner of labor with sufficient authority to fulfill the regulatory role assigned to him under RSA 277:10-11.

Source. 1917, 183:5. PL 177:12. RL 215:12. RSA 277:16. 1963, 220:3. 1985, 243:6. 1987, 140:1, eff. May 7, 1987.

Section 277:17

277:17 Modification. – Whenever the commissioner, after any place of employment subject to this chapter shall have been inspected in accordance with RSA 277:13, shall be of the opinion that the special conditions in that place of employment render the standards inadequate or unreasonable, as applied to such place of employment, he may, by special order applicable to that place, so modify or extend the requirements of such standards as to make the same adequate and reasonable with respect to such special conditions.

Source. 1917, 183:5. PL 177:13. RL 215:13. RSA 277:17. 1963, 220:4, eff. July 1, 1963.

Section 277:18

277:18 Added Safeguards. – Whenever, after inspection as provided in RSA 277:13, the commissioner shall be of the opinion that compliance with the standards, under the special conditions obtaining in any place of employment, necessitates the use of any safeguard, or the doing of any other act for which the standards adopted by him do not provide, he shall have power, by special order, to require the adoption in that place of employment of such particular safeguards, safety devices, appliances, lighting facilities, or other means as may be reasonable and practicable for the safety and health of the employees.

Source. 1917, 183:5. PL 177:14. RL 215:14. RSA 277:18. 1963, 220:5, eff. July 1, 1963.

Section 277:19

277:19 Repealed by 1963, 220:6, eff. July 1, 1963. –

Section 277:20

277:20 Compliance, Time. – Every order made by the commissioner shall fix the time when it shall take effect, and in every case a reasonable time shall be allowed to the employer affected thereby for compliance with the order.

Source. 1917, 183:6. PL 177:16. RL 215:16. RSA 277:20. 1985, 243:7, eff. Jan. 1, 1986.

Section 277:21

277:21 Notice of Orders. – Notice shall be given by certified mail of every order to those who are required to comply with the order. Notice of any such order of general application may be given by publication in some newspaper having circulation throughout the state.

Source. 1917, 183:6. PL 177:17. RL 215:17. RSA 277:21. 1985, 243:7, eff. Jan. 1, 1986.

Section 277:21-a

277:21-a Consultation. – The commissioner shall provide occupational health and safety services to public and private employers, and shall consult with the commissioner of the department of health and human services relative to the implementation of occupational health unit programs authorized by RSA 125:16-16-d.

Source. 1983, 291:1, I; 410:2. 1995, 310:182, eff. Nov. 1, 1995.

Proceedings Before the Commissioner

Section 277:22

277:22 Powers. – For the purpose of carrying into effect the provisions of this chapter the commissioner shall have power to administer oaths, certify to official acts, issue subpoenas and compel the attendance of witnesses and the production of papers, books, accounts, documents and testimony.

Source. 1917, 183:10. PL 177:18. RL 215:18.

Section 277:23

277:23 Depositions. The deposition of any witness within or without the state, taken in the manner prescribed by law for depositions in civil actions, may be used in any proceeding for review or appeal.

Source. 1917, 183:11. PL 177:19. RL 215:19.

Section 277:24

277:24 Record. – The commissioner shall keep a complete record of all orders, rules or regulations made and adopted by him.

Source. 1917, 183:10. PL 177:20. RL 215:20.

Review of Orders

Section 277:25

277:25 Petition. – Any employer affected by such order, rule or regulation may petition the commissioner for a review of the validity or reasonableness thereof. The commissioner may join in one proceeding all petitions alleging invalidity or unreasonableness of the same or substantially similar orders, rules or regulations. The petition for review shall be filed within 30 days after notice of the adoption of the order, rule or regulation; provided, that the commissioner may, whenever in his opinion justice may require it, extend the time for filing such petition.

Source. 1917, 183:7. PL 177:21. RL 215:21.

Section 277:26

277:26 Hearing. – Upon receipt of the petition the commissioner shall, if necessary to determine the issue raised, order a hearing. Notice of the time and place of hearing, which shall be open to the public, shall be given to the petitioner and to such other persons as the commissioner may find to be directly interested in the issues raised.

Source. 1917, 183:7. PL 177:22. RL 215:22.

Section 277:27

277:27 Revocation of Order or Regulation. – If, upon such hearing, the commissioner finds that the order, rule or regulation complained of is invalid or unreasonable he shall revoke it, or substitute therefor a new or amended one.

Source. 1917, 183:7. PL 177:23. RL 215:23.

Section 277:28

277:28 Effect of Commissioner's Decision. – The decision of the commissioner upon such petition shall be final unless appeal is taken in the manner herein provided.

Source. 1917, 183:7. PL 177:24. RL 215:24.

Appeals From Orders

Section 277:29

277:29 Petition. – Any employer aggrieved by any order, rule or regulation of the commissioner may file a petition in the superior court against the commissioner to determine the validity and reasonableness thereof. Such petition shall be filed within 30 days after notice of the adoption of the order, rule or regulation, or, if a petition for review is filed, within 30 days from the decision upon such petition.

Source. 1917, 183:8. PL 177:25. RL 215:25.

Section 277:30

277:30 Notice; Procedure. – Such notice shall be given to the commissioner of the pendency of such proceedings as the superior court may order. Such petition, so far as practicable, shall have precedence over other actions in the same court, and the order appealed from shall be prima facie valid and reasonable. The proceedings upon such petition shall be as nearly as may be in accordance with proceedings in equity, and the court shall make such order or decree as justice may require.

Source. 1917, 183:8. PL 177:26. RL 215:26.

Section 277:31

277:31 Reference. – The court may, and on the request of the parties shall, refer any issues arising in such action to one or more persons, who shall find and report the facts, together with his or their recommendations, to the court. One or more of such persons may be a layman conversant with the subject matter involved in such appeal.

Source. 1917, 183:8. PL 177:27. RL 215:27.

Section 277:32

277:32 Effect of Appeal, Etc. – During the pendency of any petition for review, the order, rule or regulation under review shall be suspended, and during the pendency of an appeal to the superior court, it may be suspended by the superior court if justice requires. Except as herein provided, every order, rule or regulation made and adopted under the provisions of this chapter shall have the effect of law.

Source. 1917, 183:9. PL 177:28. RL 215:28.

Inspectors and Other Assistants

Section 277:33

277:33 Inspectors. – For the purpose of inspecting establishments subject to this chapter, the commissioner may employ competent persons who shall be known as inspectors, one of whom shall be a woman, and shall fix their compensation in accordance with the state personnel regulations and within the limits of available appropriations and funds.

Source. 1917, 183:12. 1921, 130:2. PL 177:29. RL 215:29. 1950, 5, part 18:13. 1951, 168:1. RSA 277:33. 1957, 172:1. 1963, 220:7, eff. July 1, 1963.

Section 277:34

277:34 Assistants. The commissioner may employ such other assistants and clerical employees as may be necessary to the proper discharge of his duties.

Source. 1917, 183:12. 1921, 130:2. PL 177:30. RL 215:30. RSA 277:34. 1963, 220:8, eff. July 1, 1963.

Prosecutions, Penalties, Etc.

Section 277:35

277:35 Preliminary Requirements. – No prosecution against any employer shall be commenced under this chapter until the commissioner shall have made an order in accordance with the provisions hereof, and the employer affected thereby shall have had a reasonable opportunity to comply therewith.

Source. 1917, 183:13. PL 177:31. RL 215:31.

Section 277:35-a

277:35-a Petition for Review. – If an employer retaliates or takes any action against an employee who exercises his rights under this chapter, the employee may petition the commissioner for a review of the employer's action. The commissioner shall hold a hearing pursuant to RSA 277:25. The commissioner may order reinstatement of the employee or such other action as he deems necessary pending his decision.

Source. 1985, 243:3, eff. Jan. 1, 1986.

Section 277:36

277:36 Penalties; Stop Work Order. –

I. Any employer who does not comply with any lawful order or rule made under this chapter shall be guilty of a misdemeanor if a natural person or guilty of a felony if any other person.

II. Any person who willfully violates RSA 277:12 shall be guilty of a violation if a natural person or guilty of a misdemeanor if any other person.

III. In case of imminent danger in any place of employment, the commissioner shall direct that work in the area of endangerment cease until the danger is abated. No employee shall suffer loss of wages, salary, seniority, fringe benefit or other benefit as a result of the commissioner's order.

Source. 1917, 183:13. PL 177:32. RL 215:32. RSA 277:36. 1973, 529:56. 1985, 243:5, eff. Jan. 1, 1986.

Section 277:37

277:37 Statements. – Every employer subject to the provisions of RSA 277 shall immediately send to the commissioner a statement setting forth his name, address, business and approximate number of employees. Any employer wilfully neglecting to comply with the provisions of this section shall be guilty of a violation.

Source. 1917, 183:14. PL 177:33. RL 215:33. RSA 277:37. 1973, 531:95, eff. Oct. 31, 1973 at 11:59 p.m.

Section 277:38

277:38 Enforcement of Laws, Orders, and Regulations. – It shall be the duty of the commissioner to administer and enforce, so far as not otherwise provided for, all laws relating to factories, workshops, commercial and mercantile establishments, and all valid orders, rules or regulations.

Source. 1917, 183:12. 1921, 130:2. PL 177:34. RL 215:34.

TITLE XXIII LABOR

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.
- 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

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**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.

TITLE XXIII LABOR

CHAPTER 281-A WORKERS' COMPENSATION

Section 281-A:53

281-A:53 Responsibility of Employer to Provide Vital Information. –

I. Every employer or self-insurer shall record in sufficient detail and shall report or cause to be reported to the commissioner any injury sustained by an employee in the course of employment as soon as possible, but no later than 5 days after the employer learns of the occurrence of such an injury. If an injury results in a disability extending beyond 3 days, the employer shall file with the commissioner a supplemental report giving notice of such disability as soon as possible after such waiting period, but no later than 7 days after the accidental injury. The employer shall supply a copy of either report to the nearest claims office of the employer's insurance carrier. A self-insurer need not file the supplemental report with the commissioner and may keep the insurance copy of the employer's first report as a file copy. If any employer fails without sufficient cause as determined by the commissioner to file a first report as set forth in this paragraph, the commissioner shall assess a civil penalty of up to \$2,500. No employer shall discourage an employee from reporting such injuries to their employer or adversely affect the employee's material terms of employment for doing so. Any employer who is found to have discouraged employees from reporting such injuries to their employer shall be subject to a civil penalty of not more than \$2,500 per violation. If any employer fails to pay a civil penalty, the commissioner shall recover such penalty payment by a civil action in the superior court of the county of jurisdiction. Civil penalties owed under this section shall be paid to the commissioner, who shall deposit them into the department of labor restricted fund established in RSA 273:1-b.

II. Any employer who consistently fails to make available to the commissioner and to that employer's insurance carrier the information required by the carrier to make payment of disability compensation in a manner consistent with RSA 281-A:42 shall, after such employer has been given due notice of noncompliance and an opportunity to comply, be assessed by the commissioner a civil penalty of not more than \$100. If an employer fails to pay such penalty or to comply with the requirements of paragraph I, the commissioner shall recover the penalty and petition for an injunction in a civil action in the superior court of the county of jurisdiction.

III. On or after July 1, 2006, all "First Reports of Injury" shall be filed by the insurance carrier or self-insured employer electronically in a manner prescribed by the department. The commissioner may grant an insurance carrier or self-insured employer a variance if the carrier or self-insured employer documents to the satisfaction of the commissioner that compliance would cause the carrier or self-insured employer "undue hardship" which, for the purposes of this section, means significant difficulty or expense.

Source. 1988, 194:2. 1990, 254:31. 2005, 85:5, eff. June 7, 2005. 2011, 224:58, eff. July 1, 2011. 2020, 38:12, eff. Sept. 27, 2020.

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Source. 1988, 194:2. 1990, 254:31. 2005, 85:5, eff. June 7, 2005. 2011, 224:58, eff. July 1, 2011. 2020, 38:12, eff. Sept. 27, 2020.

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.

Where the employer is a public school district, administrative unit, or chartered public school, the safety program shall contain a plan for responding to violent acts committed by students against employees, volunteers, and visitors.

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. For any public school district, administrative unit, or chartered public school, the joint loss management committee shall also address protocols for employees to follow in relation to workplace violence, including training. The department of labor shall adopt rules, pursuant to RSA 541-A, relative to safety programs, joint loss management committees, and employee safety in public schools.

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

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

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

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the

appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

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

IX. [Repealed.]

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013. 2019, 134:20, eff. June 25, 2019; 346:142, eff. July 1, 2019. 2020, 38:11, eff. Sept. 27, 2020.

277:15-b Reports of Death or Serious Injury. –

I. Every employer shall report the death of any person in the workplace or on the workplace premises **within 8 hours** of such occurrence to the commissioner of the department of labor by telephone or electronically, stating as fully as possible the cause of the death and the place where the body of the deceased person was sent, and supplying any other information relative to the death that may be required by the commissioner. The commissioner shall investigate the cause of death and may notify the employer of precautions to be taken that may prevent the recurrence of similar events. A statement contained in any such report shall not be admissible in evidence in any action arising out of the death reported.

II. Every employer shall report the serious injury of any person in the workplace or on the workplace premises **within 24 hours** of such occurrence to the commissioner of the department of labor by telephone or electronically, stating as fully as possible the cause of the injury and the place where the injured person was sent for medical evaluation or treatment, and supplying any other information relative to the injury that may be required by the commissioner. The commissioner may investigate the cause of the injury and notify the employer of precautions to be taken that may prevent the recurrence of similar events. A statement contained in any such report shall not be admissible in evidence in any action arising out of the injury reported.

Source. 2019, 29:2, eff. July 14, 2019.

277:1-b Definitions.

V. "**Serious injury**" means an incident that results in an amputation, loss or fracture of any body part, head injury, or internal injury that necessitates immediate hospitalization.

Lab 1402.05 "Hospitalization" means care in a hospital that includes admission as an inpatient and an overnight stay.

Lab 1403.04 Accident Reporting Requirements for Fatality and Serious Injury.

(a) **Within 8 hours** after its occurrence, the employer shall report an employment accident which is **fatal** to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.

(b) The reporter shall include the following information:

- (1) Date and time of fatality;
- (2) Location of fatality;
- (3) Cause of death; and
- (4) Place where the body of the deceased person was sent.

(c) **Within 24 hours** after the occurrence of a workplace injury which necessitates hospitalization for a **serious injury** for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.

(d) The reporter shall include the following information;

- (1) Date of injury;
- (2) Time of injury;
- (3) Cause of the injury;
- (4) Place where the injured person was sent for medical evaluation or treatment; and
- (5) Place where the injured person was hospitalized.

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.

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.

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.

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.

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

Lab 1402.04 "Flagger" means all personnel, including uniformed police officers, who conducts

Safety & 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
P.O. Box 2230
Concord, New Hampshire 03302-2230
Tel. (603) 271-6850 or (603) 271-7822

Occupational Safety & Health Consultation Service
New Hampshire Department of Health & Human Services
Division of Occupation Health
Bureau of Risk Assessment
6 Hazen Drive
Concord, New Hampshire 03301
Tel. (603) 271-2024

Safety & Health Council of New Hampshire
163 Manchester Street, Suite D
Concord, New Hampshire 03301
Tel. (603) 228-1401

Tick-borne diseases

<https://www.ilads.org/research-literature/lyme-disease-basics-for-providers/>

<https://www.plaistow.com/health-department/pages/lyme-disease-tick-borne-diseases-deer-ticks>

Mosquito-borne diseases <https://www.plaistow.com/health-department/pages/eee-wnv-and-mosquito-borne-diseases>

New Hampshire Department of Health and Human Services Division of Public Health Services
29 Hazen Drive _ Concord, NH 03301 _ 603-271-4496 _ www.dhhs.nh.gov

Fact Sheet

Excessive Heat

Is very hot weather dangerous for people?

People suffer heat-related illness when their bodies are unable to compensate for the heat and cool themselves. The body normally cools itself by sweating. But under some conditions sweating just isn't enough. In such cases a person's body temperature rises quickly. Very high body temperature may damage the brain or other organs.

What factors cause the body to be unable to cool itself?

Several factors can affect someone's inability to feel cooler during extremely hot weather. When the humidity (the amount of moisture in the air) is high, sweat will not evaporate as quickly, preventing the body from releasing heat quickly. Other conditions related to risk include age, obesity, fever, dehydration, heart disease, poor circulation, sunburn, and the use of alcohol and certain prescription drugs.

What types of problems can excessive heat cause?

Heat rash: Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. It may occur at any age but is most common in young children. Heat rash is not usually dangerous.

Heat cramps: Heat cramps are muscular pains and spasms due to exertion. Although heat cramps are the least severe of heat-related illnesses, they are an early signal that the body is having trouble coping with the heat.

Heat exhaustion: Heat exhaustion typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the patient may suffer heat stroke.

Heat stroke: Heat stroke is life threatening. The patient's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

Sunstroke: Another name for heat stroke.

What are the warning signs to look for?

Heat rash: Heat rash may look like a red cluster of pimples, a red area of skin, or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under arms, and in elbow creases.

Heat exhaustion: Cool, moist, pale, or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness; and/or fatigue. Body temperature will be near normal.

Heat stroke: Hot, red skin; changes in consciousness; rapid, strong pulse; and rapid, shallow breathing. Body temperature can be very high, as high as 105°F. If the patient was sweating from heavy work or exercise, skin may be wet, otherwise it will feel dry.

What should someone do if they develop any of these illnesses?

Heat rash: The best treatment for heat rash is to provide a cooler, less humid environment. Keep the affected area dry and body powder may be used to increase comfort.

Heat cramps: If you have heart problems or are on a low-sodium diet, get medical attention. If medical attention is not necessary, stop all activity and sit in a cool place, drink water, clear

juice or a sports drink, and seek medical attention if heat cramps do not subside in an hour.

Heat exhaustion: Cooling measures that may be effective for a victim of heat exhaustion include sips of cool water, rest, cool shower or bath, air conditioning, and lightweight clothing. Seek medical help if the person vomits, has a change in mental status, chest pain, or difficulty breathing.

Heat stroke: Heat stroke may be a life-threatening emergency. Get the victim to a shady area. Call for emergency medical help. Cool the victim rapidly using whatever methods you can, such as cool water, a cool

shower, spray from a hose, or if the humidity is low, wrap the victim in a cool, wet sheet and fan them vigorously. Do not give the victim fluids to drink. Get medical care as soon as possible.

Who is most at risk for heat-related illness?

Although anyone at any time can suffer from heat-related illness, some people are at greater risk than others.

- Infants and children up to four years of age are sensitive to the effects of high temperatures and rely on others to regulate their environments and provide adequate liquids.
- The elderly may not compensate for heat stress efficiently and are less likely to sense and respond to change in temperature.
- People who are overweight may be prone to heat sickness because of their tendency to retain more body heat.
- People who overexert themselves during work or exercise may become dehydrated and susceptible to heat sickness.
- People who are physically ill, especially with heart disease or high blood pressure, or who take certain medications, such as for depression, insomnia, or poor circulation, may be affected by extreme heat.

What can people do to prevent heat related illness?

Air conditioning: Air conditioning is the number one protective factor against heat related illness and death. If a home is not air conditioned, people can reduce their risk for heat-related illness by spending time in public facilities that are air-conditioned.

Fluids: During hot weather it is important to increase the amount of liquids you drink. If your doctor generally limits the amount you drink though or if you are on water pills, ask how much you should drink while the weather is hot.

Avoid caffeine, alcohol, and large amounts of sugar because they can actually cause the body to lose more fluid. You should also avoid very cold drinks because they may cause stomach cramps.

Wear appropriate clothing: Wear less clothing, choosing lightweight, light-colored, and loose-fitting clothes.

Limit outdoor activity: If you must be outdoors, try to limit your activity to morning and evening hours. Try to rest often in shady areas so that your body's thermostat will have a chance to recover.

Watch what you eat: Eat small meals and eat more often. Avoid foods high in protein.

For specific concerns about heat-related illnesses contact your health care provider or call the NH Department of Health and Human Services Division of Public Health Services at 603-271-4496 or

800-852-3345 x4496

or refer to the Centers for Disease Control and Prevention website at www.cdc.gov.

Incident/Property Damage Report Form

(To be submitted to Selectboard's Office within 72 hours of the incident)

Reported by _____ Dept. _____ Date _____

Date of Incident _____ Time of Incident _____ am _____ pm

Location of Incident _____

Was Police Department Notified ___ yes ___ no Fire Department/EMS ___ yes ___ no

Incident Report

Please provide a brief description of the type of damage:

_____ Injury to Person _____

_____ Damage to Property _____

_____ Other (describe) _____

Name of Party _____ Phone _____

Address (include complete address, with street address, city, state and zip)

Driver's License No. _____

Briefly Describe What Happened: _____

Is injured party a Town employee? _____ Has Supervisor been notified? _____

Did party indicate intent to file a claim against agency? ___ yes ___ no

Did the injured party refuse medical attention? ___ yes ___ no

Witnesses:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Follow up Action/Information

Date _____ Comments _____

Note: Complete vehicle information on next page for incidents involving vehicles.

Incident/Property Damage Report Form (cont.)

Vehicle Information

Vehicle 1

Vehicle year _____ Vehicle Make _____ Vehicle Model _____
 Vehicle plate # Vehicle Insurance Carrier _____
 Vehicle Owner _____
 Drivers relationship to Employer _____
 Purpose of use _____
 Vehicle used with permission: _____ yes _____ no (if no, explain)

Person involved (first & last name) _____
 Drivers License No. _____
 Person involved contact number (home/cell) _____
 Person involved complete address:

Vehicle 2

Vehicle year _____ Vehicle Make _____ Vehicle Model _____
 Vehicle plate # Vehicle Insurance Carrier _____
 Vehicle Owner _____
 Drivers relationship to Employer _____
 Purpose of use _____
 Vehicle used with permission: _____ yes _____ no (if no, explain)

Person involved (first & last name) _____
 Drivers License No. _____
 Person involved contact number (home/cell) _____
 Person involved complete address:

**TOWN OF WARNER, NH
EMPLOYEE SAFETY ORIENTATION FORM**

Employee Name _____
Date Hired _____
Department _____
Position _____

Circle One: New Employee Rehire Full-time Part-time

Circle number for each completed item:

1. Purpose of orientation
2. Reporting accidents to supervisor immediately
3. Tour of facilities and equipment
4. First Aid/Kit
 - A. Obtaining treatment
 - B. Location in facilities
 - C. Emergency Telephone Numbers
5. Potential hazards on the job
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies
 - A. Location of Exits and evacuation routes
 - B. Use of firefighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
 - D. Emergency Telephone Numbers
7. The total safety program
 - A. Function of Joint Loss Management Committee
 - B. Identify the Joint Loss Management Committee representatives
 - C. Safety policies and procedures
8. Personal work habits
 - A. Proper lifting techniques
 - B. Horseplay, good housekeeping, no smoking policy
 - C. Safe work procedure
 - D. Proper use of equipment
9. Vehicle safety

We have discussed the items checked above. I will consciously try to perform my assigned duties safely.

Supervisors' Signature _____ Date _____

Employees' Signature _____ Date _____

**TOWN OF WARNER, N H
EMPLOYEE SAFETY RESPONSIBILITIES**

As an employee of the Town of Warner, I am responsible to:

1. Observe all Town safety rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Joint Loss Management Committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs, nor to consume them while on Town property.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Observe safe operating procedures for all equipment I am authorized to operate.
11. Follow proper lifting procedures at all times.
12. Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
13. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
14. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
15. Actively participate in the Town's efforts to provide a joint loss management program.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE EMPLOYEE SAFETY RESPONSIBILITIES FORM, AND THAT MY RESPONSIBILITIES WERE EXPLAINED TO ME.

Employee Name (printed)_____ Dept. _____

Employee Signature_____ Date_____

Annual reviews of orientation form and safety responsibilities form:

Date	Initials	Date	Initials	Date	Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____