



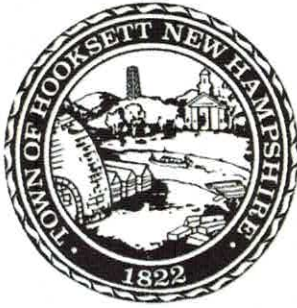
TOWN OF HOOKSETT, NH

SAFETY MANUAL

Adopted by Town of Hooksett:

Original - Town Council May 4, 1995

Amended – February 14, 2024



Town of Hooksett


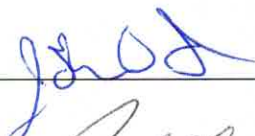
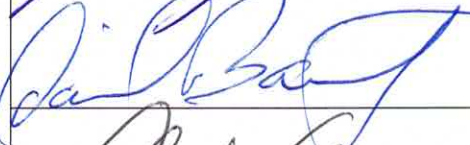
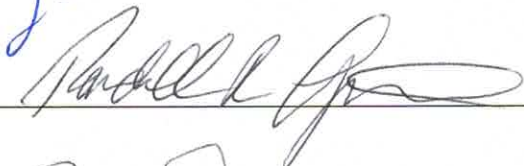
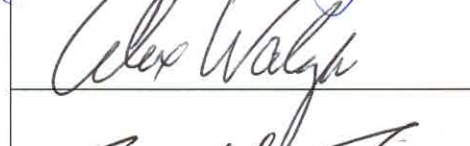
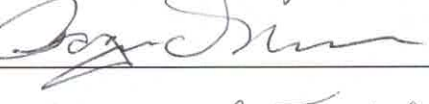
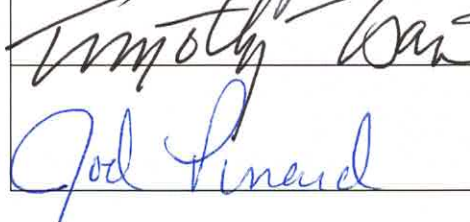
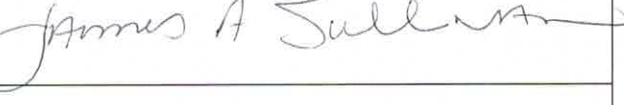
Town Council

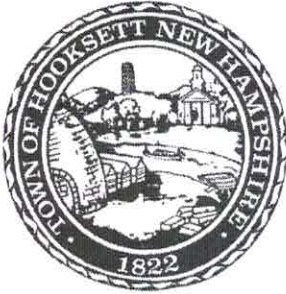
Statement of Commitment

The Hooksett Town Council supports the overall goal of providing a safe, accident-free and healthy workplace and environment for the employees and residents of the Town of Hooksett.

We, the Hooksett Town Council, adopt the amended Town of Hooksett, NH, Safety Manual, on February 14, 2024

Town of Hooksett Councilors,




Town of Hooksett Joint Loss Management Committee

Statement of Commitment

The welfare and safety of our employees are of prime concern to management. Therefore, it is our policy to provide and maintain safe and healthy working conditions and require safe work practices.

The Joint Loss Management Committee was established to ensure the Town is putting its best efforts forward to prevent accidents. We all share in the responsibility for the prevention of accidents and we expect that everyone will participate to the fullest to ensure that this will be a safe town in which to work.

We, the Town of Hooksett Joint Loss Management Committee, adopt the amended Town of Hooksett, NH, Safety Manual, on February 8, 2024.



Dana Pendergast, JLMC Chair

Each year incidents to the Town of Hooksett employees cause untold suffering, loss of productivity, low morale, and inefficient use of thousands of dollars. Investigations have revealed that many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution and expended a little extra effort in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

Every employee of the Town of Hooksett has the right to a workplace free from safety and health hazards (Lab 1403.01). A "Joint Loss Management" program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the Town of Hooksett. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all Town of Hooksett personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

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SECTION I THE TOWN OF HOOKSETT SAFETY PROGRAM

100. Introduction

- a) The Town of Hooksett Safety Program is designed to accomplish one primary purpose; TO PREVENT INCIDENTS. Preventing incidents results in saving lives, eliminating injuries, increasing efficiency of operations, and directly and indirectly saving thousands of dollars for both the municipality and its employees. The municipal Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.
- b) To be successful, the Safety Program must have the continuous, active support of all employees and particularly of those in supervisory and management positions. The "push" for an effective Safety Program must come from the "top" person in each department, section, or crew. If a Department Head or Supervisor appears to be unconcerned about the Safety Program, their employees will adopt this attitude.
- c) It should be pointed out that there is nothing new about the policies and procedures outlined in this manual. In general, the policies and practices outlined in this manual have been in effect for quite some time. This manual has been published and will be updated to provide a readily available reference of written policies and procedures for the guidance of all personnel.

101. Elements of the Safety Program

To ensure that the Town of Hooksett Safety Program remains effective, certain elements and objectives of the Program have been outlined. These are:

- d) To assign safety-related responsibilities to personnel.
- e) To ensure that personnel are assigned to jobs, which they are physically, qualified to safely perform.
- f) To make equipment, work areas, and work methods safe.
- g) To search out safety hazards and eliminate them immediately.
- h) To encourage Employee interest in safety and to maintain that interest.
- f) To control the work habits of personnel by adequate and effective supervision.
- g) To provide proper protective equipment and to make its use mandatory.
- h) To educate and train Employees as to the specific hazards of their jobs.
- i) To investigate incidents in order to determine cause and then to take the action necessary to prevent their recurrence.
- j) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- k) To adopt and enforce safety rules, policies and procedures.

102. Responsibilities of Individuals

Joint Loss Management Committee: (LAB 600, RSA 281-A: 64)

The Joint Loss Management Committee (JLMC) will consist of equal numbers of representatives from Labor and Management. At a minimum the committee will include a representative from Town Office employees, Police Department, Fire Rescue Department, Public Works Department, Waste Water Department and Recycling and Transfer Department. A representative from each Collective Bargaining Unit shall be represented on the JLMC.

The JLMC will meet at least quarterly to develop and carry out workplace safety programs and programs for continuing education for employees on the subject of workplace safety.

In addition to the JLMC, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.

Town Administrator

The responsibilities of the Town Administrator shall include, as a minimum, the following functions:

- i) To provide overall support, direction and commitment;
- j) To ensure that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures;
- k) To provide required resources including funding for safety equipment, personal protective equipment and training materials;
- l) When needed, provide all town personnel with access to outside experts, loss prevention consultants and to insure the exchange of information between departments;
- m) To provide time as part of the normal operations of a department for inspections and the completion of reports when warranted by investigation, and to permit and encourage employees to participate in training programs;
- f) To provide other necessary support and programs as needed.

Town Administration Department and Joint Loss Management Committee (JLMC)

The Town Administrator and the JLMC shall have the responsibility for administering the Safety Program in an advisory capacity, and shall report to the Town Council. The duties of the Town Administrator as they relate to the implementation of the Safety Program are:

- a) The Town Administration Department shall work closely with the JLMC in formulating safety rules, policies and procedures.
- b) The Administration Department and the JLMC shall assist departments in planning and conducting safety training and safety education.
- c) The Administration Department shall maintain the incident record system for the Town, receiving reports for injuries, vehicle incident reports, and investigation reports from the departments, and making required reports to the insurance companies.
- d) The Administration Department in coordination with the JLMC shall prepare and distribute periodical reports to the heads of departments indicating the effectiveness of the Safety Program.
- e) The JLMC shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- f) The Administrative Department shall ensure that all incidents, which result in lost• Time injuries, are investigated.
- g) The Administration Department shall take follow-up action, as necessary, to ascertain that corrective action has been taken by heads of departments or Supervisors to prevent recurrence of incidents.
- f) To provide required resources including funding for safety equipment, personal protective equipment and training materials;

Department Head

Each Department Head shall have complete responsibility for the Safety Program within their department and building. In addition:

- a) The Department Head shall assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) The Department Head shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) The Department Head or there designee shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.
- d) The Department Head shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct same.
- e) The Department Head shall require. All personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- f) The Department Head shall require Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

Supervisors within Departments

The Supervisor is responsible to the Department Head for the Safety Program as pertains to personnel and equipment under their supervision. The Supervisor is the "key person" involved in the Safety Program because they are in the best position to observe the work of Employees. Additional responsibilities include:

- a) Giving job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- b) Constantly watching for and immediately correcting unsafe conditions and unsafe working practices as well as reporting to the Department Head those incidents which are beyond the scope of their authority to correct.
- c) Promptly informing the Department Head of all incidents involving personnel or equipment under their supervision, and taking immediate steps to investigate each incident to determine its cause.
- d) Assuring that proper action is taken any time an Employee is injured. This includes:
 - i) Making sure that the injured Employee receives appropriate medical attention, depending upon the severity of the injury.
 - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an Employee under their supervision. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.
- e) Enforcing safety rules, policies and procedures and making sure that protective equipment is worn as the hazards of the job dictate such use.
- f) Actively promoting safety to all personnel. This shall be accomplished both through word and actions, and will at all times be stressed as being of the utmost importance.
- g) Informing all Employees of their responsibilities as outlined below.

Employees

Each Employee is always responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed). In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment. (Lab 1403.01 (b))
- b) An Employee shall wear personal protective equipment such as goggles, hard• hats, etc. as deemed necessary by the Supervisor and/or Department Head, or as conditions dictate.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:

- i) **Promptly** giving verbal notice to the Supervisor of any injury received while on the job **REGARDLESS** of the severity of the injury or whether or not medical treatment is required.
- ii) Filing with the Supervisor, within 24 hours following any incident or injury, a written report of the incident.
- e) An Employee shall promptly inform Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor in all cases where conditions and/or previous instructions are not completely understood.

103. Physical Examinations and Physical Standards

Physical Examinations:

- a) New Employees may be required to undergo a physical examination. An appointed physician will perform this at the time of employment and in accordance with any State and Federal regulations. The purpose of this is to ensure that the Employee has a baseline set of vital signs, can perform the duties of the job without endangering his or her own health and safety, or the health and safety of fellow employees.
- b) There are certain jobs, which allow for the employment of persons with physical limitations. Therefore, the physical requirements of the particular job will be taken into consideration and reasonable accommodations for physical limitations will be made in accordance with any State and Federal regulations.
- c) Limitations noted upon a physician's examination will be brought to the attention of the Town Administrator and will then be discussed with the Department Head. After consideration of the job description and the Employees' limitations, a determination will be made as to the suitability of the applicant for the job and any appropriate accommodations.

Maintaining Physical Standards:

- a) After employment, an Employee shall be expected to continue to meet any physical standards prescribed for the job at time of employment.

In the event that an Employee develops a physical or mental condition, which may in any way endanger them or the health and lives of fellow employees, the Department Head in consultation with the Town Administrator will initiate action to accommodate the Employee to ensure that work can safely be performed.
- b) The Town Administrator in consultation with the Department Head is authorized to require any Employee to undergo, at the Town of Hooksett's expense, a physical examination if it is deemed that such an examination is needed to ascertain the physical condition of the Employee. The Employee will be sent to an examining physician chosen by the Town of Hooksett. (Refer to Town of Hooksett Personnel Plan)

Return to Work from Injury or Illness:

- a) Before an Employee is allowed to return to work from an absence due to injury, illness or surgical operation, the Administration Department and/or the Department Head may require the Employee to present a written doctor's release indicating that the Employee is physically able to resume his/her full duty with no restrictions to meet physical requirements of the job description or light duty with the list of restrictions. Once the written doctor's note is reviewed it will be forwarded to the Administration Department to be placed in the employee's medical file.
- b) At the discretion of the Department Head after consultation with the Town Administrator, and as may be required by Federal or State laws, an Employee may be allowed to return to work on a "light duty". Both the Department Head and the Employee's Supervisor must know exactly what limitations will apply to the Employee's work.

SECTION 2 JOINT LOSS MANAGEMENT COMMITTEE

200. Purpose of Joint Loss Management Committee:

The purpose of a Joint Loss Management Committee (JLMC) 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.

201. Establishment of Joint Loss Management Committee:

Pursuant to RSA 281-A: 64 the Town of Hooksett is required to establish a Joint Loss Management Committee. Under RSA 281-A: 64 Part Lab 603.02 the Town of Hooksett will comply with the following:

- a) All employers of ~~5~~ 15 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives unless exempted by the NH Department of Labor.
- b) An employer's auxiliary, mobile or satellite locations may be combined into a single, centralized joint loss management committee. This committee shall represent the safety and health concerns of all locations.
- c) Joint loss management committees shall be established at each of the employer's primary places of employment, as follows:
 - (1) The size of the committee shall be determined as follows:
 - (i) Employers with 15 or fewer employees shall have a minimum of 2 members;
 - (ii) Employers with more than 15 employees shall have a minimum of 4 members;
 - (2) Employee representatives shall be selected by employees;
 - (3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
 - (4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group;
 - (5) Committee members shall be representative of the major work activities of the employer;
 - (6) 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, shall be paid at his/her regular rate or pay for all Time spent on such activities;
 - (7) The employer shall respond in writing to recommendations made by the Committee but verbal response that has been recorded in the committee's official minutes shall be deemed a written response;
 - (8) Committee members shall be trained in workplace hazard identification and incident/ incident investigation adequate to carry out the committee's responsibilities; and

- (9) Each employer that has an existing health and safety program determined by the labor commissioner to be effective in the promotion of health and safety in the workplace shall not be required to comply with this part. To obtain a waiver from the commissioner, the employer shall write to the Department of Labor citing:
 - (i) Their current safety program;
 - (ii) Names of committee members and whom they represent;
 - (iii) How their existing committee differs from these rules;
 - (1) The commissioner shall respond in writing to their request.
- d) The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management. At a minimum the committee will include a representative from the Town Office employees, Police Department, Fire Rescue Department, Public Works Department, Waste Water Department and Recycling and Transfer Department.
- e) The JLMC will meet at least quarterly to develop and carry out workplace safety programs and programs that are in compliance with New Hampshire Department of Labor (DOL), American National Standards Institute (ANSI), and National Fire Protection Association (NFPA) Rules and Regulations, Standards, and NH Statutory Laws (State Fire Code, etc.). Provide continuing education for employees on the subject of workplace safety.
- f) In addition to the JLMC, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.
- g) Receiving Suggestions or Recommendations.
- h) Procedures shall be established to provide for a system of handling suggestions and recommendations that are submitted to the Committee. It is advisable to establish these when the Committee is organized. Following is a step-by-step procedure for handling recommendations:
 - i) Recommendations submitted to Committee by Employees or Committee members.
 - j) Discussion and acceptance, modification or rejection by the Committee.
 - k) Accepted recommendations submitted to head of department. Rejected recommendations returned to originator with reasons therefore.
 - l) Head of department submits written reply to Committee regarding actions taken on recommendations.
- m) Reviewing all incidents, both vehicle and personal injury.
- n) Investigating all complaints pertaining to Employee safety.
- o) Recommending training programs for Employee groups.

202. Duties and Responsibilities of Joint Loss Management Committee Lab

603.03)

The committee shall:

- a) Meet at least quarterly to carry out their duties and responsibilities.
- b) Minutes of meetings shall be kept and made available for review of all employees;
- c) Elect a chairperson, alternating between employee and employer representative;
- d) Develop and disseminate to all employees a committee policy statement;
- E) maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- f) Review workplace incident and injury data to help establish the committee's goals and objectives;
- g) Establish specific safety programs, which shall include, but not be limited to, the following:
 - (i) 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;
 - (ii) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (iii) Performance of audits at least annually regarding the inspection findings; and
 - (iv) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- h) Assist with the identification of necessary safety and health training for employees; and
- i) Assist with the identification and definition of temporary, alternate tasks.

SECTION 3 DEPARTMENTAL SAFETY PROGRAM ACTIVITIES

300. Supervision and Coordination of Safety Program Activities:

a) Town Administrator:

- 1) The Town Administrator shall supervise and coordinate the Town's Safety Program and advise the Town Council of problem areas and changes in safety procedures as they may be identified.

b) The Departmental Safety Representative:

The Departmental Safety Representative shall be a person appointed by the Department Head. They shall be responsible to the Department Head for the operation of the Safety Program as it pertains to that department.

301. Scheduling of Safety Meetings:

- a) The JLMC will meet at least quarterly to carry out their duties and responsibilities. Minutes of the meeting shall be kept and made available for review by all employees.

302. Purpose of Safety Meetings:

Safety meetings are an integral part of the Safety Program. Their function is:

- a) To create and maintain interest in incident prevention.
- b) To develop attitudes sympathetic to the Safety Program.
- c) To educate Employees in every factor entering into the safe performance of their job duties.

303. Subjects Which Should Be Covered:

- a) Safety meetings should pertain to safety matters wherever possible with the exception being for brief announcements or discussions of interest to all Employees, which are necessary from time to time.
- b) Emphasis should be on safety education and training. Some of the most important subjects, which should be covered, are listed below. They need not be taken up in the order given, but those, which are pertinent to the most serious problems of the particular group, should receive primary attention.
- c) Incidents:
 - i) Thorough coverage of incidents that have occurred within the departments with emphasis being on cause and procedures for preventing recurrence
 - ii) What to do in case of an incident
 - iii) Procedures for reporting incident and/or injuries, etc.
- d) Unsafe Acts or Unsafe Conditions: Discussion as to any unsafe acts or unsafe conditions that have been noted.
- e) Other Safety Related Topics: Discussions or talks on falls, safe lifting, motor vehicle safety, artificial respiration, tool safety, materials handling, good housekeeping, fire prevention, use of personal protective equipment, home safety, etc.

- f) Miscellaneous: The JLMC may determine any other items as needed.

304. Safety Meetings:

- a) The chairperson of the Safety Committee shall normally follow an established order of business in conducting meetings. Following is a recommended outline:
- 1) Roll call.
 - 2) Reading of minutes from previous meeting.
 - 3) Old business - with emphasis on follow-up of reported unsafe conditions listed in minutes of previous meeting.
 - 4) Program (film, talk, demonstrations, etc.)
 - 5) Review of all incidents that have happened since the last meeting.
 - 6) Report of unsafe conditions or unsafe acts from Employees present.

305. Safety Material:

- a) Bulletin Boards:
- Each operating department shall procure and maintain bulletin boards devoted entirely to the display of safety posters and other material relating to safety. One or more persons should be designated as responsible for posting material received and for keeping it current. Posters will be distributed to the departments.
- b) Pamphlets and Booklets:
- Occasionally departments shall be furnished with a supply of safety pamphlets or booklets for distribution to all Employees within the department. In many cases the material contained in these pamphlets are suitable for presentation at safety meetings.
- c) Safety Signs:
- Signs pertaining to safety precautions or restrictions should be procured by the department and posted in applicable areas.

306. Training Programs

In order to assure success, a regular training program for departments should be well planned. A training program that is not properly planned will result in poor reception by Employees and the end result could be worse than if there had been no training at all.

- a) One or more persons should be designated as being responsible for planning the safety-training program in each department.
- b) A variety of unique teaching/training methods are needed to maintain Employee interest. The program may include the following:
- i) Safety lecture or film.
 - ii) Talk on an appropriate incident prevention subject. The speaker may be a member of the department, the Town Administrator, or an outside expert.
 - iii) Demonstration of cardio-pulmonary resuscitation, first aid, etc., with hands-on experience by Employees.

307. Workplace Violence Procedure

PURPOSE:

The Town of Hooksett maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide Town's 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, is prohibited, in Town of Hooksett 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 Hooksett 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 Hooksett 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 Hooksett will inform the reporting individual of the results of the investigation. To the extent possible, the Town of Hooksett 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 Hooksett 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 Hooksett Attorney to file a restraining order as appropriate.

TRAINING AND INSTRUCTION:

The Town of Hooksett Town Council 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.

Town of Hooksett

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:

#1 _____
#2 _____
#3 _____

Telephone Numbers :

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: _____

SECTION 4 REPORTING OF JOB INJURIES

400. Reporting of Job Injuries by Employees:

- a) Verbal Report to Supervisor.

Employees shall be required to report injuries to their Supervisor as soon as possible after the injury occurs. It should be emphasized that this applies to ALL job injuries regardless of the severity of the injury or whether or not medical treatment was required.

- b) Written Report to Departmental Office.

In addition to a verbal report to the Supervisor, the injured Employee is required to prepare a written report and submit it to the Supervisor within 24 hours of any injury or incident. The following paragraph gives further explanation of such reports. Supervisors shall take follow-up action to see that injured Employees have reports prepared.

401. Reporting of Job Injuries by Departments:

- 1) First aid Logs shall be maintained by the Administration Office in compliance with NH DOL Rules.
- 2) First Report of Injury (form 8WC) See Exhibit attached under Section 13.
 - i) This report shall be prepared for all work related injuries/illnesses even though medical treatment may or may not have been needed or the employee may or may not have lost time from work. The Employee's Supervisor will complete the First Report of injury (form 8WC) within 24 hours of the employee report the Injury/illness to his/her supervisor. The department office will file the jury (form 8WC) with the NH Department of Labor and the First Report of injury (form 8WC) with the NH Department of Labor via Workers' Compensation carrier within 5 calendar days of the employee reporting the injury/illness to his/her supervisor.
 - ii) Employee signature should be obtained on the First Report of injury (form 8WC) whenever possible, however the report should not be delayed seeking their signature for an employee who is too disabled to sign the document.
 - iii) Supervisor Incident Review Form- See Exhibit attached under Section 13. The Supervisor Incident Review form will be completed for each First report of Injury (form 8WC) by the Employee's supervisor within the same timeframe. This form is anonymous as to the injured parties name and it is submitted to the department head for his/her review and signature.
 - iv) The departmental office will promptly forward the

Office:

- First report of injury (form 8WC) via e-mail (and then once the claim is closed original via interoffice mail)
- The supervisor Incident Review form original via interoffice mail

v) The Joint Loss Management Committee (JLMC) will review workers' compensation claims at the scheduled meetings and provide comments back to the Town Administrator, Management team and Department Heads to minimize future occurrences

3) See Lab 1403.04 Accident Reporting Requirements for Fatality and Serious Injuries

402. Verification of Statements:

- a) Whenever an Employee claims to have been injured in the course of their employment, the Town of Hooksett is obligated to provide, if necessary, an initial medical examination to determine whether or not the injury was, in fact, received as a result of employment.
- b) When the Supervisor is not an actual eye witness to an incident resulting in an injury, he/she shall make every effort to verify the statements of the injured Employee as part of the incident investigation procedure to assure that:
 - i) The injury occurred on the job, and
 - ii) Circumstances described by the injured Employee are correct.
- c) If there is reason to doubt statements made by the injured Employee, or evidence indicates that all or part of the statements are false, the Employee will be informed of these findings.
- d) If the Employee persists in claiming that the injury was job connected, a Workers' Compensation Report must still be submitted. The Supervisor or Department Head will also attach a memorandum to the Report detailing the reasons why he/she believes that the Employee's statements are not correct.
- e) Employees who make false statements concerning job injuries (which statements can be documented as being false), are subject to dismissal from their jobs as well as being held liable for the repayment of any compensation or medical payments received by them in connection with the injury.

SECTION 5 FUNDAMENTALS OF INCIDENT PREVENTION

500. Fundamental Activities for Incident Prevention:

- a) Successful incident prevention requires a minimum of four fundamental activities:
 - i) A study of all working areas in order to detect, eliminate, or control physical hazards, which contribute to incidents.
 - ii) A study of all operating methods and practices.
 - iii) Education, instruction, training, and discipline to minimize human factors, which contribute to incidents.
 - iv) Thorough investigation of incidents in order to determine other circumstances, which may contribute to incidents.

501. Incidents are Preventable:

- a) Many persons, either through ignorance or misunderstanding, believe that incidents are the inevitable results of unchangeable circumstances, fate, or a matter of luck.
- b) It must be emphasized that incidents do not happen without cause, and the identification, isolation and control of these "causes" are the underlying principles of all incident prevention techniques.
- c) No person in a Supervisory position can be effective in the job of incident prevention without being convinced that incidents can be prevented and without a constant striving to prevent incidents in their immediate supervisory area.

502. Causes of Incidents:

Causes of incidents are divided into three major categories:

- a) Acts of Nature (floods, hurricanes, etc.). Statistics indicate that 2% of all incidents are caused by Acts of Nature.
- b) Unsafe Physical or Mechanical Conditions. Statistics indicate that 10% of all incidents are caused by unsafe conditions.
- c) Unsafe Acts of People. Statistics indicate that 88% of all incidents are caused by unsafe acts of people.

Obviously the greatest percentages of incidents are caused by unsafe acts; therefore, emphasis of an incident prevention program should be on the elimination of these unsafe acts.

503. Unsafe Acts:

- a) The majority of unsafe acts of persons may be assigned to one or more of the following classifications:
 - Failure to follow instructions or proper job procedures.
 - 1) Failure to take necessary safety precautions when performing maintenance on equipment, i.e. cleaning, oiling, adjusting, or repairing equipment that is moving, electrically energized, or pressurized.

- 2) Failure to use available protective equipment such as gloves, goggles, hard-hats, etc.
- 3) Failure to wear safe personal attire.
- 4) Failure to secure a work area or warn others of the safety hazards in the work area.
- 5) Failure to use equipment properly.
- 6) Failure to maintain the proper function of safety devices.
- 7) Failure to exercise common sense when performing job duties.
- 8) Improper use of hands or body parts.
 - i) Taking an unsafe position or posture.
 - ii) Operating or working at unsafe speeds.
 - iii) Unsafe placing, mixing, combining of hazardous substances.
 - iv) Using tools or equipment known to be unsafe.
 - v) Driving errors.
 - vi) Horseplay.
- b) Unsafe acts are usually brought about by one of the following:
 - 9) Lack of knowledge, skill, coordination or planning.
 - 10) Improper attitudes.
 - 11) Physical or mental limitations.
 - 12) Temporary lack of safety mindedness at time of incidents.

504. Unsafe Conditions:

- a) Most unsafe or hazardous conditions can be grouped into one of the following classifications:
 - 1) Defectiveness, inferiority, or unsuitability of tools, machinery, equipment, or materials.
 - 2) Hazards of surroundings. (Poor housekeeping)
 - 3) Hazards of methods or procedures being implemented.
 - 4) Hazards of improper employee placement. (Person not mentally

or physically compatible with job requirements.)

- 5) Inadequate safeguarding of machinery, equipment, work areas, etc.

505. Control of Incident Causes:

There are three main methods utilized in the control of incident causes. These are sometimes referred to as "The Three E's of Safety" and are outlined in the section below.

To be completely effective, incident prevention controls cannot be applied "hit or miss". All controls will be directed toward the solution of specific problems, which are based on a collection of facts relating to unsafe acts or unsafe conditions.

a) Engineering:

- 1) Environmental causes of incidents or unsafe conditions can be eliminated through the application of engineering principles.
 - i) When an operation is mechanically and physically safe, it helps reduce the risk of unsafe acts by Employees. Machines are less apt to fail than humans.
 - ii) It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts.
 - iii) Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and handrails are varied examples of safety engineering at work.

b) Education and Training:

- 1) Just as safety engineering is the most effective way of preventing environmental incident causes (unsafe conditions), safety education is the most effective tool in the prevention of human causes (unsafe acts).
 - i) Personnel will gain useful knowledge and develop safe attitudes through adequate instruction in safety principles.
 - ii) Safety consciousness developed in personnel through education will be supplemented and broadened by specific, additional instruction in safe working habits, practices and skills.
 - iii) Training gives each employee a personal safety tool by developing in them habits of safe practice and operation. This is very important.

c) Enforcement and Supervision:

- 1) Usually incidents can be prevented through adequate safety engineering and education. However, there are some people who are

a hazard to themselves and others because of their failure to comply with accepted safety standards.

- i) Strict enforcement of safety practices is imperative, as incidents are frequently the direct result of violations of safety principles? This is particularly true of vehicle incidents, many of which are caused by unsafe acts constituting violations of traffic laws.
- ii) Department Heads and Supervisors are responsible for enforcing safety standards and regulations. Failure to do so, in some cases, would be condoning conduct which may lead to an incident which otherwise would have been preventable.
- iii) Violations of safety practices should be backed by prompt corrective action.

506. Elimination of Unsafe Conditions:

One of the most effective means of preventing incidents is to eliminate unsafe conditions. To talk safety while unsafe conditions exist and remain unaddressed will obviously create a barrier to Employee understanding of, acceptance of, and cooperation in the program.

a) Supervisor Involvement:

- 1) The Supervisor must take the initiative in safety-related matters. This should be done without additional instruction from higher authority.
- 2) The principle goal of the Supervisor should be to search out hazardous conditions and eliminate them before they cause work interruption or injury. Too often an unsafe condition is allowed to exist simply because it has not caused an incident-yet. The job must be made safe as possible.
- 3) If the elimination of an unsafe working condition is beyond the Supervisor's authority, it is his/her responsibility to bring it to the attention of their immediate Supervisor or Department Head.

b) Procedures for Elimination of Unsafe Conditions.

- 1) Remove all obstacles and impediments to the safe movement of personnel, vehicles or machines.
- 2) Repair damaged floors, broken steps, broken glass, cracked walls and ceilings.
- 3) Replace worn or damaged tools.
- 4) Install guards for moving parts of machinery, fans, etc.
- 5) Provide protective equipment such as goggles and hard-hats.
- 6) Insist on good housekeeping practices - remove debris, waste material and obsolete or useless equipment.

- 7) Replace worn electrical wiring and fixtures.
- 8) Post signs warning of hazards in certain areas.

507. Control of Work Habits:

Regardless of the degree of safety built into a job, unsafe actions on the part of human beings will always be a cause of injuries. Teaching Employees good work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials, and less damage to equipment.

a) Showing the "Why" as Well as the "How".

An Employee, from time to time, may need to be reminded **why** a safety procedure is in place. It may be necessary to insist that an Employee repeat a certain step or work practice to stress the seriousness with which safe practices are regarded by the department.

Demonstrations of "Right" and "Wrong" ways of performing tasks should be conducted as a basis for showing **how** one work habit is preferred over another.

b) Providing Adequate and Constant Supervision.

- 1) It is important to provide watchful supervision on subsequent performances.

c) Implementing Disciplinary Action for Failure to Comply.

- 1) When the right way has been presented and agreed to by the individual workers, it is essential that failure to comply be noted. No matter how skillful an Employee may be in performing his duties, if they are not performed safely, the Employee will not be performing acceptably.
- 2) Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge if necessary.

508. Safety Orientation of New Employees:

a) Attitudes Which Promote Safety Consciousness.

- 1) It is imperative that the Department Head, Supervisor, and fellow Employees exhibit proper attitudes about incident prevention and safety to all new Employees.
- 2) The new Employee must also be told that unsafe workers will not be tolerated. In addition, Employees should be told that they are always required to obey safety rules and instructions, wear protective equipment whenever required, and attend safety meetings. These are necessary conditions to be met in order to continue employment with the Town.

b) Previous Experience is never an Adequate Substitute for Proper Instruction.

- 1) It will never be taken for granted that the previous experience and apparent qualifications of the new Employee mean that "somewhere along the way" they have learned to do the job in a safe manner.

For example, a driver's license plus many years of driving experience does not automatically exempt a newly hired vehicle operator from being thoroughly instructed in safe driving practices. The Employees must be made aware of what is expected of them in their capacity of operating a Town vehicle, and they must be checked to assure that this role is understood.

c) The Supervisor Will Do Review and Follow Up with the New Employee.

- 1) The Supervisor will meet with the new Employee, being sure to point out the possible hazards involved in doing the job.
- 2) If possible, the new Employee should be assigned to work with a safety-minded Employee during the first few weeks.
- 3) The Supervisor will check on the new Employee at frequent intervals.
 - i) The new Employee will be asked about any problems that may have arisen.
 - ii) The new Employee will be reminded of safe work practices.
 - iii) The Supervisor with regard to any tendency of overlooking safety procedures will promptly and vigorously warn the new Employee.
 - iv) New employee will be issued a copy of the Safety Program
 - v) Complete Safety Orientation Form (appendix A)
 - vi) Complete Employee Safety Responsibilities Signature Form (Appendix B)

SECTION 6 DISCIPLINE POLICY

600. DISCIPLINE POLICY RATIONALE:

Employers are required to promulgate safety policies and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced. We fully expect to have problems when disciplining employees for safety violations. Some issues we anticipate are:

1. Employee accusations of unfair/unequal enforcement.
2. Employee accusations of no enforcement.
3. Using your disciplinary actions to cast a poor light on your personnel practices.
4. Employees trying to get revenge on supervisors or co-workers.
5. Calling into question the character and integrity of the employer by casting a poor light on the employer's supervisory practices and/or personalities.
2. Use of information about your personnel practices at Department of Labor hearings to try to portray the employer as only giving lip service to safety issues.

The key to an effective disciplinary process insures that the rights and obligations of the employer and employee are guarded.

In 1982, the N.H. Supreme Court defined these processes in the Appeal of Byron Miller (122 NH 933). The case involved an appeal of the denial of unemployment compensation benefits because of employee misconduct and in large part was the result of violations of safety rules. The court wrote:

Miller began working for Preview Products in 1979 and on at least three occasions received reprimands and suspensions for various reasons relating to safety-procedure infractions. The fourth incident leading to his discharge occurred when he allegedly jumped off a loading dock despite orders not to do so.

An unemployment compensation system is predicated upon benefits being paid to those who become unemployed through no fault of their own. No compensation is to be paid to one who is terminated because of "misconduct connected with this work". Isolated and inadvertent instances of unsatisfactory conduct are not sufficient for a finding of "misconduct", but recurring careless or negligent acts are enough to constitute "misconduct".

Safety in the workplace is not only a legal requirement but also a sound social policy for employer and employee alike.

Mr. Millers' employers had a progressive disciplinary process in place. He had been warned and suspended before being terminated for jumping off the loading dock. The employee was told that his conduct violated company policies and was told of the consequences of continued violations (i.e. further disciplinary action which, in this case, included a suspension and ultimately, discharge). The court has repeatedly found that a safe workplace is a reasonable rule.

The employer, in all cases of alleged misconduct, must conduct a thorough and fair investigation before administering discipline. In addition, the employer must use discipline a fair and consistent fashion. Simply stated, the discipline must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer administered and not let the employee talk the employer out of administering the penalty.

A fair process requires that the employer inform the employee of the precise nature of the offense and any verbal or written warning tells the employee the consequences of further violations. A fair process also allows the employee to present his/her version of events and any evidence or mitigating circumstances.

601. DISCIPLINE POLICY

- a) It is the Town of Hooksett's Policy to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.
- b) Employees who have recurring injuries will be counseled. Employees who are incident-prone present a danger to themselves and to others. Appropriate action will be taken after consideration, which could include further training, counseling, job change (if possible and qualified), or disciplinary action if required.
- c) These rules are published for the employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that the employee should be familiar with those rules the organization considers to be important. It is also fair that the employee be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.
- d) For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.
 - 1) Based on the severity of the offense, Town management reserves the right to discipline employees up to and including termination at any time.
 - 2) Any discipline will be consistent with the appropriate bargaining agreement and or personnel policies.
 - 3) The following disciplinary steps are a guideline to be followed by department heads and supervisory staff:
 - i) First Offense: Verbal warning (documented in file) Written
 - ii) Second Offense: warning (documented in file) Suspension
 - iii) Third Offense: without pay (documented in file) Termination
 - IV) Fourth Offense:

In the event that any conflict with local, state or federal law exists, the law will take precedence.

- e) Department Heads and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures and rules of the organization and work unit.
- f) All Town jobs require the full attention of employees. Using excessive alcohol when off duty could impair performance and is discouraged. Working under the influence of alcohol or drugs could cause injury to others and therefore, will not be tolerated. The Town strongly encourages any employee with any drug or alcohol dependency to seek appropriate counseling or medical attention. Employees must always be in good physical and mental condition to operate equipment and machinery. Employees noted to be in poor condition on the job may be sent home.

Section 7 HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION OF INCIDENTS

700. Purpose:

As stated in Lab 1403.04 Accident Reporting Requirements: Within 8 hours after its occurrence, an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603)271-6296, 271-6850, 271-3699, or 271-3170

A workers' compensation injury is defined as an incidental 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 definitive State requirements for reporting these injuries, which are summarized in this section and to which conformance by all employees is mandatory.

Naturally, the first thing to do when an incident occurs is to ensure that proper medical treatment is provided.

Incident investigation is important and necessary if future incidents are to be prevented. Investigations are primarily concerned with finding the "cause" of the incident and are not necessarily concerned with fixing "blame".

Investigations must be kept objective, factual, and free from the "punishment" motive, otherwise they will do more harm than good. This is not to say that responsibility may not be fixed where personal failure has caused the incident, or that such person should be excused from the consequences. Investigations also provide information through which recommendations for corrective action can be developed. Corrective action may involve additional training, mechanical revision, and direct supervision or enforcement measures.

However, the investigation itself is concerned only with the facts and the investigating individual or group is best kept free from involvement with the consequences.

a) The Principle Purposes of Incident Investigation.

- 1) To determine the cause of an incident so that similar incidents may be prevented through mechanical improvement, better supervision, and/or Employee instruction.
- 2) To publicize the particular hazard among Employees and their Supervisors and to direct attention to incident prevention in general.
- 3) To determine facts bearing on legal liability.

701. Handling Emergencies:

Judgment is a key factor in handling any emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help and take every due precaution to preserve life.

- a) The employee/supervisor/management personnel shall call the appropriate emergency service (medical, fire, police, or rescue). Call 911.
- b) The employee shall notify his/her supervisor.
- c) The employee will follow reporting and investigation requirements.

702. Cases to be investigated:

The immediate supervisor, or other designated individual, will investigate all incidents and near misses that occur within their jurisdiction of authority. The purpose of the investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a reoccurrence of the incidents. An incident investigation report shall be filed in writing with the Administration Department within 72 hrs.

- a) Every incident, which results in death, disabling injury or Town property damage, shall be investigated.
- b) Near-misses or incident resulting in non-disabling injuries will also be investigated because they are equally important from the safety standpoint. An incident that results in only slight injury to a person may easily result in death to the next person.

703. Persons Making Investigations:

- a) Department Heads:
 - 1) Department Heads are responsible for immediately notifying the Town Manager whenever a "lost-time" injury occurs.
 - 2) Every incident will be formally investigated. The Department Head, their designee, the Supervisor or a member of the Departmental Safety Committee shall make investigation of all incidents and injuries.
- b) Supervisors:
 - 1) A Supervisor shall be required to investigate and document every incident and near miss, which involves personnel or equipment under his or her supervision. This should be for the purpose of taking or recommending corrective action, or preventing recurrence of similar incidents.

704. Procedures for Making Investigations:

Each investigation should be started as soon as possible after the incident. A delay of only a few hours may permit important evidence to be destroyed, or removed, intentionally or unintentionally.

The following guides are to be used by persons conducting investigations:

1. Arrive at Incident Scene Promptly.

In order to obtain facts while they are still fresh, investigators should arrive at the scene as soon as possible after an incident has been reported.

2. Conduct Interviews With Involved Parties.

The injured person, the Supervisor and all witnesses will be interviewed to obtain results, and allow each person to relate what happened in his own way. The investigator, if necessary, should make only brief notes, at this time. Complete, formal statements, if required, can be made later.

3. Note Conditions and Evidence.

Record information as to conditions present at the time of the incident. These could relate to weather, mechanical defects, or other unsafe working conditions. Also note any physical evidence that is available. If possible, photographs should be taken of the scene.

4. Note Any Reference to Unsafe Acts.

Note any reported unsafe acts that may have contributed to the incident.

705. Reports of Investigation:

Written reports of investigation will be as complete as possible, preferably in narrative form. The report should include information that would answer the following questions:

WHO was injured or WHAT was damaged?

HOW did the incident happen?

WHERE and WHEN did it happen?

WHO saw it happen?

WHAT persons, equipment, materials and conditions were involved?

WHY did the incident happen?

The investigator must be particularly thorough in determining the WHY of each incident. For example, in the case of an Employee receiving an eye injury, the investigator might list the cause as "failure to wear goggles". The WHY of this incident is: "Why didn't the Employee wear goggles? Were goggles available? If so, was the Employee instructed to wear them? If so, why didn't the Employee wear them?"

WHAT could and should have been done to prevent it and similar incidents?

*See Lab 1403.04 Accident Reporting Requirements.

SECTION 8 MOTOR VEHICLES

The following is a guideline pertaining to the use of motor vehicles owned by the Town of Hooksett.




800. Use of Vehicles:

Any Officer or Employee may use or travel in any Town vehicle as is necessary or convenient to perform official Town business, including the observation of Town facilities or the operation of Town government with proper approvals from the appropriate Supervisor

- a) Reckless driving will NOT be tolerated, even on emergency calls.
- b) Seat belts: In all Town owned vehicles with factory equipped seatbelts it is mandatory that they are used; also if you are using your personal vehicle (POV) on town time wearing your seat belt is mandatory.
- c) Use of Town Vehicles will ALWAYS Require the Permission of a Supervisor.
- d) Permissibility of Passengers in Town vehicles.
 - 1) Town personnel shall not allow any non-Town employee to ride with them in any Town vehicle without first securing the permission from the Department Head, except as follows:
 - i) Persons taken into custody or persons necessary to aid an investigation which is being made by a Police Officer, or Fire Officer or.
 - ii) Emergency situations in which it is reasonably impracticable to obtain prior permission.

801. When an Incident Occurs:

When Town vehicles are involved in any incident, STOP IMMEDIATELY, the immediate Supervisor must be called at once regardless of the extent of damage to the vehicles or whether or not personal injury has occurred.

- 1. The Town of Hooksett Police Department will be notified. The Town of Hooksett Police Department will investigate all incidents involving Town vehicles.
- 2. The Supervisor will see that all the necessary reports are made and proper action is taken in accordance with rules and regulations.
- 3. The following procedures will be followed in case of an incident:
 -  Set out and or turn on warning devices.
 -  Assist injured persons, but DO NOT move if likely to cause further injury.
 -  The radio dispatcher should be notified immediately of conditions surrounding the incident request a police officer and supervisor.

- ↗ Give your name, address, employer name and address, vehicle registration number, and operator's driver's license number to police
- ↗ DO NOT admit fault. Discuss details only with your supervisor, and the investigating police officer.
- ↗ If you have no radio equipment and or phone, stop a passerby and ask him or her to call for help.
- ↗ Secure names and addresses of witnesses or first persons at the scene.
- ↗ If you strike an unattended vehicle and owner cannot be located you **MUST** place your name and the Town's address securely on the vehicle.
- ↗ Protect the vehicle from any further damage.
- ↗ Complete driver's report at incident scene.
- ↗ Drivers subject to post incident testing shall remain readily available for such testing.
- ↗ Post incident drug and alcohol testing is required of each driver who was driving a vehicle of 26,001 lbs. or over and there was severe personal injury or loss of life resulting from the incident, or, the driver has been issued a citation for a moving traffic violation resulting in the incident.
- ↗ A Property Liability Trust "Incident Report Kit" will be completed any time a Town-owned vehicle is involved, regardless of amount of damage or location of incident. Return the completed Property Liability Trust packet to your supervisor upon return.
- ↗ Personnel may be subject to disciplinary action when damage to Town vehicles results from their carelessness or poor judgment.

802. General Maintenance of Town Vehicles:

Personnel who have vehicles assigned to them shall be held personally responsible for their condition.

When a vehicle breaks down, the operator shall immediately notify the immediate Supervisor as well as the radio dispatcher. The Supervisor will instruct the operator in accordance with the rules and regulations.

Personnel are responsible for the cleanliness of the vehicle. They shall keep windshields and windows clean so that vision will not be impaired.

Proper tire pressure must be maintained.

Kicking or slamming of doors or forcing the windows of Town vehicles is forbidden. If doors or windows do not operate properly, they are to be reported to the mechanic at DPW.

No personal equipment shall be installed on Town vehicles without prior approval from the Department Head.

Personnel must not push or tow any vehicle or object with a Town vehicle unless said vehicle is properly equipped for such purpose.

No Town vehicle will be allowed to jump a battery with any privately owned vehicle.

803. Physical Safety of Town Vehicles:

- a) Except in extreme emergencies, personnel are forbidden to leave vehicles unlocked when they contain Town property or other valuables.
- b) Under no circumstances are ignition keys to be left in the vehicles.
- c) Engines are to be turned off when vehicle is not in use and unit is left unattended. (With some exceptions)
- d) Persons who are permanently or temporarily subject to recall and who have vehicles assigned to them will keep the vehicles either at their homes or at the designated area for the vehicle, whichever is determined necessary for administrative efficiency by the Department Head. In making such determination, the Department Head shall regulate the use of assigned vehicles according to the following classifications:
- e) Persons to whom Town vehicles are assigned vehicles shall monitor the two-way radio when using the vehicle.
- f) **This section shall not apply to firefighting apparatus**

TITLE XXI MOTOR VEHICLES
CHAPTER 265 RULES OF THE ROAD

Serious Traffic Offenses

Section 265:79-c

[RSA 265:79-c effective July 1, 2015.]

265:79-c Use of Mobile Electronic Devices While Driving; Prohibition. –

I. (a) No person, while driving a moving motor vehicle upon a way or temporarily halted in traffic for a traffic control device or other momentary delay, shall use any hand-held mobile electronic device capable of providing voice or data communication, including but not limited to: reading, composing, viewing, or posting any electronic message; or initiating, receiving, or conducting a conversation; or initiating a command or request to access the Internet; or inputting information into a global positioning system or navigation device; or manually typing data into any other portable electronic

Device. An operator of a motor vehicle who holds a cellular telephone or other electronic device capable of voice communication in the immediate proximity of his or her ear while such vehicle is in motion is presumed to be engaging in a call within the meaning of this section.

(b) "Driving," for the purposes of this section, shall not include when a person is behind the controls of a vehicle that has pulled to the side of or off the road at a location where it is legal to do so and where the vehicle remains stationary.

II. It shall not be an offense under this section for any person driving a motor vehicle upon a way:

(a) To make use of a cellular telephone or other electronic device capable of voice communication to report an emergency to the enhanced 911 system or directly to a law enforcement agency, fire department, or emergency medical provider.

(b) To use one hand to transmit or receive messages on any non-cellular 2-way radio.

(c) To use a Bluetooth enabled or other hands-free electronic device, or a similar device that is physically or electronically integrated into a motor vehicle, for such a purpose to send or receive information provided the driver does not have to divert his or her attention from the road ahead. As used in this section, "hands-free electronic device" means a mobile electronic device that has an internal feature or function, or that is equipped with an attachment or addition, whether or not permanently part of such mobile electronic device, by which a user engages in conversation without the use of either hand; provided, however, this definition shall not preclude the use of either hand merely to activate, deactivate, or initiate a function of the telephone.

III. Any person who violates this section shall be guilty of a violation and shall be fined \$100 plus penalty assessment for a first offense, \$250 plus penalty assessment for a second offense, and \$500 plus penalty assessment for any subsequent offense within a 24-month period.

IV. No person less than 18 years of age shall use a cellular or mobile telephone or other mobile electronic device, whether hands-free or not, while driving a motor vehicle in motion or temporarily stopped in traffic upon any way, except to report an emergency to the enhanced 911 system or any public safety agency. A person violating this paragraph shall be subject to the fines in paragraph III and license suspension or revocation under RSA 263:14, III.

Source. 2014, 256:1, eff. July 1, 2015.

SECTION 9 WORKER'S RIGHT TO KNOW

900. HAZARD COMMUNICATION PROGRAM

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

- a) Engineering and administrative controls shall be implemented, whenever feasible, to maintain concentration levels below the levels established by the American Conference of Governmental Industrial Hygienists (ACGIH), 1995-96 and published in "Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment".
- b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

901. Purpose

- a) This Administrative Regulation sets forth policy and procedures relating to Hazard Communication compliance by compiling hazardous chemical lists, by using Safety Data Sheets (SDS's), by ensuring that containers are labeled, and by providing employees with training.

902. Policy

- a) All Department Heads and Supervisors or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
- b) The Joint Loss Management Committee will review and update the program, as necessary. Copies of the written program will be located within each Town building.
- c) Under this program, employees will be informed of:
- d) The contents of the hazard communication standard;
- e) The hazardous properties of in-house chemicals with which they work;
- f) Safe handling procedures;
- g) Measures to take to protect oneself from these chemicals

903. List of In-House Hazardous Chemicals

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

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located within each department

904. Safety Data Sheets:

- a) SDS's provide employees with specific information on chemicals they may be exposed to. The Department Heads will maintain a binder in each facility with an SDS on every substance on the list of hazardous chemicals SDS Index.
- b) Each Department Head or their designee shall be responsible for acquiring and updating SDS's. The Department Heads shall contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment received by the Town of Hooksett

905. Labels

- a) The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (**NFPA 704 label**) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.
- b) If you transfer chemicals from a labeled container to a portable **container** that is intended only for your **immediate use**, labels are not required on the portable container.

906. Training

- a) Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Department Heads or his or her designee.
- b) Employees will be required to sign a form to verify that they have received training, received written material, and understand the policies on hazard communication.

907. Contractor Employees

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

908. Handling Chemicals

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

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

Safety Data Sheets (SDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the Town.

The SDS will be kept in the appropriate departments and made available to Employees on request.

Always consult the SDS before working with a new product. The SDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, firefighting information and required protective equipment.

Never mix chemical products unless it's safe to do so. Many common products are incompatible or become unstable when mixed. Consult the SDS or ask a knowledgeable superior.

First aid information is provided on the SDS. Take the SDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.

All containers of chemicals must be labeled.

When using small quantities of a chemical, use the entire chemical or return it to the original container.

Never leave any quantity of hazardous material in an unlabeled or improper container.

No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.

Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.

Wash hands frequently.

Wear protective clothing, respiratory protection, rubber gloves, and protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.

Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.

Keep fire and flames away from flammable materials. Smoke only in authorized areas.

SECTION 10 GENERAL SAFETY PRACTICES

Under Statutory Authority: Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281-A & RSA 277, the National Fire Protection Association (NFPA), the New Hampshire State Fire Code (NFPA 1), the International Building Code (IBC), and American National Standard Institute (ANSI) The Town of Hooksett will comply to the following scope of rules:

Lab 1403.01 Safety and Health Requirements.

- a) Each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.
- b) Each employee shall comply with all safety rules and regulations which are applicable to their own actions and conduct.
- c) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
- d) The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of these rules shall be prohibited.

Lab 1403.02 Abrasive Blasting:

- a) Blast cleaning nozzles shall be equipped with an operating valve which shall be held open manually. A support shall be provided on which the nozzle may be mounted when not in use.
- b) Blast cleaning enclosures shall be exhaust ventilated in such a way that a continuous inward flow of air shall be maintained at all openings in the enclosure during the blasting operation.

Lab 1403.03 Abrasive Grinding:

- a) Abrasive wheels shall be used only on machines provided with safety guards.
- b) The following shall be exempt from the safety guard requirements:
 - i) Wheels used while within the material being ground; and
 - ii) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.
- c) Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch.
- d) Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections.
- e) An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8 inch.

- f) Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move.
- g) All abrasive wheels shall be closely inspected and ring-tested before mounting to insure that they are free from defects.

Lab 1403.04 Accident Reporting Requirements:

- 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 (603) 271-6850 or via e-mail to SafetyDiv@dol.nh.gov.
- b) The reporter shall include the following information:
 - i. Date and time of fatality;
 - ii. Location of fatality;
 - iii. Cause of death; and,
 - iv. 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 (603) 271-6850 or via e-mail to SafetyDiv@dol.nh.gov.
- d) The reporter shall include the following information:
 - i. Date and time of injury;
 - ii. Location of injury;
 - iii. Cause of injury;
 - iv. Place where the injured person was sent for medical evaluation or treatment; and,
 - v. Place where the injured person was hospitalized.

Lab 1403.05 Aerial Lifts.

- a) All vehicle mounted aerial-lift equipment shall be in accordance with American National Standards Institute (ANSI) A92.2-1979, "Vehicle-Mounted Elevating and Rotating Aerial Platforms".
- b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made in accordance with the manufacturer and owner's instructions, by a competent person.
- c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
- d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.
- e) When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
- f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.
- g) An aerial-lift truck shall not be moved when the boom is elevated **in a working**

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

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

Lab 1403.06 Air Tools:

- a) Pneumatic power tools shall be secured to the hose or whip with a mechanical conductor to prevent incidental disconnection.
- b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being incidentally expelled.
- c) The manufacturer's safe operating pressure for all fittings shall not be exceeded.
- d) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Lab 1403.07 Belt Sanding Machines:

- a) Belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley.

Lab 1403.08 Blood-borne Pathogens:

Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material and the following requirements shall be met:

- a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.
- b) Employees responding to an emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- c) 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.

Lab 1403.09 Chains. Cables. Ropes. And Hooks:

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

- b) Hoist ropes on crawler, locomotive, and truck cranes shall be free from kinks or twists and shall not be wrapped around the load.
- b) All U-bolt wire rope clips on hoist ropes shall be installed so that the U-bolt is in contact with the short or non-load carrying end of the rope. Clips shall be installed in accordance with the clip manufacturer's recommendation. All nuts on newly installed clips shall be retightened after the first hour of use.

Lab 1403.10 Chipguards:

- a) Protective shields or barriers shall be provided in operations involving cleaning with compressed air, to protect personnel against flying chips or other such hazards.

Lab 1403.11 Compressed Air Use:

- a) Compressed air used for cleaning purposes shall not exceed 30 psi. However, this limitation shall not apply to concrete form or mill scale, or to areas where compressed air is used in a fixed process, such as attached to a machine.

Lab 1403.12 Compressed Gas Cylinders:

- a) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored.
- b) Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
- c) Compressed gas cylinders shall be secured in an upright position at all times, except if necessary for short periods of time when cylinders are actually being hoisted or carried.
- d) Cylinders shall be kept far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided, as required by NFPA 5 IB.
- e) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.
- f) Compressed gas shall not be used for cleaning purposes.

Lab 1403.13 Concrete, Concrete Forms, and Shoring

- a) Employees shall not work above vertically protruding reinforcing steel, unless it has been protected to eliminate the hazard of impalement.
- b) Powered and rotating-type concrete troweling machines that are manually guided shall be equipped with a deadman-type operating control.

Confined Space Entry:

Lab 1402.02 Confined Space means a space that:

- a) Is 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;
- d) Contains or has a potential to contain a hazardous atmosphere;
- e) contains a material that has the potential for engulfing an entrant;
- f) 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
- g) Contains any other recognized serious safety or health hazard.

Lab 1403.14 Confined Space Entry

- a) The employer shall evaluate the workplace to determine if any areas are confined spaces. If any are identified, the employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the confined spaces.
- b) A minimum of 2 employees shall be assigned to work activity involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation. In event of emergency, 911 must be called
- c) Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space.
- d) Testing required by (c) above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions in the order listed:
 - (1) Oxygen content;
 - (2) Flammable gases and vapors; and
 - (3) Potential toxic air contaminants.
- e) The employer shall establish and implement the means, procedures and practices required to eliminate or control hazards and make the confined space safe for conducting entry operations. For example, purging, making inert, flushing or ventilating the confined space, using appropriate personal protective and retrieval equipment.
- f) Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant/observer non-entry rescue.
 - 1. The employer shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them.
 - 2. Above training shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective and

any other equipment necessary for safe entry.

- g) A procedure shall be implemented which shall require documentation that the above steps were taken prior to entering a confined space.

Lab 1403.15 Cranes and Derricks.

- a) The employer shall comply with the manufacturer's specifications and Limitations as supplied by the manufacturer.
- b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment and complied with. Instructions or warnings shall be visible from the operator's station.
- c) Equipment shall be inspected by a competent person before each use and during use, and all deficiencies corrected before further use.
- d) Accessible areas within the swing radius of the rear of the rotating superstructure shall be barricaded to prevent employees from being struck or crushed by the crane.
- e) No part of a crane or its load shall be operated:
 - (1) Within 10 feet **of a line** rated 50 kV or below;
 - (2) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV, or;
 - (3) Within twice the length of the line insulator, **but** never less than 10 feet.
- f) The requirements of the above do not apply where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.
- g) All crawler, truck, or locomotive cranes in use shall meet the requirements as prescribed in the ANSI 830.5-1982, Safety Code for Crawler, Locomotive and Truck Cranes, as amended by 830.5a-. 1984, and 830.5b-1985.

Lab 1403.18 Ergonomics

- a) It shall be the responsibility of each employer to evaluate all incidents of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and to make necessary workplace modifications to prevent recurrences
- b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Lab 1403.19 Excavating and Trenching:

- a) Before excavation underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area.
- b) A competent person as defined in Lab 1402.01 shall inspect and evaluate

the condition of all trenches and excavations prior to permitting an employee to enter.

- c) An inspection shall be performed at the beginning of each day and at least 3 to 4 times during the workday thereafter and
 - 1) Attention shall be given when adverse weather conditions might affect the condition of the excavation or trench.
 - 2) If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirement of (d) below have been met to safeguard the employees.
- d) The walls and faces of trenches 5 feet or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground.
- e) In excavations which employees might be required to enter, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
- f) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps in the protected area of the trench. The exit shall be located so as to require no more than 25 feet of lateral travel.
- g) Excavations near retaining walls, utility poles and other objects that are supported by compacted soil shall be supported at all times to prevent their collapse or undermining.
- h) Fuel operated equipment must not be left running to insure the area is properly ventilated.
- i) All appropriate personal protection must be utilized.

Lab 1403.21 Fall Protections:

- a) Each employee on a walking/working surface with an unprotected side or edge which is 4 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.
- b) The requirement in (a) above shall apply to:
 - (1) Hoist areas;
 - (2) Holes;
 - (3) Formwork and reinforcing steel;
 - (4) Ramps;
 - (5) Runways and walkways;
 - (6) Excavations;
 - (7) Bricklaying;
 - (8) Working above dangerous equipment;
 - (9) Roofing work;
 - (10) Precast concrete erection;
 - (11) Wall openings; and
 - (12) Other walking/working surfaces.

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

Lab 1403.22 Flag person:

- (a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flag-person shall be provided.
- (b) A flag-person shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with retro-reflectorized material that is visible through the full range of the flag person's body motions.
- (c) A flag-person shall be provided with and shall use a combination Stop/Slow Paddle while flagging. The paddle shall be:
 - (1) Highly visible; and,
 - (2) At least 18 inches in height and width;and, (3) The lettering at least 6 inches in height.

Lab 1403.24 Floor Openings and Open Sides:

- a) Every stairway and ladder way floor opening shall be guarded by a standard railing on all exposed sides except at the entrance. The entrance to ladder way openings shall be guarded to prevent a person from walking directly into the opening.
- b) Every hatchway and chute floor opening shall be guarded by a hinged floor opening cover equipped with standard railings to leave only one exposed side or a removable railing with toe board on not more than 2 sides and fixed standard railing with toe boards on all other exposed sides.
- c) Every floor hole into which persons can incidentally walk shall be guarded by either a standard railing with standard toe board on all exposed sides, or a floor hole cover capable of supporting at least twice the weight of employees, equipment, and materials that might be imposed on the cover at any one time. All covers shall be secured to prevent incidental displacement and shall be marked with the word "**hole**" or "**cover**" to provide warning of the hazard.

Lab 1403.25 Forklift Trucks and Powered Industrial Trucks:

- a) If at any time a powered industrial truck is in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- b) Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit.
- c) Fork trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator.
- d) The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while fork trucks are entering or

leaving.

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

Lab 1403.26 Guards:

Guards for mechanical power transmission equipment shall be made of metal or other rigid material. Wood guards may be used in the woodworking and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.

Hand Tools:

Lab 1403.27 Hand Tools:

- a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees.
- b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools, shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs.
- c) Electric power operated tools shall either be double insulated, grounded, or used with ground fault circuit interrupters.

Supervisory Requirements

1. Supervisors Should Assure That Tools and Equipment are in Good Condition.
 - a) Tools, which develop defects while in use, shall be removed from service, tagged and not used until they have been reconditioned or replaced.
 - b) Impact tools such as chisels, drills, hammers, and wedges with mushroom heads shall not be used until they have been reconditioned or replaced.
 - c) Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked or splintered, or which otherwise present a hazard.
 - b) Shovels, picks and similar tools shall not be handled in such a manner as to endanger other workers nor shall they be left lying in such a manner as to cause persons to trip.
 - e) Where proper and safe tools are not available for the work on hand, the Employee should report the fact to the Supervisor.
2. Supervisors Should Assure That Tools are not misused by Employees.
 - a) Sharp edged or pointed tools shall have the edge or point guarded at all times when not in use. Shovels and rakes left on the ground shall have sharp or pointed edges placed toward the ground.
 - b) All electric power hand tools shall be properly grounded. If the power cord

attached to the tool does not have a three-prong plug, the tool shall be grounded by attaching one end of a wire to the metal frame of the tool and the other end to a grounded structure. Never remove the ground plug from an electrical plug.

- c) Extension cords shall not run across walkways, or through oil or water. Cords will be inspected frequently for kinks, worn insulation, and exposed strands of wire. Cords found to be defective shall be replaced. Ground Fault Circuit Interrupters (GFCI's) must be used in damp and wet areas.
- d) Tools, equipment and materials shall not be thrown or dropped from one Employee to another or from one level to another, but shall be transferred from hand to hand by use of a hand line or some similar safe method.
- e) Tools are to be carried in a toolbox, bag, or tool belt and not in pocket or pants belt. This is especially applicable to pointed or edged tools.
- f) Tools lying around benches, near machines, and on floors or ladders cause incidents (and get lost). Tools are to be returned to kit or storage when no longer needed.
- g) Employees are to be cautioned to use the right size and type tools for the job.

Use of Hand Tools:

1. Wrenches:

- a) Be sure wrenches are adjusted to fit tightly, or are the correct size open-end or box wrenches.
- b) Pull; don't push, when using a wrench.
- c) Don't tighten a nut or bolt too much. You may strip the threads or snap the bolt.
- d) When stooping and using a wrench or when using large wrenches on heavy work, brace yourself to avoid slipping or being thrown off balance. When using a wrench lying on your back, don't let it slip and hit your face.
- e) Never hit a wrench with a hammer unless the wrench is made for striking.
- f) Open end and adjustable wrenches which have defects such as worn threads, spread jaws, etc., shall not be used as they are likely to slip.
- g) Don't use a pipe or other wrench extension on a wrench handle to increase leverage. This often causes stripped threads, broken bolts, sudden loosening of nuts or bolts, slipping of the pipe from the wrench, and broken wrenches and fingers.
- h) When pulling on a wrench above you, stand out of its line.
- i) Place wrenches so that the pull will be on the stationary jaw.

2. Screwdrivers:

- a) Don't use screwdrivers with broken or rounded points or bent shafts.

- b) When using a screwdriver, place work on a solid object; never hold it in the palm of your hand.
 - c) Keep the screwdriver shank lined directly over the screw head.
 - d) Never use pliers or wrenches on the shanks of screwdrivers unless they are designed for that use.
3. HandSaws:
- a) Use each type of saw only for the purposes for which it is intended. Keep saws sharp, teeth properly set.
 - b) Start the cut carefully so that the saw will not jump and strike you.
 - c) Be sure that the materials to be cut are firmly supported or secured. When sawing horizontally, cut on the side opposite the direction in which you want the cut off parts to fall.
4. Chisels:
- a) Hold the chisel in your fingers with a steady but relaxed grip. Keep your eyes on the cutting edge and not the chisel head.
 - b) Clamp small pieces in a vise before chiseling them. Chip toward the stationary jaw of the vise. Chip away from yourself. Do not hold stock in your hand.
 - c) Wear goggles when working with a chisel.
5. Punches.
- a) Keep the points of center punches ground and the faces of starting and pin punches square.
 - b) Don't use center punches on materials hard enough to dull or shatter the points.
 - c) Be sure punches are held firmly in position before striking, especially on round surfaces. Strike lightly at first, then increase the force.
6. Files and Rasps:
- a) Files and other tools with pointed tongs shall be equipped with suitable handles.
 - b) Cut only in the forward direction. Ease pressure on the backward stroke. When teeth become clogged, clean them with a file card (a brush with short, stiff bristles).
 - c) When storing files or rasps in toolboxes wrap each tool with cloth or paper.
 - d) Don't use files and rasps on material that are too hard or soft. Hard objects wear the teeth smooth. Soft objects clog the teeth. Smooth cutting faces may cause the tool to slip suddenly and injure you.
 - e) Never hammer on files or rasps or use them as pry bars, chisels or punches.

- f) When filing small objects, use a vise.

7. Hack Saws:

- a) Pace the blade in the frame so the teeth point toward the end of the frame and away from the handle. Tighten the blade rigidly.
- b) Cut away from yourself, and saw with straight, long strokes, using almost the whole blade. Relieve pressure on the backward stroke.
- c) Judge cutting speed by the hardness of the metal. Forty to fifty strokes per minute is right for metals of average hardness. A faster rate may ruin the blade.
- d) Don't saw objects that are too hard. Test objects for hardness with the front or rear end of the blade.

8. Pliers

- a) Use pliers only when no other tool will do the job.
- b) Don't use pliers as wrenches.
- c) Use cutting pliers only for cutting soft metals, never on hardened metals or as nail pullers.
- d) When cutting wire that is under tension, protect yourself so the wire can't fly and strike you. When cutting wire in rolls and on bales, load cars, trucks and boxes use longhand wire cutting pliers. Always wear eye protection

9. Axes and Hatchets.

- a) Check the ax head to see that it is sharp and has no defects. A dull ax will often glance off the wood being cut and strike the user.
- b) Check the ax to make sure the handle is not cracked and that the ax head is securely attached.
- c) Be sure that others are a safe distance away from you and clear the area of obstructions (vines, limbs, brush, etc.) that may catch the ax as it is swung.
- d) A narrow ax with a thin blade should be used for hard wood, and a wide ax with a thick blade for soft wood.
- e) Ax blades should be protected with a sheath or other guard. When the blade cannot be guarded, it is safe to carry the ax at one's side in a manner that it will not strike the leg or foot when walking. The blade of a single-edged ax should be pointed down when being carried.
- f) To start the cut with a hatchet, it is good practice to strike the wood lightly, then force the blade through by striking the wood against a solid block of wood.
- g) Using a hatchet or ax to drive nails is a poor practice.
- h) A sledgehammer is unsafe to use if it has a split handle or a loose or heavily chipped head.
- i) Sledgehammer heads should be "dressed" whenever they begin to check or mushroom.
- j) A sledgehammer so light that it bounces off the work is hazardous; likewise, one too heavy is hard to control and may cause body strain. Select one of the proper weight for the work to be done.

- k) Claw hammers are designed for driving and drawing nails. Their shape, depth of face, and balance make them unsuitable for striking objects such as cold chisels.

Use of Power Tools:

A. General:

- 1) Know your power tool.
 - i) Read owners or operating manual carefully.
 - ii) Learn the tool's applications and limitations, as well as the specific potential hazards peculiar to it.
 - iii) Use the proper tool for the job you are doing. Don't force a small tool or attachment to do the job of a heavy-duty tool. It will do the job better and safer at the rate for which it was designed.
- 2) Always wear the proper Personnel Protective Gear (PPE) for the proper tool being utilized
- 3) All visitors should be kept a safe distance away from work areas.
- 4) When not in use, tools should be stored in dry, high, locked-up locations.

B) Use Common Sense:

- 1) Ground all electrical tools - unless double insulated.
 - ii) If a tool is equipped with a three-prong plug, it should be plugged into a three-hole (grounded) electrical receptacle.
 - iii) If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground. Do not rely on the screw securing the receptacle cover plate to be an acceptable ground. Check before using.
 - iii) Never remove the ground prong of a three-prong plug.
 - iv) If working in a damp or wet area a ground fault interrupter (GFCI) must be used.
- 2) Maintain a safe working environment:
 - i) Keep work area clean. Cluttered areas and benches invite incidents.
 - ii) Avoid use of electric power tools in damp or wet locations.
 - iii) maintain proper footing and balance at all times. Don't allow debris to accumulate under foot.
- 3) Dress appropriately for the job:

- i} Loose clothing or jewelry which may get caught in moving parts should not be worn.
 - ii} Rubber gloves and footwear should be used when working outdoors under wet weather conditions or wet soil conditions with an electrical tool. (Ground fault circuit interrupters are required.)
 - iii} Use safety glasses. Use a face or dust mask if the cutting operation is dusty.
- 4) Treat the tool properly:
- i) Never carry a tool by the cord, or yank it to disconnect it from a receptacle.
 - ii} Keep the cord away from heat, oil, and sharp edges.
 - iii} Keep guards in place and in working order.
 - iv) Keep tools sharp and clean at all times for the best and safest performance.
 - v) Disconnect tool when not in use or if you leave the work area.

C) Always Implement Principles of Basic Safety:

- 1) Use clamps or a vise to hold work. It's safer than using your hand, and it frees both hands to operate the tool.
- 2) Don't carry a plugged-in tool with your finger on the switch.
- 3) Use only approved, grounded, properly insulated, and inspected extension cords.
- 4) Always examine both the cord and connections of an electrical power tool before using. When using pneumatic hand tools, make sure hose is properly connected and keep air valve closed until the gun is actually ready to use.
- 5) Remove adjusting keys and wrenches; see that keys and adjusting wrenches are removed from the tool before connecting tool to the source of power.

6) Wear proper personal protective equipment

D) Follow Guidelines for Using Specific Tools:

- 1) When using compressed air: (Lab 1403.12)
 - i) Use only sound, strong hose with secure couplings and connections.
 - ii) Be sure there are no sharp points on metal hose parts.
 - iii) Close control valve in portable pneumatic tools before turning on air.
 - iv) Before changing one pneumatic tool for another, turn off air control valve. Never kink hose to stop airflow.
 - v) Wear suitable goggles, mask, protective clothing, and safety devices.
 - vi) Never use air to blow dust or chips from the hair, clothing or safety devices, or from the skin.
 - vii) When using compressed air, see that no nearby workers are inline

- of airflow. Compressed air can be dangerous. Never point the hose at anyone.
- viii) All compressed air supplies used for blowing with air must be equipped with regulators to reduce the air supply to 30 p.s.i
 - ix) Wear proper personal protective equipment

2) When using bench or hand grinders: (Lab 1403.44)

- i) Wear goggles or face shield even though the wheel has a safety shield.
- ii) Make sure the protective hood is on the wheel.
- iii) Set the tool rest no more than 1/8 inch from the wheel. Stop the machine before adjusting rest.
- iv) Stand out of line when starting up.
- v) Feed the work gradually - give a cold wheel a chance to warm up.
- vi) Use only the face of the wheel unless it is designed for edge printing.
- vii) Do not strike the wheel suddenly or use too much pressure.
- viii) Report at once any grinder that appears to be unsafe.
- ix) Check the grindstone to ensure that it is properly designed for the work being done and the speeds being used.
- x) Do not use grinder if tool rest or shield is missing.
- xi) **Wear proper personal protective equipment**

3) When Using Chain Saw: (Lab 1403.64, also refer to

OSHA, 1910.266) before operational use complete a Chainsaw Safety

Check:

- ☐ Chain Brake
 - ☐ Throttle Interlock
 - ☐ Chain Catcher
 - ☐ Chain tension
 - ☐ Muffler
 - ☐ Chain saw kickback
 - ☐ Chain sharpness
 - ☐ Cutter shape
 - ☐ Depth usage setting
 - ☐ Lubrication
 - ☐ No chain movement when engine is at idle
- i) Never work alone, but make certain that other Employees in the area should keep a safe distance from a running saw. Have a cleared work area.
 - ii) **Wear proper personal protective equipment including eye**

protection, hearing protection, approved chainsaw chaps, safety shoes, gloves and hard-hat.

- iii) Always carry the saw with the chain brake engaged, guide bar and saw chain to rear, and the muffler away from the body.
- iv) Make sure the chain brake is in good condition. Never remove the chain brake.
- v) Never operate saw with an excessively loose chain. Keep teeth sharp.
- vi) Make sure chain is not touching anything before starting.
- vii) Stand at engine end of running saw, keeping body parts away from saw chain.
- viii) Always hold the saw below waist high.
- ix) Avoid "running" chain contact. (Chain should not run on bar while idling.) Adjust the clutch and carburetor to prevent this.
- x) Never cut with the tip of the blade.
- xi) Exercise extreme caution when felling a tree.
 - a) **Wear all required personal protective equipment.**
 - b) Inspect the tree for dead wood, which may fall during the cut.
 - c) Plan ahead.
 - (1) Plan an escape route, making sure that it is clear of debris.
 - (2) Warn others in tree fall area. Do not fell trees within 150 feet of other operations unless precautions to warn personnel are taken.
 - d) Make the cut carefully and deliberately.
 - e) Exercise extra safety precautions as the tree begins to fall.
 - f) Shut off engine.
 - g) Move 10 to 20 feet away from the base along your cleared route.
- xiv) When limbing a felled tree, keep a firm grip on the handle of the saw with the thumb locked under the handle. Limbs can snap back as they are cut and throw the saw against you.
- xv) Shut off engine when refueling, adjusting, and cleaning, etc. Use spout can to refuel. Keep fuel in approved safety cans.
- xvi) Place saw out-of-way when not in use.

4) Electric Hand Tools

- a) Keep tools in good condition, i.e., cleaned, oiled and repaired.
- b) Always use grounded or double insulated tools.
- c) Wear eye protection while using electric hand tools.
- d) Do not use electric tools in the presence of flammable vapors or gases.
- e) Use of electric hand tools in wet or damp locations should be avoided. When use is necessary, a power supply protected with a ground fault circuit interrupter (GFCI) is required.
- f) Take care of cords.
- g) Use only approved and inspected 3-wire extension cords. Always examine both the cord and connections carefully before using.
- h) Never use electric tools having worn or damaged cords, damaged plugs, defective switches, or other defective parts, which might give an electric shock.
- i) Never hang an extension cord over nails or other sharp edges, allow it to become kinked, or leave it where a vehicle may run over it. Wire or insulation will be damaged.
- j) It is bad practice to patch any serious injury to cord insulation with tape. Replace the cord.
- k) Store the extension cord in a clean, dry place where it can lie loosely coiled.

Lab 1403.28 Hoists.

- (a) The employer shall comply with the hoist manufacturer's specifications and limitations as to the proper use and installation of the equipment, whether at a portable or fixed location.
- (b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be visibly marked on cars and platforms.
- (c) Hoistway entrances of material hoists shall be protected by full width gates or bars.
- (d) Hoistway doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car.
- (e) Overhead protective coverings shall be provided on the top of the hoist cage or platform.

Lab 1403.29 Housekeeping.

- (a) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas.
- (b) Combustible scrap and debris shall be removed from work areas at least daily.
- (c) Trash shall be disposed of at frequent intervals.
- (d) All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- (e) All floors shall be kept clean, dry, safely maintained and free from trip hazards.

Additional

Information: Office

Safety

- (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.
- (e) 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.
- (f) 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.
- (g) Use handles when closing desk drawers, files, safes, and doors.
- (h) 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.
- (e) 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.

Electric and Electronic Equipment Should be Monitored for Safety:

- (a) Make sure that 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 machines and telephones create a tripping hazard when left on the floor or in walkways. Arrange the work area to avoid this hazard.
- (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.

Always Practice Basic Principles of Safety:

- (a) Walk, don't run.
- (b) When walking in hallways keep to the right, especially at corners.
- (c) When using stairways, take your time and use the handrails.
- (d) Don't stand in front of a closed door that may be opened suddenly.
- (e) Smoke in authorized areas only. Remember the fire hazard - use ash trays, not wastebaskets.
- (f) 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.
- (g) Carry pencils, fountain pens, scissors, etc., in such a way that the sharp end cannot cause puncture wounds to you or others.
- (h) Report all defective equipment to your Supervisor for repair.

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) 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 globe (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 globe 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.
- (c) **Disconnect all power sources while working and place a warning sign on the power box control warning that work is in progress.**
- (d) Inspect all portable electrical equipment periodically.
- (e) 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.
- (f) Remove from use any metal receptacles which are broken or which have jagged edges, i.e., ashtrays, trashcans or waste bins.
- (g) 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.
- (h) Never use fingers or bare hands to comb down mops.

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 failure be overcome 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.)

- a) General Principles of Safety:

- b) Ensure that there is proper ventilation. Guard against carbon monoxide gas from the exhaust of running engines.
- c) Keep a pair of safety goggles handy and wear them when doing work in which eye protection is needed.
- d) Always keep a suitable fire extinguisher near at hand and ready to use.
- e) Keep aisles and open spaces on the floor free of tools and parts.
- f) Be sure your feet are clear of passing automobiles or moving machinery when you get under a car, truck or piece of equipment.
- g) Use a safe grip (thumb not around handle) when it is necessary to crank start an engine.
- h) Never allow grease and oil to remain on a floor where you or others might slip on it and fall.

Lab 1403.32 Ladders.

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

- (1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood.
- (2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart.
- (3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length.
- (4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel.
- (5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder.
- (6) Side rails shall extend 3-1/2 feet above the landing.

- (b) Portable ladders shall comply with the following

requirements:

- (1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- (2) Ladders shall be inspected prior to use and those which have developed defects shall:
 - a. Be withdrawn from service for repair or destruction;

- b. Be tagged or marked as "Dangerous, Do Not Use."
- (3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.
- (4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing.
- (5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.

Lab 1403.33 Lasers. Remove this section unless surveying equipment is used

- (a) Only employees who have had training by the employer or equipment manufacturer shall be assigned to install, adjust, and operate laser equipment.
- (b) Employees shall wear appropriate eye protection designed to safeguard against potential exposure to laser light greater than 0.005 watts (5 milliwatts).
- (c) Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended, such as during lunch hour, overnight, or at change of shifts, the laser shall be turned off.
- (d) Employees shall not be exposed to light intensities above the
 - following: (1) Direct staring - 1 micro-watt per square centimeter;
 - (2) Incidental observing - 1 milliwatt per square centimeter;
 - (3) Diffused reflected light - 2-1/2 watts per square centimeter.
- (e) Employees shall not be exposed to microwave power densities in excess of 10 milliwatts per square centimeter.

Lab 1403.35 Lockout:

All stored energy hazards including but not limited to the following shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury:

- (1) Hydraulic pressure;
- (2) pneumatic pressure;
- (3) steam pressure;
- (4) Vacuum;
- (5) electricity;
- (6) Mechanical; and

(7) Gravity.

(b) Padlocks shall be made available to employees for the purpose of locking- out equipment when required.

(c) Only the individual who is working on the equipment shall be allowed to remove the lockout device.

Lab 1403.36 Machine Guarding:

a) Machine guarding shall be provided to protect employees from hazards such as those created by point of operation, nip points, rotating parts, flying chips and sparks.

(b) Shall comply with the following requirements:

(1) The guard shall be such that it cannot pose an accident hazard in itself;

(2) Point of operation guarding devices shall be so designed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

c) Machines which require point of operation guarding include:

- 1) Guillotine cutters;
- 2) Shears;
- 3) Alligator shears;
- 4) Power presses;
- 5) Milling machines;
- 6) Power saws;
- 7) Jointers; and
- 8) Forming rolls and calendars.

(d) Special supplemental hand tools shall be used for placing and removing materials within the danger zone of the machine.

(e) Guards shall be required within 7 feet of the floor or working platform to protect from the following machinery:

(1) fan

blades; (2)

belts;

(3) pulleys;

(4)

sprockets

; (5) chains;

(6)

flywheels; (7)

shafting;

(8) shaft

projections; (9)

gears;

(10) couplings; and

(11) rotating or reciprocating parts.

- (f) Flywheels protruding through a working floor shall be guarded;
- (g) Where both runs of horizontal belts are 7 feet or less from the floor or working surface, the guard shall extend at least 15 inches above the belt.
- (h) Safety sleeves shall be required to guard couplings with bolts, nuts or set screws extending beyond the flange.
- (i) Belts, pulleys, and shafting located in rooms used exclusively for power transmission apparatus shall not be required to be guarded when the following requirements have been met:
 - (1) The basement, tower, or room occupied by transmission equipment is locked against unauthorized entrance; or
 - (2) The route followed by the oiler is protected in such a manner as to prevent accidents.

Lab 1403.37 Machinery in a Fixed Location:

Machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they shall not move in normal operation.

Lab 1403.38 Mechanical Power Presses.

- (a) The employer shall provide and ensure the usage of point-of-operation guards or properly applied and adjusted point-of-operation devices, per the manufacturer's recommendation, to prevent entry of hands or fingers into the point-of-operation by reaching through, over, under and around the guard on every operation performed on a mechanical power press. This requirement shall not apply when the point-of-operation opening is 1/4 inch or less.
- (b) A guard shall be placed over the treadle of foot-operated presses.
- (c) Pedal counterweights, if provided on foot-operated presses shall have the path of travel of the weight enclosed.
- (d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.

Lab 1403.39 Medical Services.

In addition to the medical chest required in RSA 277:6 (Every employer shall at all times keep and maintain, free of expense to the employees, such a medical chest shall be required by the local board of health of the 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), emergency telephone numbers for ambulance service, hospital, and fire rescue shall be posted throughout the facility.

Lab 1403.40 Mechanized Equipment:

- a) All construction equipment in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. All defects shall be corrected before the vehicle is placed in service.
- b) No employer shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:
 - 1) The vehicle has a reverse signal alarm distinguishable from surrounding noise level; or
 - 2) The vehicle is backed up only when an appointed observer signals that it is safe to do so.
- c) Heavy machinery, equipment, or parts thereof which are suspended or held aloft shall be blocked to prevent falling or shifting before employees are permitted to work under or between them.

Lab 1403.41 Noise Exposure:

- a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in Table 3, Permissible Noise Exposures. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- b) When engineering or administrative controls fail to reduce the noise level to within the levels of Table 3, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

TABLE 3 – PERMISSIBLE NOISE EXPOSURES

Duration per day, hours:	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110

Lab 1403.42 Overheads and Gantry Hoists and Cranes.

- (a) All functional operating mechanisms, air and hydraulic systems, chains, rope slings, hooks, and other lifting equipment shall be visually inspected before each use by the operator.
- (b) Complete inspection of the crane shall be performed at one to 12 month intervals.
- (c) The inspection shall include the following:
 - (1) Identifying deformed, cracked, corroded, worn, or loose members or parts; and
 - (2) Ensuring the good working order of the following:
 - a. brake system;
 - b. limit indicators;
 - c. power plant; and
 - d. electrical apparatus.
- (d) Overhead cranes shall have stops at the limit of travel of the wheels.
- (e) The rated load of the crane shall be plainly marked on each side of the crane.
 - (1) If the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block, and
 - (2) The marking shall be clearly legible from the ground or floor.

PERSONAL PROTECTIVE EQUIPMENT

Lab 1403.43 Personal Protective Equipment:

- a) The employer shall be responsible for assessing the hazards, and providing and requiring the use of appropriate personal protective equipment where indicated based upon that assessment.
- b) Where employees furnish their own personal protective equipment, the employer shall be responsible to assure its adequacy and to ensure that the equipment is properly maintained and in a sanitary condition.
- c) Employees working over or near water, where the danger of drowning exists, shall be provided with a U.S Coast Guard-approved life jackets or buoyant work vests.

Additional requirements:

1. Head Protection:
 - a) Approved ANSI hard-hats shall be furnished to and shall be worn by personnel who are working in and around areas where there is a possibility of head injury.
2. Eye Protection:
 - a) Goggles, face shields, or other suitable eye protection shall be required for wear by Employees whenever there is danger of exposing the eyes to flying particles chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the Supervisor.
 - b) Suitable eye protection devices will be purchased and furnished by the department.
 - c) Eyewash stations are considered personal protective devices. They must be periodically tested and testing records must be maintained. They must be located 10-20 feet from the possible exposure area. Eyewash stations must have 15 minute continuous flow to be effective in treating an eye injury.
3. Hand Protection:
 - a) Employees may be required to use appropriate work gloves in completing their duties.
 - b) The department shall furnish specialized hand protection such as rubber gloves, welding gloves, etc.
4. Foot Protection:
 - a) Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazard pose an increased risk that foot injuries may occur.
5. Clothing:
 - a) Employees are required to dress appropriately. Standard dress will be trousers and shirt. Shorts and T-shirts may be worn in certain circumstances.
 - b) Employees are further required to use appropriate personal protective clothing and equipment when necessary.

Lab 1403.44 Portable Abrasive Wheel Machinery:

- a) Abrasive wheels shall be used only on machines provided with safety guards.
- b) The following shall be exempt from the safety guard requirement in (a) above:
 - 1) Wheels used while within the work being ground; and

- 2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.
- c) A safety guard shall cover the spindle end, nut and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel.
- d) Safety guards used on right angle head or vertical portable grinders shall have a maximum exposure angle of 180 degrees and the guard shall meet the minimum requirements:
 - (1) The above guard shall be so located so as to be between the operator and the wheel during use.
 - (2) Adjustment of the guard shall be such that pieces of an accidentally broken wheel shall be deflected away from the operator.

Lab 1403.45 Portable Pneumatic Powered Tools:

- a) Safety clips or retainers shall be securely installed and maintained on Pneumatic impact tools to prevent attachments from being incidentally expelled.
- b) Hose and hose connections used for conducting compressed air shall be designed for the pressure and service to which they are used.

Lab 1403.46 Powder-Actuated Tools:

- a) Only employees trained by the employer or equipment manufacturer shall be allowed to operate powder-actuated tools.
- b) All powder-actuated tools shall be tested by the employee before each use and all defects discovered before or during use shall be corrected.
- c) Tools shall not be loaded until immediately before use. Loaded tools shall not be left unattended.

Lab 1403.48 Railings:

- a) A standard railing shall consist of top rail, intermediate rail and posts, and shall have a vertical height of 42 inches from upper surface of top rail to floor, or platform.
- b) A railing for open-sided floors, platforms, and runways shall have a toe board whenever persons can pass beneath the open side, or where there is equipment with which falling materials could cause a hazard.
- c) Railings shall be of such construction that the complete structure shall be capable of withstanding a load of at least 200 pounds in the vertical or horizontal direction.
- d) This section shall not apply to scaffolding and stairway railings.

Lab 1403.49 Record Keeping:

- a) An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request.
- b) Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement.
- c) The log shall include, at a minimum, the following information:
 - 1) Date of injury;
 - 2) Name of employee;
 - 3) Occupation of employee;
 - 4) Description of the injury or illness;
 - 5) Whether lost time was involved; and
 - 6) The date employee returned to work.

Respiratory Protection Program

Lab 1403.50 Respiratory Protection.

- (a) Respirators shall be selected by the employer on the basis of the hazard to which the worker is exposed and shall be provided by the employer as necessary to protect the health of the workers.
- (b) Employees who are expected to use respirators shall be fit tested to ensure that an adequate face-to-face piece seal can be maintained.
- (c) Both the supervisors and the workers shall be instructed, by the employer, in the selection, use, and maintenance of respirators.
- (d) Respirators shall be cleaned and disinfected, and shall be inspected during cleaning and deteriorated parts shall be replaced.
- (e) Respirators for emergency use shall be inspected at least once a month and after each use.
- (f) When not in use, respirators shall be stored in a clean and sanitary location.

Additional References: OSHA 1910.134, NIOSH 42 CFR 84, ANSI Z88.2

Inspection Guidelines:

- a) Even though employees may be voluntarily using respirators, adverse health conditions can be caused by the wearing of a respirator itself. Examples include, but are not limited to;
 - 1) An employee's health being jeopardized by the wearing of a respirator (e.g., employee has a cardiac and/or pulmonary disorder that could be aggravated by respirator use),
 - 2) The wearing of a dirty respirator that can cause dermatitis or ingestion of a hazardous chemical;
 - 3) The sharing of a respirator that leads to transmittal of disease.

Program Administrator:

A "respiratory protection program administrator" is required to oversee and evaluate the respirator program. This individual must be suitably trained and have the appropriate accountability and responsibility to manage the full respiratory protection program.

Companies with multiple worksites may have a program administrator at each worksite, as long as this person is qualified and retains the accountability and responsibility for the day-to-day operation of the specific program for that site. Alternatively, a company may opt to have one program administrator for several sites and/or one program for several similar sites as long as the program contains the necessary elements and addresses the hazards at those sites.

Medical Evaluation - 1910.134(e):

Employers must provide a medical evaluation to determine each employee's fitness to wear a respirator. The evaluation must be provided before the initial fit-testing and before the respirator is used for the first time. Medical evaluations consist of the administration of a medical questionnaire, which is found in the mandatory Appendix C of the standard, or provision of a physical examination that elicits the same information as the questionnaire for the employee. An employer, who opts to provide physical examinations, to his or her employees, need not also administer the medical questionnaire.

These evaluations are required for all respirator users except for employees who voluntarily use dust masks and for those whose only respirator would be the use of escape-only respirators. SCBA's are not considered escape-only respirators. Employees who refuse to be medically evaluated cannot be assigned to work in areas where they are required to wear a respirator.

In order to maintain strict confidentiality of the information obtained in the questionnaire, the employer's role is limited to distributing the blank questionnaire to the employee for him or her to fill out, or providing it to the PLHCP, who will administer the questionnaire to the employee. If the employer provides the questionnaire to the employee, an addressed and postage-paid envelope should also be provided for the employee to mail it to the PLHCP. The employer's may also maintain the questionnaire and findings medical office, if the health office is administratively separate from the employer's central administration offices.

If the employer does not have or chooses not to use an in-house medical staff, arrangements must be made for a physician or other licensed healthcare professional (PLHCP) to perform the medical evaluations. The PLHCP may be a physician, a registered nurse, a nurse practitioner, a physician assistant, or other licensed health care professional acting within the scope of his or her state license, registration, or certification. The PLCHP must be legally permitted by his or her professional license to conduct the type of medical evaluation required by the respirator standard. Scope of practice for non-physician PLCHPs will vary from state to state. All PLCHPs who participate in any aspect of the medical evaluation must be practicing within the scope of their license. For assistance in determining which state licensing board or agency to contact to determine a PLCHP's legally permitted scope of practice, the CSHO can contact the Directorate of Technical Support in OSHA's National Office.

The employer must ensure that the questionnaire is administered in such a manner that employees can understand the content and the confidentiality of the record is maintained. Where the employee cannot understand English, the employer must have the questionnaire translated into the employee's language either through a translator or

a translated written copy. The questionnaire has been translated into Spanish and is available on OSHA's homepage (www.osha.gov) in the Respirator Q & A Document. In cases where the employee cannot read, the employee can request someone other than the employer to orally read them the questionnaire or the PLHCP may obtain through an interview or examination the same information requested on the medical questionnaire.

Fit Testing-1910.134(f):

Fit testing is required for all employees using negative or positive pressure tight-fitting respirators, where such respirators are required by OSHA or where the employer requires the use of such a respirator.

A fit test is not required for voluntary users or for escape-only respirators.

The fit test must be performed before the respirator is used in the workplace. It must be repeated at least annually and whenever a different respirator face piece is used or a change in the employee's physical condition could affect respirator fit. If the respirator subsequently becomes unacceptable (i.e., causes irritation or pain to the employee) to the employee, the employee must be given the opportunity to select a different respirator face piece and be retested.

Qualitative Fit-Testing (QLFT) may be used to fit test negative pressure air-purifying respirators, if they will only be used in atmospheres less than ten times the PEL, since existing evidence only validates the QLFT protocols listed in Appendix A to identify respirators that achieve a fit factor of 100. For greater concentrations, Quantitative Fit-Testing (QNFT) must be used.

When quantitative fit-testing is used, all full-face piece respirators must meet or exceed a fit factor of 500, while quarter - and half-mask respirators must meet or exceed 100. For quantitative fit testing may be used. While atmosphere-supplying respirators are fit tested in the negative pressure mode, these respirators are most often used as positive pressure respirators in the workplace. Positive pressure atmosphere supplying respirators that pass the QLFT or QNFT fit test may be used at the higher protection factors assigned these respirators. See Table 1 for a summary.

Facepiece Seal Protection (g)(1):

Inspection Guidelines - The CSHO should be alert for the presence of facial hair (more than one day's growth) that comes between the sealing surface of the respirator and the face as well as other conditions that could result in facepiece seal leakage or interfere with valve function of tight-fitting respirators, such as the presence of facial scars, the wearing of jewelry, or the use of headgear that projects under the facepiece seal. Corrective glasses or goggles or other personal protective equipment (such as face shields, protective clothing, and helmets) must not interfere with the seal of the facepiece to the face of the user. If employees wear other safety equipment with their respirators, the employee must pass an appropriate fit test while wearing the equipment to determine if it interferes with the seal.

Employees should be observed to determine if the seal check procedures are being performed each time the respirator is donned. The procedure used must be one listed in Appendix B-1 or recommended by the manufacturer if the employer demonstrates it is as effective as those listed in Appendix B-1. Alternative seal checks must be based on scientific studies. [The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece when the exhalation valve or surface is covered, the user exhales gently, and there is no evidence of outward leakage at the seal. The negative check requires covering the inlet opening or surface, inhaling gently, and

having the facepiece remains in a slightly collapsed condition with no inward leakage of air detected.]

Maintenance and Care of Respirators - 1910.134 (h) (1):

Respirators must be cleaned and disinfected as often as necessary to keep them in a sanitary condition. They must be properly stored to prevent damage and contamination, inspected regularly and repaired as necessary.

Inspection Guidelines:

- a) To ensure that respirators are clean and in good working order, the employer can have respirators cleaned and repaired in a centralized operation where respirators are passed out to employees: or
 - a) The employer may require the respirator user to perform all cleaning and respirator maintenance functions. The CSHO should verify that the procedures in the mandatory Appendix B-2 or an equivalent method specified by the manufacturer are being followed and are performed by employees who are adequately trained in the proper respirator care procedures. Respirators issued to more than one employee must be cleaned and disinfected before being worn by another user.
 - b) The use of individually-wrapped cleaning towelettes may be used as an interim method in the cleaning schedule for individually assigned respirators, but they must not be the only method in place. During fit-testing, towelettes may also be used between employees being tested, however these respirators must be thoroughly cleaned at the end of each day, using the procedures in Appendix B-2.

Identification of Filters, Cartridges, and Canisters 1910.134 (i)

The employer must ensure that all canisters and filters are properly labeled and color coded with the NIOSH approval label and that the label is not removed, obscured, or defaced while in service. This requirement enables the employee using the respirator to check and confirm that the respirator has the appropriate filters before the respirator is used and also allows fellow employees, supervisors, and the respirator program administrator to readily determine that the employee is using the appropriate filters.

- 1) Inspection Guidelines. The CSHO should verify that properly labeled filters and canisters are being used, and that the labels remain legible.
- 2) Citation Guidelines. Date and time labels applied to the filters/cartridges should not be considered violations, but the employer must obscure as little as possible of the label to allow ready identification.

Training and Information 1910.134 (k):

The employer is required to provide effective training to employees who wear respirators. Training must be provided prior to an employee's use of a respirator in the workplace and must be comprehensive and understandable. Training must recur annually, and more often if retraining appears necessary to ensure safe use. The employer must ensure that each employee can demonstrate knowledge of all items in

{k}{1}{i} thru {vii}. Pre-testing may be used as a training aid to determine extent of retraining required.

Program Evaluation 1910.134(1):

The employer must conduct evaluations of the workplace to ensure the written respiratory protection program is properly implemented. The employer must observe and consult employees to determine if they have any problems with the program and ensure that the respirators are used properly.

Record keeping - 1910.134(m):

For every employee required to wear a respirator, the employer must establish and retain medical evaluations and fit-testing records. Medical evaluation records must also be retained for employees who wear elastomeric facepiece respirators. An employee's medical evaluation records must be made available to the employee and to OSHA in accordance with 1910.1020. The employer must also make an employee's fit-testing records available to that employee and to OSHA. The standard does not intend for the employer to make an employee's medical or fit-testing records available to any other individual unless that individual is the employee's "designated representative" as defined in 1910.1020(c)(3).

Lab 1403.52 Rollover Protective Structures (ROPS):

Except for sideboom pipe laying tractors and compactors, rollover, protective structures of substantial strength shall be used with the following types of materials handling equipment:

- (1) All rubber-tired, self-propelled
scrapers; (2) Rubber-tired front-end
loaders;
- (3) Rubber-tired dozers;
- (4) Wheel-type agricultural and industrial
tractors; (5) Crawler tractors;
- (6) Crawler-type loaders;
- (7) Motor graders, with or without attachments, that are used in construction work; and
- (8) Forklifts trucks and powered industrial trucks.

Lab 1403.54 Saws.

- (a) Band Saws shall comply with the following requirements:

- (1) All portions of band saw blades shall be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table;

And

(2) Band saw wheels shall be fully enclosed according to the following requirements:

- a. The outside periphery of the enclosure shall be solid; and
- b. The front and back shall be either, solid wire mesh or perforated metal.

(1) All portable power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe.

(2) The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work.

- a. The above provision shall not apply to circular saws used in the meat industry for meat cutting purposes.

(c) Radial saws shall comply with the following requirements:

(1) Radial saws shall have an upper guard which completely encloses the upper half of the saw blade.

(2) The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut.

(3) Radial saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted.

(4) An adjustable stop shall be provided to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations.

(5) Radial saws shall be installed so that the cutting head shall return to the starting position when released by the operator.

(d) Swing or Sliding Cut-Off shall comply with the following requirements:

(1) All swing or sliding cut-off saws shall be provided with a hood that shall completely enclose the upper half of the saw.

(2) Limit stops shall be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table.

(3) Each swing or sliding cut-off saw shall be provided with an effective device to return the saw automatically to the back of the table when released at any point of its travel.

(4) Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut.

(e) Table Saws shall comply with the following requirements:

(1) Circular table saws shall have a hood over the portion of the saw above the

table, so mounted that the hood shall automatically adjust itself to the thickness of and remain in contact with the material being cut.

(2) Circular table saws shall have a spreader aligned with the blade spaced no more than 1/2 inch behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required.

(3) Circular table saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted.

(4) Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point.

Lab 1403.55 Scaffolds:

Lab 1403.52 Scaffolds. The following requirements shall apply to scaffolds:

- (a) Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement;
- (b) All planking shall be scaffold grade or equivalent as recognized by approved grading rules for the specie of wood used; and
- (c) The maximum permissible spans for 2 x 10 or wider planks are shown in Table 4, Planking Material Thickness.

Table 4 - Planking Material Thickness

	Full Thickness Undressed Lumber			Nominal Thickness Lumber	
Working load (p.s.f.)	25	50	75	25	50
Permissible Span (ft.)	10	8	6	8	6

- (d) The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness is 4 feet, with medium loading of 50 p.s.f.;
- (e) Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement;
- (f) Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches;
- (g) Defective parts of all scaffolding and accessories shall immediately be replaced or repaired; and
- (h) An access ladder or equivalent safe access shall be provided.
- (i) Mobile platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening. Platforms shall be secured in place.

- (j) All employees working on suspension scaffolds shall be protected by a safety life belt attached to a lifeline which shall comply with the following requirements:
 - (1) The lifeline shall be securely attached to substantial members of the structure, not the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall.
 - (2) In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be changed as the work progresses.
- (k) Tubular welded frame scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally.
 - (1) The cross braces shall be of such length as shall automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid; and
 - (2) All brace connections shall be made secure.

Lab 1403.58 Storage:

- a) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.
- b) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary.
- c) Where mechanical handling equipment is used, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.

Lab 1403.59 Tanks with Open-Surface:

- a) Where ventilation is used to control potential exposure to employees, it shall reduce the concentration of the air contaminant to the degree that a hazard to employees does not exist.
- b) Whenever there is a danger of toxic substances being splashed, the employees shall wear either tight-fitting chemical goggles or an effective face shield.
- c) Near each tank containing liquid, which might be harmful to the skin if splashed upon the worker's body, there shall be a supply of clean cold water. The water pipe shall be provided with a quick opening valve and at least 48 inches of hose not smaller than three-fourths inch. At no time shall water pressure for eyewashes exceed 25 p.s.i. alternatively, deluge showers and eye flushes shall be provided.
- d) All employees working in and around open-surface tank operations shall be trained by the employer as to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to these hazards.

Lab 1403.60 Tire Cages:

A safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.

Lab 1403.61 Toxic Substance.

(a) Engineering and administrative controls shall be implemented to protect workers from exposure to hazardous and toxic substances such as radioactive substances or other hazardous substances which are defined as a toxic substance.

(b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

Lab 1403.62 Traffic Control:

- a) Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.
- b) Traffic-control devices shall conform to the applicable federal and state regulations or to applicable sections of Federal Highway Administration Manual of Traffic control Devices - 1988 with revisions.

Lab 1403.63 Trash:

All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions.

Lab 1403.64 Tree Care Operations:

- a) Head protection shall be worn by workers engaged in tree operations. The head protection worn shall contain the manufacturer's certification that it complies with ANSI 289.1-1981. When working in proximity to electrical lines, the head protection worn shall contain the manufacturer's certification that it is a Class B hard hat which complies with ANSI 289.1-1981 with revisions.
- b) Safety belts, tree-trimming saddle belts, or a saddle formed by a double bowline on a bight shall be worn to protect workers above ground level.
- c) Saddle belts or safety belts used for climbing operations shall have forged support rings. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type. Forged support rings shall be designed so that the snaps will not become disengaged, or roll off accidentally.
- d) Climbing ropes shall be used when working aloft in trees. Manila ropes shall have minimum diameter of 1/2 inch (12 mm) and shall be 3 or 4 strand first-grade manila, with a rated breaking strength of 2385 pounds or equivalent strength and durability. Synthetic rope shall have a maximum elasticity of not more than 7 percent.

- e) Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment.
- f) The employer shall provide, and the employee shall use, chaps specifically designed to foul a moving chain whenever chain saws are used.
- g) All employees shall be instructed in the hazards associated with working in close proximity to overhead power lines.
- h) It shall be the responsibility of a competent person to determine whether tree care operations can be safely performed near energized power lines.
- i) Rescue procedures for employees working above ground shall be established by the employer, and the employees trained accordingly.
- j) Brush chipper access panels for maintenance and adjustment shall be closed and secured prior to operation of brush chippers.
- k) Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 inches (2.15 m) measured from the blades or knives to ground level over the centerline of the hopper, and shall have sufficient height on its side members so as to prevent personnel from contacting the blades or knives of the machine during normal operations.
- l) Each disk-type tree or brush chipper equipped with a mechanical in-feed system shall have a quick stop and reversing device on the in-feed. The activating lever for the quick stop and reversing device shall be located across the top, along each side of, and as close to the feed end of the in-feed hopper as practicable and within easy reach of the operator.
- m) Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guard rails around the working area.
- n) When using portable powered brush cutting saws no one except the operator shall be within 10 feet (3 m) of the cutting head of the brush saw.
- o) The power unit shall be equipped with a quick shutoff switch readily accessible to the operator.
- p) When operating chain saws the manufacturer's operating and safety instructions shall be followed.
- q) Chain saws weighing more than 15 pounds (6.8 kg) that are used in trees shall be supported by a separate line, except when used from an aerial-lift device.
- r) The engine shall be stopped when power saws are being carried. The saw need not be stopped between cuts during consecutive felling, bucking, or limbing or cutting operations on reasonably level ground. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear. A two man saw shall be carried by 2 workers.
- s) The engine shall be stopped for all cleaning, refueling, adjustments, and repairs to the saw or motor where practical, except where manufacturer's

procedures require otherwise.

Lab 1403.65 Wall Openings:

- a) Wall openings, from which there is a drop of more than 6 feet, and the bottom of the opening is less than 3 feet above the working surface, shall be guarded.

Lab 1403.66 Washing Facilities:

- a) Washing facilities shall be provided in every place of employment except for mobile crews or normally unattended work locations where employees have ready access to nearby sanitary facilities, maintained in a sanitary condition.
- b) A cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling shall be provided at washing facilities.

Lab 1403.67 Welding and Cutting:

- a) Welding equipment shall be chosen for safe application to the work and shall **be** installed properly. Employees designated to operate welding equipment shall be properly instructed and qualified by the employer or equipment manufacturer to operate it.
- b) Mechanical ventilation shall be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet.
- c) Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided.
- d) When welding in a fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation.
- e) Proper precautions for fire protection such as isolating welding and cutting, removing fire hazards from vicinity, and providing a fire watch shall be taken in areas where welding or cutting is being done.
- f) When welding operations requiring fluxes, coverings, coatings, or alloys, or involving fluorine compounds, zinc, lead, beryllium, cadmium or mercury produce specific health hazards, a competent person shall evaluate potential exposure and ensure necessary protective measures, such as ventilation and personal protective equipment, are used.
- g) Welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
- h) Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
- i) When electrode holders are left unattended, the electrodes shall be removed and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.

- j) All arc welding and cutting cables shall be completely insulated and be capable of **handling** the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced.
- k) Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective.
 - 1) Oxygen and fuel gas regulators shall be in proper working order when in use.

Lab 1403.68 Welding in Confined Spaces:

- (a) In addition to the requirements in Lab 1403.14 all welding and cutting operations carried on in confined spaces shall be ventilated to prevent the accumulation of toxic substances or possible oxygen deficiency.
- (b) In such operations where it is impossible to provide such ventilation, air supplied respirators or hose masks, which are labeled to indicate they are approved by (MSHA) Mine Safety and Health Administration for this purpose, shall be used.
- (c) In areas immediately hazardous to life, hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be labeled to indicate it is approved by (MSHA) Mine Safety and Health Administration.
- (d) Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within.
- (e) Oxygen shall never be used for ventilation\ Additional requirements:

- 1. A 4-gas air monitor will be used at all times

Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment:

- a) Wire ropes, chains, ropes, and other rigging equipment shall be inspected prior to use and as necessary during use to assure their safety. Defective gear shall be removed from service.
- b) Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used.
- c) When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.
- d) When U-bolt wire rope clips are used to form eyes. Table 5, Number and Spacing of U-bolt Wire Rope Clips, shall be used to determine the number and spacing of clips:

Table 5 -Number and Spacing of U-Bolt Wire Rope Clips

Number of Clips				
Improved Plow Steel Rope Diameter Inches	Drop Forge	Other Material	Minimum Spacing	
1/2	3	4	3	
5/8	3	4	3-3/4	
3/4	4	5	4-1/2	
7/8	4	5	4-1/2	
1	5	6	6	
1-1/8	6	6	6	
1-1/4	6	7	7-1/2	
1-3/8	7	7	8-1/4	
1-1/2	7	8	9	

Lab 1403.70 Woodworking Machinery:

- a) All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation.
- b) A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.
- c) Power controls and operating controls shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to make adjustments. This shall not apply to constant pressure controls used only for setup purposes.
- d) Each operating treadle shall be protected against unexpected or incidental tripping.
- e) Disconnect switches shall be capable of being locked or tagged in the off position.
- f) On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power.

For Contractors Only...

Cutting, welding, and hot work operations

Cutting, welding, and other hot work operations using portable equipment, presents a severe hazard, because these operations introduce ignition sources into random areas of the facility. The National Fire Protection Association (NFPA) estimates that approximately 6 percent of all fires in industrial properties have been caused by improper procedures or equipment use during hot work operations. With strong support by management and trained employees, these procedures can help to control this exposure.

Hot work basics

Hot work is defined as any operation that generates heat, sparks, or a flame. Fires caused by hot work operations routinely result from sparks or molten globules of metal that roll great distances or fall through cracks onto unseen combustibles. The combustible material smolders and eventually bursts into flames, sometimes after work has ended and employees have left the area. Sometimes the heat or flame directly ignites combustible or flammable materials located too close to the hot work operation.

The common reasons for fires caused by cutting, welding, and hot work operations are:

- Inadequate preparation of work site
- Defective equipment
- Outside contractors failing to comply with “hot work” precautions
- Poor housekeeping
- Conducting operations in areas where the sprinkler protection is shut off
- Failure to maintain fire watches or to provide adequate fire extinguishing equipment

It shall be the duty and responsibility of the contractor performing any cutting, welding, or hot work to comply with the safety provisions of the National Fire Protection Association’s *National Fire Codes* pertaining to such work, and the contractor shall be responsible for all damages resulting from a failure to so comply.

Ideally, all hot work operations should be conducted in designated, properly safeguarded areas, such as maintenance shops or a detached outside location. When work cannot be moved into the maintenance shop, a hot work permit must be obtained before any hot work can be conducted.

The permit should only be issued after a trained supervisor has assessed the area and the supervisor has verified that all safety precautions are being taken.

Selection and responsibilities of a supervisor

Hot work operations must be strictly monitored if fires are to be prevented. Management should appoint a responsible person to closely supervise the use of all hot work equipment. The person(s) assigned to oversee the hot work program must be thoroughly familiar with hot work processes and the hazards of the areas where work will be performed. They also must be able to determine the precautions that must be taken for the work to be completed in a safe manner. The success of the program will depend on the training and knowledge of those who implement the permit system.

Before cutting or welding is permitted, the assigned supervisor must inspect the area to verify that all fire precautions have been taken. The inspection should start with a simple question, "Is a hot work operation necessary to complete the work?" Many times welding and flame cutting are used because it is fast and easy even though other safer methods, such as mechanical fastening and sawing, could be used. If hot work is not absolutely necessary, it should not be permitted, especially in hazardous areas. Upon verifying that the precautions listed on the permit were implemented, the supervisor can sign the permit and give it to the welder.

No work should be allowed to begin without a properly signed permit at the job site. The supervisor should keep a copy of the permit as a reminder of the project. If the work will continue for more than one shift, a new permit should be issued for the next shift. If conditions cannot be made safe, the supervisor should insist on other methods to complete the maintenance request. Listed below is a brief overview of the safety features that must be verified or implemented before the supervisor will authorize the cutting/welding permit.

Precautions

To extinguish any fires that may start, provide a fire watch for the involved area and include tours of the floors above and below. The fire watch should be continuous during the hot work operations, during lunch breaks, etc., and continue for at least half an hour after the work has been completed. If the hot work ends near the time of a shift change, arrangements should be made for the patrols to continue into the next shift.

The fire watch staff should be equipped with an adequate complement of portable extinguishers and/or charged small hose lines and must be trained in their use. They also should know how to sound a fire alarm. Welding, cutting, or other hot work should not be allowed in any building where sprinklers are out of service.

Use only equipment that is in good condition. Valves, regulators, hoses, and torches should be thoroughly checked. Before beginning, secure the gas cutting and welding cylinders so they will not be upset or damaged, and verify that the protective caps are on all cylinders not in use.

When using electrical arc welding equipment, the ground clamp can be a source of ignition. The ground clamp should be carefully connected close to the work so that it can be easily observed.

Precautions (Continued)

Within 35 feet of the work area:

- Prohibit hot work until surrounding floors have been swept clean.
- If floors are of combustible construction, they should be adequately protected to prevent ignition.
 - Remove all flammable liquids from the area and clean up any oily deposits.
- Move combustibles at least 35 feet from hot work operations. If combustibles cannot be moved, they must be protected by metal guards or by flameproof curtains or covers. Do not use ordinary tarpaulins.
- Prohibit hot work until all wall and floor openings within 35 feet of the operations have been tightly sealed or otherwise protected with metal guards or flameproof tarpaulins.

Work on walls and ceilings

- Do not work on combustible walls or ceilings, or those containing combustible insulation.
- Combustibles on the other side of the wall should be moved away so any heat that is transmitted through the wall cannot ignite the combustibles.
- When working on ceilings or upper levels of process equipment, fire resistant tarpaulins should be suspended beneath the work area to collect sparks.

Work on enclosed equipment

- Before working on enclosed equipment, remove any combustible residue from its interior. When working on duct systems, in addition to removing combustible residue from its interior, also remove any combustible screens or dust bags.
- Prohibit hot work in or on vessels containing flammable or combustible contents or residue, until they have been completely cleaned and purged or inerted, and verified vapor free by combustible gas detectors. If there is a chance of a gas vapor release during the hot work operations, use gas detectors to constantly monitor the area.

Final check-up

- After the hot work is completed, the welder should sign off on the permit and return it to the supervisor.
- The supervisor should return to the scene within two to four hours after the work has been completed to check the area. After this final check, the supervisor signs off on the permit and needs to bring it back to the Hooksett Department of Public Works, and be kept on file for review by the Liability coverage provider.

SECTION 11 ADDITIONAL SAFETY GUIDELINES

For additional safety guidelines reference may be made to:

Current Collective Bargaining Agreements for Town of Hooksett Police, Town of Hooksett Fire Rescue, Town of Hooksett Public Works and Town of Hooksett Recycling and Transfer Departments

Town of Hooksett Police Standard Operating Procedures

Town of Hooksett Fire Standard Operating Guidelines

Town of Hooksett Individual Department Policies

Town of Hooksett Personnel Plan

SECTION 12 ADDITIONAL SAFETY PRECAUTIONS

Prevention of Lifting Injuries

The common types of injuries due to lifting are: 1) back strain, 2) hernia, and 3) muscle strains and sprains. These injuries can be the results of an overstretching of certain muscles and generally can be avoided by the following proper lifting techniques and use of proper equipment. All personnel should lift safely using the following guidelines:

- a) Do Not Attempt to Lift More Than You Should:
 - i) Never pick up anything that is too heavy or bulky for one person to handle. Get help when needed.
 - ii) Use tools and equipment such as chain falls, hoists, levers, hand trucks, power loaders, etc., when possible rather than lifting by hand.
 - iii) Never pick up an object with a sudden jerking motion. Avoid lifting and twisting in a single motion.
 - iv) Always keep the load close to the body. Avoid over extension.
- b) Lift Objects Properly;
 - i) Plan your lift. Make sure the travel path is clear.
 - ii) Get a good footing. Place feet about shoulder width apart.
 - iii) Get a firm grip. Balance the load.
 - iv) Bend at the knees to grasp the weight. Get good position over the load.
 - v) Maintain the natural curve of the back. Lift with the legs and all the muscle groups.
 - vi) Look at the load. Tuck the chin to keep the neck and spine aligned.
 - vii) Lift gradually by straightening the legs. Bring the load close to the body or step to the load as you lift.
- c) Practice Preventative Strategies to Keep Yourself Physically Fit:
 - i) Get proper rest.
 - ii) Maintain correct weight and good diet habits.
 - iii) Quit smoking.
 - iv) Participate in a regular program of exercise.
 - v) Use good posture when sitting, standing and sleeping.

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:
 - i) 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:
 - i) 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 may make periodic checks on the aforementioned job sites to see that barricade protection is in good operating condition during the hours of darkness.

Follow Proper Procedures for Using Jacks and Lifts:

- a) Jacks:
 - i. Make sure the jack has the correct capacity rating for the job. Never use a jack about which you have any doubt.
 - ii. Make sure the footing is substantial; use boards or blocks at right angles to the lift.

- iii. Position the jack properly for the lift.
 - iv. Position the jack so there will be an unobstructed swing of the handle, thus protecting your knuckles.
 - v. Never leave a jack standing under a load with the handle in the socket; something might strike the handle and knock the jack out of position.
 - vi. Make sure that all jack-lifting loads are braced diagonally, so that the jacks cannot tip over.
 - vii. Before jacking a vehicle set the hand brake and chock the wheels so that the vehicle cannot roll.
 - viii. Never rely on jacks alone to support any load you have to work under. Use plenty of substantial blocking - have an ample factor of safety. If jack stands are used, inspect them before using and position them properly to support the vehicle.
- b) Lifts:
- i. Car lifts or only trained garage personnel familiar with all safety features of the particular type being used shall operate grease racks.
 - ii. Vehicles placed on lifts should be raised until the wheels clear the floor and then re-checked for proper position before fully raising.
 - iii. Safety pin or safety leg will be locked securely in position before working under a raised lift.
 - iv. It is best to stand to the side - not in front - of a vehicle to guide it onto a lift.

Follow Practical Guidelines When Using Tools and Lamps:

- i. Use only approved and inspected portable electric tools and electrical extension lamps (see section on portable power tools).
- ii. Always use a well-guarded and grounded lamp.
- iii. 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.
- iv. Do not try to patch the insulation of a defective cord; get a new cord.
- v. If the cord is too short to reach the necessary distance, do not splice it; get a new cord or another extension.
- vi. 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.
- vii. 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.
- viii. 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.

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.

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 connect 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.

Ladder and Scaffolding Safety:

Ladders.

Remember basic rules for ladder safety. The ladder falling or the climber losing his balance and falling causes most ladder incidents. Here are some important precautions:

Never use a makeshift ladder. They cause more incidents than all other causes together.

Avoid standing on the top of a stepladder. Use a ladder tall enough to let you stand at least three steps from its top.

Always face the ladder and use both hands when climbing or descending.

Use the right length ladder for the job so you won't have to reach to work from an unsafe position.

It is dangerous to reach out too far from a ladder in any direction; move the ladder as the work may require.

Step toward the ends of a step. Do not place your weight in the center of a step.

Use a safety belt if the character of the work requires it.

It is unsafe to use a ladder as a horizontal member of a scaffold.

Always be aware of other hazards in the work environment.

Never set a ladder where it or you can come in contact with unprotected electrical wires. Remember, all wires are dangerous. If work is required around electrical services, have a Supervisor contact the utility company.

If the ladder is placed before a doorway, lock the door or have someone guard it. Protect the ladder base from traffic, if necessary.

If your shoes are muddy or otherwise slippery, clean them before you climb.

Use extra caution when using tools while on a ladder.

Tools should never be left on a stepladder unless tool holders are provided.

Carry tools in suitable pockets; or have tools and all other objects hoisted with rope and bucket.

Use extreme caution when using tools requiring great force to operate. If a tool slips, you could be thrown from a ladder.

Make sure the ladder is in proper repair.

Make sure the ladder is not defective.

Check for cracked or damaged side rails and cracked, loose or missing rungs, steps or cleats.

Inspect for rot or splintered surfaces and loose, bent or broken hardware, such as hinges, spreaders or extension locks. Never use a ladder, which is unsafe.

Use the ladder properly.

Be sure to establish safe footing for the ladder.

Never use boxes or other makeshifts to increase the height of a ladder.

Use a ladder with safety feet suitable for the floor or ground it stands on.

If the floor is extra slippery, tie the ladder at the base or have someone hold it.

Make sure the feet are firmly and evenly supported. Place the ladder's feet parallel with the top support and on solid footing.

In setting up a ladder, place it so the distance between the foot of the ladder and the base of the structure is approximately one-fourth of the distance from the base to the point of bearing.

Raise the ladder safely.

When using a stepladder, make sure it is fully extended before you climb.

Raise extension ladders to the vertical position (or against the wall) before extending. Leave ample overlap between sections: for extended lengths up to 39 feet, three feet; 38 to 44 feet, four feet; and 44 to 55 feet, five feet.

When raising a long ladder, have someone hold the base, if possible. Otherwise, tie the base or block it against something solid. Get help when raising a heavy ladder.

Ladders leading to landings or walkways should extend 36" to 42" above the point of bearing.

Set the ladder so that the side rails extend 3-1/2 feet above a top landing.

Tie the ladder or have someone hold it if used where likely to shift, on roofs or high places, or if the indicated angle cannot be observed. Do not work in a high wind.

Be sure the ladder is placed at a safe angle against the wall or other solid backing. An angle of about 75 degrees with the horizontal is recommended.

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.

Fire Safety:

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

BE PRO ACTIVE, NOT REACTIVE:

You should:

Be Familiar With Basic Fire Prevention Guidelines.

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.

Fight a small fire. Use good judgment; do not endanger yourself or others. Your safety and the safety of your fellow workers is foremost.

Know where fire extinguishers are located in your work area and know how to use them. 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.

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.

REMEMBER P.A.S.S.:

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.**

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 fire fighting 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.

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.

REMEMBER These Five Basics if a Fire Occurs:

KEEP CALM...DO NOT PANIC, but move quickly!

Sound the alarm.

Call the Fire department.

Evacuate the area.

Fight a small fire. Use good judgment; do not endanger yourself or others. Your safety and the safety of your fellow workers is foremost.

Section 13 APPENDIX: Forms

HOOKSETT SAFETY ORIENTATION FORM

Employee Name: _____

Position: _____ Date Hired: _____

Check Appropriate Employee Status:

New Employee: ☐ Full-time: ☐ Part-time/Seasonal: ☐ Rehire: ☐

Check Completed Items:

- ☐ Purpose of orientation
- ☐ reporting of incidents to supervisor immediately
- ☐ Tour of facilities and equipment
- ☐ Vehicle safety

First Aid/Kit:

- ☐ Obtaining treatment
- ☐ Location in facilities
- ☐ Emergency Telephone Numbers

Potential hazards on the job:

- ☐ what they are
- ☐ How to use equipment safely
- ☐ Care and use of personal protective equipment

What to do in event of emergencies:

- ☐ Exit locations and evacuation routes
- ☐ Use of firefighting equipment (extinguisher, hose)
- ☐ Specific procedures (medical, chemical, fire, etc.)
- ☐ Emergency Telephone Numbers

The total safety program:

- ☐ Function of Joint Loss Management Committee
- ☐ Introduced to Joint Loss Management Committee Representative
- ☐ Safety policies and procedures

Personal work habits:

- ☐ Proper lifting techniques
- ☐ Horseplay, good housekeeping, no smoking policy
- ☐ Safe work procedure

☐ Proper use of equipment

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

Supervisor's Signature_____ Date_____

Employee's Signature_____ Date_____

TOWN OF HOOKSETT ~ LIGHT DUTY PROGRAM

In accordance with the provisions of RSA 281-A: 23-b, the Hooksett will provide light duty work opportunities for employees who suffer a work-related injury or illness.

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

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

The Town of Hooksett has no obligation to provide light duty work opportunities to employees who suffer a non-work related injury or illness.

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

EMPLOYEE
SIGNATURE _____ DATE _____

Form 8WC -Employer's First Report of Occupational Injury/Disease

This form must be printed and sent to the NH Department of Labor and your insurance carrier.



EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE (Form 8WC)

NH DOL USE ONLY

Return to: The State of New Hampshire, Department of Labor
P.O. Box 2077, Concord, NH 03302-2077
(603) 271-3176 FAX: (603) 271-6149

IMPORTANT: Every employer shall file this report as soon as possible after knowledge of any occupational injury or disease to an employee, but no later than five days thereafter. Notice of disability of four or more days shall be filed no later than seven days after date of injury on Supplemental Report Form No. 13-VCA. Failure to comply with any or all of the above carries a civil penalty of up to \$2,500.00. RSA 281A:53.

PLEASE TYPE OR PRINT ILLEGIBLE OR INCOMPLETE FORMS WILL BE RETURNED

1. Name of injured: First DI Middle Initial Last			2. DOB: 13. Age 14. Male <input type="checkbox"/> 15. SS No.:	
6. Address: No. & St. city/Town			7. State: 18. Zip Code: 19. Tel. No.:	
10. Is there on file a N.H. Youth Employment Certificate?:		11. Occurrence when injured:		12. Was this his/her regular If not, state regular occupation: r3
15. No. days worked per week:		16. Average Weekly Earnings:		17. Was injured hired in N.H.?
20. Date disability began:		21. Was injured paid full for this day?		22. Date supervisor/employer was first notified:
23. Name of Person notified:		24. Location/Job site where accident occurred:		
25. Describe fully how accident occurred and describe what employee was doing when injured:				
26. Name of witness(es):			27. Parts of body injured: 128. Estimated length of disability:	
29. Has injured returned to work? 130. If so, when date?			31. At what occupation or Job? 132. Returned at full Duty: <input type="checkbox"/>	
33. Equipment causing injury:			34. Were safeguards in place? 35. Was accident caused by injured's failure to use safeguards or follow regulations?	
36. Initial Treatment: (check those that apply) No medical treatment: Care provided by Employer only (On-site): <input type="checkbox"/> Emergency care: <input type="checkbox"/> Hospitalized: <input type="checkbox"/>				
37. Name of treating physician: Other (Outpatient) (Office) (On-site) (Other-explain):			38. Has injured died? If so, what date?	
39. Legal Business Name and/or O.B.A. or Leasing Company Name:			40. Employers Federal ID: 41. If leased or temporary worker, client's business name:	
42. Business Address of No. 39 above:			143. City/State: 144. Zip:	
45. Telephone Number:			146. Insurance Co. (not agent) or Self-insured Group: 47. Managed Care Program? <input type="checkbox"/> If yes, name Provider:	
48. No. of Employees: Full-time: Part-time:			149. Is there a Written Safety Program in place? 150. Is there an active Safety Committee?	
51. Business SIC Code: 152. Type or Nature of Business in N.H.:			53. If report sent by Insurance Agency, state name: J	
54. Employer Signature:			55. Printed/Typed Name and Official Title: J	
56. Employee Signature (whenever possible):			57. Date of this report: J	

Workers' Compensation Supervisor Incident Review

Town of Hooksett Workers' Compensation Supervisor Incident Review

Department & Job Title: _____ Date of Review: _____
Date of Injury: _____

Location Where Injury/Illness Occurred: _____

Personal Injury or Illness Information

Part of Body Affected: _____ Nature of Injury/Illness: _____

Describe Clearly What Happened, Including Events Leading Up to Incident:

Did Injured Leave Work? _____ Time: _____ AM/PM Date: _____
Did Injured Seek: Doctor YES/NO? Urgent/Express YES/NO? Emergency Room YES/NO? Admitted to
Hospital YES/NO? Self-care YES/NO? Return to Work Date: _____

Describe conditions or factors that may have contributed to the Incident

For Slip/trip/Fall or Material Handling/Patient Handling/EMS Incidents, please complete reverse side

Corrective Actions Taken:

(please outline actions taken to reduce likelihood that this type of incident will reoccur)

Joint Loss Management Committee Comments:

Supervisor:	I Sign:	I Date:	I Phone:
Dept. Head:	I Sign:	I Date:	I Phone:

Material Handling Analysis

1. What was being handled? _____
2. How much did it weigh? _____ 3. Distance of lift/lower? _____
4. Did the employee slip while lifting? Yes _____ NO _____
5. Describe the working conditions at the location of the incident (wet floors, material on floors Etc.)? _____
6. How was the material handled? _____
7. How often is this job done? _____
8. Was the incident reported immediately? _____
9. Who was the employee working with at the time of the Incident? _____
10. Has the employee had previous similar incidents? Yes _____ No _____
Explain: _____

Slips, Trips or Falls

1. What was the condition of the walking surface? (I.e. damaged, worn, wet, icy, cluttered)

2. Was the condition reported prior to the incident?

3. Was the condition addressed?
When? _____
How? _____
4. Describe the lighting:

5. Type and condition of footwear the employee was wearing:

6. Was the employee carrying/pulling anything?

7. Have similar incidents occurred at this location prior to this incident?

11/01/16

AMENDMENTS

<u>Date</u>	<u>Section(s) Amended</u>
October 9, 2013	Amended majority of Safety Manual per NHDOL Safety Audit
February 11, 2015	Added section “For Contractors only . . . Cutting, welding, and hot work operations” pg. 76
January 25, 2017	Added 8WC Form for Employers First report of Injury
January 25, 2017	Added Town of Hooksett Workers’ Compensation Supervisor Incident Review form
June 26, 2019	Amended majority of Safety Manual per NHDOL changing the name of MSDS forms to SDS forms
June 23, 2021	Added section for “Accident Reporting Requirements for Fatality & Serious Injury”, and “Workplace Violence Policy”.