

Town of New Durham



Safety Program Guidelines

Adopted By JLMC and Board of Selectmen:

INTRODUCTION

The Town of New Durham's Safety Program Guidelines, adopted supercedes the Town of New Durham's Joint Management Loss Committee's Safety Guidelines adopted

MISSION STATEMENT

"To strive for a safe work environment free of occupational or health hazards, and to avoid situations that may cause injury or illness as established jointly between management and employees."

GOAL OF THE JOINT LOSS MANAGEMENT COMMITTEE

The Town of New Durham Joint Loss Management Committee (JLMC) supports, cherishes, and reiterates their overall goal of providing a safe, accident-free and healthy work place and environment for all employees. Accidents result in unnecessary suffering and loss of wages, and all too often in permanent disability.

It is of the highest priority and importance that all employees recognize the importance and value of their participation in the Town of New Durham's safety program, and to take an active role in safety and health initiatives. Employees are encouraged and supported to report unsafe conditions and to assist other employees to work safely.

"Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated."

MANAGEMENT COMMITMENT

The Board of Selectmen, Town Administrator, and Departmental Supervisors recognize and stress the importance of safety for their employees and residents. Safety shall be as important as any other business function. Every employee has the right to a workplace free from occupational safety and health hazards. This program provides the framework for safety to be managed like any other function through planning, organization, leadership and control.

Management personnel are accountable for the success of the Town of New Durham's Safety program. This accountability is reflected in job descriptions, performance evaluations, salary increases, and other incentives. It is management's policy to commit to the program and employees ~ a well-trained, well-disciplined, and well-supervised employee in a safe and healthful environment is less likely to have an accident.

Therefore, management supports the following premise:

- ❑ *All injuries should be preventable*
- ❑ *Working safely is a condition of employment*
- ❑ *All operating exposures can be safeguarded*
- ❑ *Training employees to work safely is essential*
- ❑ *Injury prevention saves money*

RESPONSIBILITIES

All Town of New Durham management and employees are responsible for due diligence to safety and health.

Management

- ❑ Insure that all levels of supervision, employees, and Budget Committee members are (i) aware of the elements of the safety program, (ii) ensure implementation by providing a copy of the program, and (iii) ensure accountability for their actions or inactions in accordance with established personnel policies and procedures.
- ❑ Support acquisition(s) of protective equipment, and ensure that proper and adequate training occurs for use of the protective equipment.
- ❑ Issue warnings, per the Town of New Durham's Personnel Guidelines, for violations of the Town's safety and health procedures.
- ❑ Correct any unsafe conditions brought to their attention by employees or supervisors.
- ❑ Support Supervisory decisions that determine that "Safety comes first."
- ❑ Ensure that proper and adequate training is provided and that employees are working in a safe and healthy manner.

Supervisors

- ❑ Ensure that all employees within their respective departments comply with the program and follow all the work rules. Supervisors are expected to set the proper example at all times.
- ❑ Must take immediate action to correct any unsafe condition or action.
- ❑ Provide personal protective equipment, along with training for its use, and make certain it is worn when necessary.
- ❑ Assure that all machine guarding is in place and functioning properly.

- ❑ Promptly investigate and report all accidents and incidents, and coordinate the same with the Joint Loss Management Committee.

Employees

- ❑ Understand and follow all the work rules, be informed of and observe established safe practices
- ❑ Report all accidents and incidents to the supervisor, and assist with any investigations of which they have knowledge. Please note that accident investigation is fact finding, not fault finding.
- ❑ Report any unsafe conditions immediately.
- ❑ Attend all safety training as may be required.

Joint Loss Management Committee

- ❑ Assist and advise all levels of management in establishing an effective safety program.
- ❑ Provide safety and health training for employees, and committee members.
- ❑ Maintain accident and incident records
- ❑ Plan & Coordinate inspections, committee meetings, training sessions, and assist management in all areas of safety and health.
- ❑ Review and update rules, and programs as needed.
- ❑ Act as a safety resource for employees.
- ❑ Annually review the Safety Program as written

JOINT LOSS MANAGEMENT COMMITTEE BY~LAWS

Purpose

The purpose of a Joint Loss Management Committee (JLMC) is to bring employees, and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A Joint Loss Management Committee assists the management structure of the Town of New Durham, and makes recommendations for change.

Size and Representation

The committee will be composed of a one management member and one employee representative from each town department, which is representative of major work activities of the governance of the Town of New Durham i.e. Administration, Public Works, and Safety Agencies.

Duties and Responsibilities

The Committee shall

- ❑ Meet at least quarterly, and keep Minutes to be made readily available to all employees.
- ❑ Elect a Chairperson that shall be rotated between employee and management representatives. Term of Chairperson recommended to be no longer than 2 consecutive years.
- ❑ Develop and disseminate to all employees a Committee Mission Statement.
- ❑ Maintain and disseminate to all employees goals and objectives of the committee.
- ❑ Establish a Safety program, which shall include but not be limited to:
 - (a) Designate, by name and title, a person who shall be knowledgeable of site-specific safety requirements and be accountable for their implementation and adherence.
 - (b) Provide a health and safety inspection program at least annually for hazard identification purposes.

- (c) Perform an audit and recommendations at least annually regarding the inspection findings.
- (d) Communicate identified hazards with recommended control measures to the person(s) most able to implement controls.
- (e) Ensure that the required and necessary safety and health training for employees shall be provided so that they may perform their work in a safe and healthy manner and environment. This training shall be provided without any loss of pay, and at no cost to the employee.
- (f) Provide assistance with the identification and definition of temporary alternative tasks.

ACCIDENT REPORTING AND INVESTIGATION

A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definite State requirements for reporting these injuries, which are summarized in this Section. Naturally, the first thing to do when an accident occurs is to ensure the proper medical treatment is provided.

Handling Emergencies

Judgment is a key factor in the handling of an 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!

1. Employee will call the appropriate emergency service (medical, fire, police, rescue).
2. Employee will notify the supervisor.
3. Employee will follow reporting and investigation requirements.

Accident Reporting

1. All accidents or incidents are to be reported immediately to the responsible supervisor.
2. Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8WC) and coordinate the same with the Benefit Coordinator who will be responsible for due processing with insurance and state agencies.
3. The First Report of Injury Form will be completed and processed by the department within *24 hours* per state law.

Accident/Incident Investigation

The immediate supervisor, and other designated individuals from the Joint Loss Management Committee, will investigate all accidents and incidents, which

occur within their span of control. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required, reviewed with pending recommendations and duly archived only upon satisfactory completion and review of the recommendations by designated members of the Joint Loss Management Committee.

Guidelines for Conducting Investigations

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

1. Interview witnesses soon after the accident so the facts will be fresh in their minds. Be certain that they understand that no blame is being laid - you are simply trying to gather facts to prevent a recurrence!
2. Interview the injured employee when the timing is right. Keep in mind his/her physical and emotional condition at all times.
3. Make recommendations to prevent similar occurrences. Terms such as "*employee was careless*" have no place in a factual report.

FACILITIES INSPECTIONS

The Joint Loss Management Committee has designated a sub-committee to facilitate all facilities inspections and recording of their findings on the "Municipality Inspection Form" ~ see enclosed form attached to this section.

Frequency

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

Please Note: Municipal inspections do not relieve supervisors or employees responsibilities with respect to constantly be on alert for unsafe acts and conditions, and take necessary corrective action.

Guidelines for Correcting Unsatisfactory Conditions

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

If within your authority, take steps to permanently correct the hazard. Report all action or recommended actions to departmental supervisor and Town Manager.

If the facilities sub-committee does not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem, in writing, and your recommended solution to the Town Manager

Record keeping Guidelines

1. Use of the Municipal Inspection Form is mandatory for all inspections, which provides complete documentation of the inspection. If there are unsatisfactory findings, the facilities sub-committee should take corrective action immediately, if feasible. If any defect cannot be corrected immediately, report the same to the immediate supervisor and Town Manager.
2. If unsatisfactory conditions were noted, keep a copy in your file with a recorded follow up date with the Town Manager.

3. The JLMC shall audit the facilities reports annually to ensure (i) required inspection completed and (ii) any deficiencies or hazards have been duly taken care of.



TOWN OF NEW DURHAM MUNICIPALITY INSPECTION FORM JOINT LOSS MANAGEMENT COMMITTEE

Name of Facility: _____ Date: _____

A. Entrances and Floors

Observations	Yes	No	Comments
1. Outside Walks in Good Condition?			
2. Curb Edges Distinct and Identifiable?			
3. Are mats in good condition and adequate?			
4. Surfaces dry & free of foreign objects?			
5. Carpets unfrayed & metal strips adequate?			
6. Are aisles & passageways kept clear?			

B. Medical & First Aid

Observations	Yes	No	Comments
1. Are emergency phone numbers posted?			
2. Are first aid kits accessible with necessary supplies?			
3. Are means provided for a quick drenching or flushing of eyes & body in areas where corrosive liquids or materials are handled?			

4. Are No Smoking signs posted?			
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C. Fire Protection

Observations	Yes	No	Comments
1. Fire Alarm System ~ is it tested annually if in place?			
2. Interior Standpipes ~ are they inspected?			
3. Are fire doors in good operating condition?			
4. Are fire doors unobstructed and protected against obstruction, including counterweights?			
5. Are fire door fusible links in place?			
6. Are portable fire extinguishers provided in appropriate types?			
7. Are fire extinguishers recharged regularly and so noted on the inspection tag?			
8. Are employees periodically instructed in the proper use of portable fire extinguishers & Fire protection procedures?			
9. Is an annual drill for evacuation conducted in this building?			

D. General Work Area

Observations	Yes	No	Comments
1. Are work areas clean, sanitary & orderly?			

2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?			
3. Is combustible scrap, debris & waste stored safely & removed from work site?			
4. Are covered metal waste cans used for oily & paint-soaked rags?			
5. Are paint spray booths, dip tanks, & spray areas cleaned regularly?			
6. Are all toilets & washing facilities clean & sanitary?			
7. Are all work areas adequately illuminated?			
8. Are pits & floor openings covered or otherwise guarded?			

E. Stairs & Stairways

Observations	Yes	No	Comments
1. Are standard stair rails or handrails provided on all stairways having 4 or more risers?			
2. Do handrails have 3" clearance between the rail & wall?			
3. Are stairways at least 22" wide?			
4. Are step risers uniform from top to bottom?			
5. Are handrails capable of withstanding a load of 200lbs applied within 2" of the top edge in any downward or outward direction?			

6. Is there a sign indicating "Stairwell?"			
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F. Exiting or Egress

Observations	Yes	No	Comments
1. Are all exits marked with an exit sign and illuminated by a reliable light source?			
2. Is the direction to exits, when not immediately apparent, marked with visible signs?			
3. Are doors, passageways, or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT?"			
4. Are there sufficient exits to permit prompt escape in the event of an emergency?			
5. Are all exits free from obstructions?			

G. Exit Doors

Observations	Yes	No	Comments
1. Are doors that serve as exits, designed, and constructed such that the way of exit is obvious?			
2. Are exit doors operable from the direction of exit travel without the use of a key, or any special knowledge or effort?			
3. Are doors that swing both directions and are located between rooms where there is frequent traffic, provided with			

viewing ports in each door?			
4. Where exit doors open directly to any street, or other area where vehicles may be operated, are adequate barriers & warnings provided to prevent employees from stepping into the path of traffic?			

H. Hand Tools & Equipment & Machine Guarding

Observations	Yes	No	Comments
1. Are all tools in good condition?			
2. Are tools replaced as necessary, when condition of the tool has deteriorated?			
3. Are appropriate safety glasses, face shields, used while using hand tools or equipment, which might be subject to breakage or could result in flying parts?			
4. Are Tools stored in dry secure places where they cannot be tampered with?			
5. Are grinders, saws, & similar equipment provided with safety guards?			
6. Are power tools used with the correct shield, guard, or other attachment as recommended by the manufacturer? AND Are portable circular saws equipped with guards above and below the blade? Is the blade checked regularly to ensure integrity of guard?			
8. Are rotating or moving			

parts of equipment guarded to prevent physical contact?			
9. Are effective guards in place over belts, pulleys, chains, sprockets, and gears?			
10. Are all cord-connected, electrically operated tools & equipment effectively grounded?			
11. Is hoisting equipment available & used when lifting heavy objects?			
12. Is there a training program to instruct employees on the safe methods of machine operation?			
13. Is there a regular program of inspection to assure the safe operation of machinery & equipment?			
14. Is there sufficient clearance between machines?			
15. Is the power cut off switch within easy reaching distance of the operator's station?			
16. Are all emergency stop buttons colored red?			
17. Are only authorized and trained personnel permitted to use welding, cutting and brazing equipment?			
18. Are compressed gas cylinders regularly examined for signs of defects, rusting or leakage?			
19. Are cylinders kept away from heat sources?			
20. Are all hoses, regulators, and valves checked periodically for wear or defects?			

21. Are electrodes removed from the holder when not in use?			
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I. Welding, Cutting & Brazing

Observations	Yes	No	Comments
1. Are only trained personnel permitted to use welding, cutting and brazing equipment?			
2. Are gas cylinders examined for defects, rusting, and leakage?			
3. Are cylinders kept away from heat sources?			
4. Are hoses, regulators, and valves checked periodically for defects and/or wear and tear?			
5. Are electrodes removed from holder when not in use?			
6. Is eye protection worn during operations?			
7. Are firewatchers assigned when welding occurs in locations where there is danger of fires starting?			

J. Spraying Operations

Observations	Yes	No	Comments
1. Is adequate ventilation assured prior to spray operations?			
2. Is mechanical ventilation provided when spraying operations are conducted in confined areas?			
3. Is the spray area at least 20 ft. from any flames, sparks,			

operating electric motors, or other ignition sources?			
4. Are "No smoking" signs posted?			
5. Is approved respiratory equipment provided and used when spraying operations undertaken?			
6. Are spray booth filters checked?			

K. Confined Space Entry

Observations	Yes	No	Comments
1. Is there a plan for assuring the safety and health of employees when they are required to enter into any confined workspace?			
2. Are the provisions of the program strictly adhered to?			
3. Are employees trained in the hazards of working in confined spaces?			
4. Is documentation kept to assure that the correct procedures have been followed whenever anyone has had to enter into a confined space?			

L. Flammable, Hazardous & Toxic Substances

Observations	Yes	No	Comments
1. Are proper containers used for storage and handling of flammable materials?			

2. Are drums of flammable liquids grounded and bonded to containers when dispensing?			
3. Is there a portable fire extinguisher rated 6#BC located within 75 feet of refueling area?			
4. Are all employees who might be exposed to hazardous materials during the course of their work, properly trained as required by the Worker's Right to Know law?			
5. Are Material Safety Data Sheets (MSDS) available for all hazardous materials used in the facility?			
6. Is appropriate personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials? Do the employees understand why such protection is needed?			
7. Are all containers of such materials properly labeled to indicate the content?			

RECORD KEEPING (General)

- Are all occupational injuries or illnesses, other than minor first aid treatments, being recorded?

Yes

No

- **Are all operating permits, and records up-to-date for such items as elevators, air pressure tanks, etc?**

Yes

No

- **Are minutes of the JLMC meetings kept and made available?**

Yes

No

- **Is one person or more responsible for overall activities of the Safety and Health program?**

Yes

No

- **Are all accidents, and incidents reported?**

Yes

No

- **Do you have disciplinary procedures for violations of your safety & health rules?**

Yes

No

S A F E T Y E D U C A T I O N A N D T R A I N I N G

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

Types of Training

Introductory--All new or transferred Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told their responsibilities under the Joint Loss Management Safety Program , and be given a copy of the work rules. When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the Safety Orientation and Employee Safety Responsibilities Forms (See FORMS), which will be submitted to the Town Manager for inclusion in the employee's personnel file.

Supervisors must take immediate steps to ensure appropriate training whenever new processes or equipment are added.

1. **The supervisor will instruct Specific/On the Job--Employees** or other designated professional associations such as Primex, Property Liability Insurance Trust, in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the supervisor and / or Town Manager.

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

Record keeping

1. **Introductory training**--Document in the employee's personnel file and have employee sign off as to introductory training received which must be placed in personnel files

Specific training--Documentation of training for specific tasks (e.g. proper shoring techniques) shall be completed and accounted for with documentary proof in the personnel files.

S A F E T Y E Q U I P M E N T

PURPOSE:

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

SAFETY EQUIPMENT:

- A. **Hard Hats:** It is the policy of the Town to require employees to wear hard hats at all times when in the field and immediate environs of construction and maintenance projects. At a minimum, however, hard hats shall be worn as follows:
1. During the operation of all equipment, including backhoe, loader and mower, street sweeper and ladder truck, the ground person must wear a hard hat.
 2. When working below ground level, such as in lift stations, ditches, etc.
 3. When conditions warrant and/or ordered to do so by a supervisor.
 4. When inspecting construction sites.
- B. **Steel-toed Shoes:** Will be worn at all times by Highway Department personnel. This is mandatory and shall be supported within the budgetary process by the Board of Selectmen.
- C. **Safety Vests:** Will be worn when grinding, chipping, using air tools, brush/wood cutting or under conditions which warrant the supervisor to require safety glasses being worn. Vests shall also be required at all times during all road works, and at all times during an emergency which may involve several safety agencies. Vests are essential in order to be seen by passing vehicles and identified as emergency personnel. Fire Department and Ambulance squad members may also have further requirements within their Standard Operating Guidelines (SOG's) as to other appropriate clothing during the course of a determined emergency and there will be a need to refer to those Guidelines for further instructions.
- D. **Communicable Diseases:** All possible precautions must be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or others.
- E. **Penalties:** Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action including termination.

SEATBELT POLICY

RATIONALE:

The use of seatbelts in motor vehicles has proven to be a positive factor in the reduction of personal injury in the event of vehicle accidents.

The Administrative Rules for Public Employee Safety and Health, Chapter 281-A, require the use of appropriate personal protective equipment. Seatbelts are considered to be personal protective equipment; therefore, the Town of New Durham is charged under state law to require their use while on Town business.

POLICY:

All Town of New Durham employees are required to wear seatbelts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles, as well as the vehicles of others.

In addition, passengers in vehicles operated by Town staff while on Town business are required to wear seatbelts.

This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seatbelts.

Town employees are forbidden from disengaging or otherwise disarming automatic seatbelt systems or alarms.

DISCIPLINE:

Employees found to be violating this policy shall be subject to the progressive discipline guidelines as outlined in the Town's Personnel Guidelines.

APPLICABLE WORK RULES

Mandatory:

ALL DEPARTMENTS: State of New Hampshire Department of Labor
Administrative Rules for Public Employee Safety and Health
Chapter 281-A.

ALL DEPARTMENTS: State of New Hampshire Department of Labor Workers'
Right to Know Act Chapter 277-A

Locally formulated and adopted work rules:

ALL DEPARTMENTS: All employees of the organization are required to report all accidents, injuries or incidents to their supervisor immediately.

POLICE DEPARTMENT: No weapons shall be loaded or cleared in the police station. A safety barrel has been constructed for that purpose and is located _____. All weapons to be cleared or loaded shall be done at the aforementioned location and shall be done with the muzzle pointed into the safety barrel.

Safety garments shall be worn by all members while engaged in traffic control activities, on all motor vehicle stops during the hours of darkness, traffic accidents during the hours of darkness, and during any situation, which requires high visibility of the Officer.

FIRE / AMBULANCE: Safety garments shall be worn at all times by all members while engaged in a specific emergency for high visibility not only during hours of darkness, but also as quick identification as safety personnel officers.

PUBLIC WORKS: Safety vests shall be worn at all times during exposure or work on roads, bridges, culverts, ditch lines or during any situation that requires high visibility of the employee.

Noise protection shall be worn at all times during the operation of a pneumatic drill or other instrument or tool

that emits noise levels above the recognized limits. Your supervisor will define machinery or tools that require ear protection.

Reference prior section with wearing of hard hats.

Employees should also refer to their respective Supervisors for guidelines, and instructions for the following:

- ❑ Machine guarding and material handling
- ❑ Rules for the safe use of hazardous materials
- ❑ Lock out and tag out procedures for de-energizing equipment prior to performing repairs
- ❑ Confined Space entry procedures
- ❑ Blood borne pathogens program

DISCIPLINE POLICY

It is the Town of New Durham'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 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.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the organization considers to be important. It is also fair that you 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.

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.

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.

DISCIPLINE PROCEDURES

The following establishes this organizations disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense.

A. **Verbal Warning**

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

B. **Written Warning**

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

C. **Suspension**

Any subsequent or serious violations of the rules, policies, or procedures of the organization may result in the suspension of the employee. The department head may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Town Manager

D. **Termination**

Employees may be terminated from employment for a single serious violation of the rules, policies, or procedures, and/or for repeated violations of the rules, policies, or procedures. The employee shall be advised in writing of the recommendation to terminate. The Town Manager shall take action regarding the recommendation within fourteen (14) calendar days of its receipt.

In the case of a Written Warning, Suspension and Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

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

**TOWN OF NEW DURHAM, NH
SAFETY ORIENTATION FORM**

Employee's Name _____

Position _____ Date Hired _____

Circle One: New Employee Transfer Rehire Part-time

Circle Completed Items:

1. Purpose of orientation
2. Reporting accidents to supervisor immediately
3. Tour of facilities and equipment
4. First Aid/Kit
 - A. Obtaining treatment
 - B. Location in facilities
 - C. Emergency Telephone Numbers
5. Potential hazards on the job
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies
 - A. Exit locations and evacuation routes
 - B. Use of fire fighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
 - D. Emergency Telephone Numbers
7. The total safety program
 - A. Function of Joint Loss Management Committee

- B. Introduce to Joint Loss Management Committee representative
- C. Safety policies and procedures
- D. Be provided with the Safety Program Guidelines

8. Personal work habits

- A. Proper lifting techniques
- B. Horseplay, good housekeeping, no smoking policy
- C. Safe work procedure
- D. Proper use of equipment

9. Vehicle safety

10. Discipline Policy

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

Supervisor's Signature

Date

Employee's Signature

Date

TOWN OF NEW DURHAM, NH EMPLOYEE SAFETY RESPONSIBILITIES

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

1. Observe all Town safety rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Joint Loss Management Committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping and box hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs or to consume them while on Town property.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Observe safe operating procedures for all equipment I am authorized to operate.
11. Follow proper lifting procedures at all times.
12. Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
13. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
14. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.

15. Actively participate in the Town's efforts to provide a joint loss management program.

I hereby acknowledge that I have received a copy of the employee safety responsibilities form, and that my responsibilities were explained to me.

Employee's Signature

Date

VERBAL WARNING NOTE
(Example)

I gave a verbal warning to _____

Employee name

on this date for violating _____

(Cite name of rule, regulation, or procedure)

The above named employee was advised that any further violations of this or other rules could result in further disciplinary action.

Signature

Date

**WRITTEN WARNING
(Example)**

TO: _____

FROM: _____

DATE: _____

You are hereby given a written warning as called for in the Personnel Rules & Regulations and Department Work Rules for:~

which is a violation/are violations of the following rules and regulations:~

You are expected to improve your compliance with these rules and regulations forthwith.

Any further violations may result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

Supervisor's signature

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's signature

Date

**NOTICE OF SUSPENSION
(Example)**

TO: _____

FROM: _____

DATE: _____

You are hereby notified that you are suspended for ___ days with/without pay effective _____. This action is the result of your violation of _____

(Section of rule violated)

in that you

Specifics of violation to include date(s), time(s), action(s).

This behavior does not comply with the standards of performance expected of you as an employee.

(Other warnings)

Your appeal rights are explained on the attached sheet.

Supervisor's signature

I hereby acknowledge receipt of the above. I certify that it was discussed with me.

Employee's signature

Date

EMERGENCY EVACUATION & RESPONSE PLANS

Preparedness in the event of such an emergency is vital. All Employees are expected and shall be trained to know the correct procedures to follow so that there will be no delays in reaction and response. For each municipal facility Supervisors shall describe specific plans indicating how employees will leave the building and where they should go upon exiting the facility.

Medical Emergency

1. **Who notifies the Ambulance?**

The immediate supervisor shall be responsible for official request for medical emergency personnel. In the event that the Supervisor is the employee requiring medical assistance, the immediate foreman, or designated employee will take up the responsibility. Supervisors must provide a listing of such personnel on an annual basis to the JLMC who will act as chain of responsibility in the event that medical assistance is required.

2. **Are trained First Aiders and Supplies available on Site?**

In the event that departments have trained First Aiders actually on site, Supervisors shall provide a listing of such personnel on an annual basis to the JLMC together with proof of such training. Supervisors shall designate one individual to maintain First Aid box, and duly inform JLMC on an annual basis.

3. **Who is designated to meet and direct medical help to the area where help is needed?**

Employees shall be made aware of the need to coordinate efforts to safely direct help from the medical services and shall be part of the protocol for evacuation and response plans.

5. **If the emergency is the result of an accident, is the area safe?**

The immediate Supervisor will inform the Town administrator and secure the area with clearly marked and visible tape if the area is declared unsafe and coordinate the same with the Police Chief.

Fire Emergency

1. Same procedures as above for request for assistance.

2. The Supervisors of each municipal facility shall provide to the JLMC an up to day personnel roster on an annual basis. Rationale: The responding Fire Department will ask the following question:

“Is everyone out of the building?”

3. Make sure that the employee roster is up to date and that all employees are aware of their obligation to note on a calendar board provided to each department of their intended absences for vacation, or personal days. In the event of sickness, the supervisor so shall mark the calendar board.
4. If for any reasons employees must leave the building, they should so note that the same with their supervisors or in the event of the supervisor not being present, so note the same to a fellow employee.

FITNESS FOR DUTY POLICY

The Town of New Durham is committed to maintaining a safe, healthful, and efficient work environment. We expect employees to report to work and remain in a condition that is fit for duty and free from the influence of alcohol or drugs. This policy provides for the establishment of criteria for fitness for duty for employees, and for the consequences for those who violate the policy.

DEFINITIONS

- a) Fitness for Duty: Able to work safely, properly, and perform ordinary work responsibilities without impairment and without posing a risk to the health or safety of the employee or others.
- b) Drug: Any over-the-counter medication, prescribed medication, controlled substance, or illegal drug.
- c) Fitness for Duty Examination: A scheduled or unscheduled physical or mental health examination, which may include a drug and/or alcohol screening.

II. RESPONSIBILITIES/PROCEDURES

- a) It is the responsibility of all employees to report to their supervisors any employee who they suspect may be unfit for duty for any reasons. Reports will be kept confidential to the extent possible and will be made available only to those individuals with a “need-to-know,” unless otherwise required by law.
- b) Supervisors observing or learning of an employee who may not be fit for duty must immediately notify the Town Manager.
- c) The Supervisor will meet with and personally observe the employee in question to determine whether the suspicion that the employee is not fit for duty is reasonable. Whenever practicable, the Supervisor will obtain input from another managerial employee to assist in reaching the conclusion whether there is reasonable suspicion to believe that the employee is not fit for duty. The Supervisor observing the employee will complete the Supervisor’s Observation Checklist, noting all of the reasons for which the employee is believed to be unfit for duty. (See Section III. Examples of Conduct)
- d) If it is determined that there is reasonable suspicion to believe that an employee is not fit for duty, then the employee should be referred for a fitness for duty exam with a medical facility/ professional selected by the Town of New Durham, and should be provided with transportation to the fitness for duty exam location and home following the exam, or back to work if the exam reveals that the employee is fit to work.
- e) An employee is obligated to report for and participate fully in a fitness for duty examination when referred by the Town of New Durham. Refusing to report for or fully cooperate with a fitness for duty examination may lead to termination of employment.

- f) An employee may be placed on administrative leave pending the fitness for duty examination and the results of the examination. The administrative leave may be paid or unpaid, within the discretion of the Town Manager.
- g) An employee who is determined to be fit for work should be returned to work as soon as possible. An employee who is determined to be unfit for work may be placed on leave, subjected to disciplinary action, or terminated, depending on the circumstances, the reason why the employee is unfit, and other considerations within the sole discretion of the Town of New Durham.

III. EXAMPLES OF CONDUCT THAT MAY LEAD TO A REFERRAL FOR A FITNESS FOR DUTY EXAMINATION

- a) Inability to conduct oneself in a professional manner; i.e., excessive anger, aggressive behavior, crying, swearing, or other appropriate conduct at work.
- b) Reporting for work or working in a condition that appears to be unfit for duty.
- c) Arriving at work or working under the influence of drugs or alcohol.
- d) Smelling of alcohol or drugs while reporting to work or working.
- e) Failure to follow fitness-for-duty policies and procedures.
- f) Careless or negligent conduct or other conduct that suggests that the employee may be impaired or might pose a risk to the health and safety of the employee or others.
- g) Violation of the drug and alcohol policy.

CONFIDENTIALITY

- a) Supervisors and others who are aware of the referral of an employee for a fitness for duty exam are required to keep the referral confidential, and to disclose it only to those with a legitimate need to know.
- b) The results of any and all of physical or mental health examinations and drug and/or alcohol screenings will be treated as confidential and will be made available only to those individuals with a legitimate “need-to-know,” unless otherwise required by law.

Temporary Alternative Duty Policy

I. Policy

In compliance with RSA 281-A:23-b, the Town of New Durham will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

II. Purpose

The Town of New Durham adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury; to retain the knowledge and expertise of the employee and maintain the dignity and respect of the employee associated with their respective positions.

Temporary Alternative/Transitional Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 18 months. Once the transition stops, the department head, or his/her designee, will reevaluate the temporary/transitional program the employee is participating in.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

III. Procedure

- a) The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form (75 WCA-1), based on the findings during the initial examination. Upon completion, the injured employee will be responsible for returning the form to his/her department head/designee.
- b) The department head/designee will work with the employee to facilitate a safe return to work program with limitations listed by the treating physician. If a job description, essential task analysis, is needed for the treating physician to determine limitations, the employee will notify the department head/designee. The department head/designee shall be responsible for providing that job description essential task analysis to the treating physician. If necessary, the department head/designee may contact the treating physician if additional information is needed regarding the employee's limitations.
- c) The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment, but in no longer intervals than thirty days, and returning the form to his/her department head/designee.
- d) Additional modifications will be made to the temporary/transitional alternate duty program as necessitated by the treating physician's NH Workers Comp Medical Form. The department head/designee will be responsible for reviewing the appropriateness of continuing the program or duty assignments as necessary.
- e) Steps A through D may be repeated until such time as the employee is able to return to his/her normal position or has been deemed to be permanently disabled.

IV. Appeals

Any grievance, which claims a violation to this policy, may be filed in accordance with the established grievance procedures of the Town's Personnel Guidelines.

The provisions of this policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities as adopted into law on February 8, 1994, and LAB 504.04. To extent that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations will prevail.