
TOWN OF DEERING, NH SAFETY POLICY



**ADOPTED
OCTOBER 1, 2004**

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Policy Statement

The management of The Town of Deering recognizes the importance of safety and health and is committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. The philosophies and objectives behind this commitment are as follows:

- The safety and health of all Town of Deering employees is a priority.
- All employees will be required to make their safety, and the safety of their co-workers, a priority.
- As a condition of employment, each individual within the Town of Deering will be expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures the Town of Deering utilizes.

With these goals in mind, the Town of Deering's Safety and Health Program will:

- Provide adequate safeguards to the maximum extent that is possible.
- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all Safety and Health Standards.
- Train all employees in health and safety practices.
- Provide necessary personal protective equipment and instruction for its use and care, when and where applicable.
- Develop, update, and enforce health and safety rules and require all employees to cooperate with these regulations.
- Investigate, promptly and thoroughly, every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.
- Support a healthy work environment and personal lifestyle for employees.

It is imperative that every employee, regardless of his or her level in the organization, does his or her part in supporting safety. No job or task is so important that we cannot take the necessary time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everybody.

Goals

The Town of Deering's safety goals are to:

- Provide a safe and healthy environment for all Town of Deering employees.
- Avoid accidents or illness and their related costs.

Responsibilities

It is every employee's responsibility to watch for unsafe acts and conditions, and to report these problems to supervisors. However, it will be the specific duty of each Department Head to be knowledgeable of site-specific safety requirements, and to be accountable for their implementation and adherence.

The Board of Selectmen will:

- Have overall responsibility for the coordination and implementation of the Safety Program.
- Ensure adequate resources are budgeted for the Health & Safety Program. Ensure compliance with State and Federal reporting requirements. Ensure emergency backup systems are properly maintained and in good working order.

Department Heads will:

- Develop and implement Department specific health and safety policies and procedures.
- Ensure that each level of supervision and all employees are made aware of the elements of the safety program, and that those elements are implemented.
- Make certain personal protective equipment is available to those employees whose job functions require its use.
- Provide the support necessary to assure a safe and healthy work environment.
- Make certain supervision enforces safety through training, monitoring and through the use of disciplinary actions.
- Take immediate action(s) to correct any hazardous conditions or unsafe employee acts. Such actions could include notifying the Board of Selectmen of any such condition or act.
- Ensure protective guarding is in place and is being properly used, when and where appropriate.
- Ensure employees have received the necessary training for performing their job safely.
- Take prompt action in accident investigating and reporting.
- Enforce established disciplinary procedures with employees who do not adhere to safety rules and regulations.

Employees will:

- Report all accidents or incidents and hazardous conditions to their supervisor.
- Adhere to and follow all safety rules and regulations.
- Attend all required training sessions and safety meetings.
- Be willing to serve as representatives on the Joint Loss Management Committee.

Joint Loss Management Committee (JLMC) will:

- Assist and advise management in establishing and maintaining the safety program.
- Review and update rules and programs as needed.
- Plan and coordinate inspections, committee meetings, and training.
- Maintain accident and incident records, reports and data.
- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, control health hazards, and comply fully with all Safety and Health Standards.
- Prepare and support a budget for Town wide health and safety programs

Joint Loss Management Committee

The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management.

For Departments with collective bargaining units, the employee representatives shall be determined by the bargaining units. The Board of Selectmen shall appoint a representative for employees not covered by a bargaining unit.

The JLMC will meet at least quarterly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education for employees on the subject of workplace safety.

In addition to the JLMC, each Department is encouraged to organize a Department Safety Committee. The Department Safety Committee should assist the Department Head with compliance with this policy, help identify training needs, and review accidents within the Department with the goal of accident prevention.

Health and Safety Inspections

The Joint Loss Management Committee will oversee the annual safety inspection of all Town of Deering facilities. The purpose of the inspection is to identify any potential hazards. A list of items to look for:

- General housekeeping
- Means of egress and exit
- Fire hazards/extinguishers
- Hazardous equipment/materials
- Ergonomic and workstation design
- Industrial hygiene (i.e. noise/air quality, etc.)

Safety Audits and Corrective Actions

After the safety inspection, the Joint Loss Management Committee will prepare an audit of its findings. The audit will address provisions to correct or improve safety hazards or concerns found during inspection.

Communication of Identified Hazards

The Joint Loss Management Committee will share audit findings with management and all employees. The JLMC will submit its findings and recommendations in writing to the Board of Selectmen. After the audit is reviewed by the Board of Selectmen, it will be placed on Departmental Bulletin Boards for all employees to review.

Tracking Losses

The Board of Selectmen will review insurance company loss records, first report of an injury, investigation reports, etc., in order to identify problem areas or concerns and to take corrective actions to prevent the problems from reoccurring. Trends will be reported to the JLMC for discussion and consideration.

Safety Rules and Regulations

- No employee will perform any task he or she feels is unsafe.
- Each employee shall report all unsafe conditions and practices immediately to his/her supervisor.
- Smoking in unauthorized areas is strictly forbidden.
- Each employee shall cooperate with members of the Town of Deering's JLMC.
- Each employee shall use common sense and care to prevent injury to him/herself and to others.
- Deliberate destruction of Town of Deering property is not permitted.
- Working under the influence of alcohol and drugs is strictly forbidden.
- Each employee shall be responsible for putting equipment away when finished with his/her job.
- Each employee will keep aisles and exits clear at all times and practice proper housekeeping.
- Each employee shall immediately report any accidents, incidents, or injuries to their supervisor.
- Each employee shall use protective equipment when required.

Disciplinary Policy

As a condition of employment, all employees are required to participate actively in Town health & safety programs and follow safety regulations in the interest of on-the-job accident prevention.

Willful disregard of safety practices, rules, instruction, or the welfare of fellow employees has no place in the Town of Deering. This kind of behavior may lead to injuries, damage to products or equipment, and work delays.

Disciplinary action up to and including termination of employment will be taken in those cases where it is determined that blatant disregard for safety practices has occurred. Supervisors are to follow disciplinary procedures outlined in respective Collective Bargaining Agreements or personnel plan.

Training

The JLMC will plan and schedule periodic training on safety and health subjects. Each Department Head should plan and schedule periodic training on safety and health subjects that meet specific Department objectives.

Communication of Safety Issues

This written safety policy, and any subsequent amendments, will be posted on Departmental Bulletin Boards. Minutes of the Joint Loss Management Committee will also be posted on the Departmental Bulletin board.

Funding and Resources Dedicated to Safety

The Town of Deering will provide the funding and resources necessary to comply with the goals and policies of the Joint Loss Management Program.

Emergency Response Procedures/ Emergency Phone Numbers:

- Fire 911
- Police 911
- Ambulance 911

Accident Reporting

Employees should report all accidents, injuries, near misses and property damage immediately to a supervisor. The supervisor or management, upon report of injury, will immediately administer appropriate first aid or will ensure the injured person receives necessary medical attention. The supervisor should assure that the area and/or equipment and environment where an accident has occurred is properly secured until an accident investigation has been completed.

A First Report of Injury form shall be filled out and sent by the reporting department to the N.H. Department of Labor (Fax 271-6149) and Primex (228-3833) within 5 days of injury. Internal accident reports shall also be completed. A copy of all reports shall also be forwarded to the Board of Selectmen through the Department Head as soon as possible. The Board of Selectmen will keep reports on file. The format will include information such as:

- Injured employee information
- Date and time of injury
- Date and time of treatment
- Parts of body injured
- Treatment given
- Location of accident
- How the accident occurred
- Why the accident occurred

Accident Investigation

Most accidents are caused by a failure of people, equipment, or the environment. Accident investigations are conducted to determine how and why these failures occurred. By using information found during an investigation, a similar or perhaps more serious accident may be prevented in the future. Accident investigations are targeted toward accident prevention and are not conducted to place blame. Each Department shall initiate the investigation of all accidents. Internal department policies will be followed.

The Joint Loss Management Committee will aid in accident and incident investigations when requested by the Department Head. They will be guided by the following:

- Accident investigations have one primary goal - to prevent future accidents.
- All accidents resulting in an injury, repetitive injury, or any accident with the potential to have caused injury, should be investigated.
- The primary objective is to find out exactly and completely how and why the accident occurred.
- The secondary objective, based on the facts, is to establish what could have been done to prevent the accident, and what can be done to prevent a reoccurrence.

A good accident investigation includes an investigation to get the facts, identification of the hazards or exposures involved, identification of the causes involved without placing blame, developing a plan of action which consists of physical and administrative controls, presenting the plan to management, and follow through.

The accident investigation may include any/all of the following:

- Conducted as soon as possible after the accident has occurred at the site where the accident took place.
- Photograph or sketch the accident scene.
- Identify the people involved in the accident.
- Interview witnesses separately and as soon as possible after the accident for:
 1. The event(s) leading up to the accident.
 2. How the accident occurred.
 3. Who arrived at the scene immediately after it occurred.

Interviews may include any/all of the following:

- Interview for facts, not fault.
- Ask non-leading questions.
- Test the information.
- Beware of "smoke screens."
- Interview privately.
- Get complete information about the injured person and accident, including the job the employee was performing.
- Describe where the accident took place, including all environmental conditions at the time of the accident.
- Present the information and documentation to management so corrective actions can be taken to prevent a reoccurrence.

Record Keeping and Posting

The Town of Deering shall keep on file in the Business Management Office: first reports of injury; safety inspection of facilities and audit findings; accident reports; insurance loss reports; minutes of Joint Loss Management Committee meetings; written responses from management regarding committee recommendations and investigation reports. All training records and first aid treatment records will be maintained at the department level.

Hazardous Materials

Each Department that stores or utilizes hazardous materials will develop and implement a written hazard communication program. This program will include:

- Provisions for container labeling.
- Collection and availability of Material Safety Data Sheets.
- Employee training program.
- Listings of hazardous material in each work area.
- Provisions for the program to be available to all employees.

Personal Protective Equipment (PPE)

All employees will wear personal protective equipment provided by the Town. Department Heads will supplement this policy to identify Department specific personal protective equipment that will be issued to employees.

Sub-contractors/Outside Service Providers

All Sub-contractors and Outside Service Providers are required to follow their own company's safety policies. In circumstances where there are no policies, all Sub-contractors/Outside Service Providers will adhere to the Town of Deering's safety policy while on Town property.

Adoption of Safety Policy by Board of Selectmen

At a meeting of the Joint Loss Management Committee held on _____, the foregoing Safety Policy was recommended to the Board of Selectmen for approval. After careful review, the Board of Selectmen has adopted this Policy for the Town of Deering effective _____.

Chair, Board of Selectmen

Selectmen

Selectmen

Date