

# **TOWN OF EPPING, NH** **POLICY AND PROCEDURES MANUAL**

## **SAFETY POLICY**

**SECTION I : SAFETY POLICY STATEMENT:** In accordance with RSA 281-A, the Town of Epping has established this comprehensive Safety Policy for the purpose of providing safe working conditions for its employees and to provide a safe environment for the public's enjoyment and use. The Town of Epping Safety Policy has been developed to assure compliance with applicable federal, state, and local safety laws and standards. It is the obligation of all employees to be knowledgeable of these standards, and to follow applicable safety rules and regulations in performing their duties and carrying out their responsibilities. All management personnel are accountable for the success of Epping's Safety Policy. Job performance evaluations and salary increases will take into account the success of this policy and the effectiveness of its implementation. Regard for the safety of the general public, our own employees, and the employees of vendors is the responsibility of all levels of our organization.

**SECTION II : MANAGEMENT STATEMENT OF COMMITMENT:** The Town of Epping views safety as a basic element of the job of every employee. It is important that all aspects of our safety program be strictly adhered to, and that each department implements the intent of this program. We encourage all employees to make "safety" a matter of continuing concern, not only to reduce hazards and prevent accidents, but to aid in improving the manner in which all municipal services are delivered to the public. Only when all employees work together can a modern safety program be valuable and successful. Epping management believes that:

1. Most injuries are preventable.
2. Working safely is a condition of employment.
3. All operating exposures can be safeguarded.
4. Training employees to work safely is mandatory.
5. Injury prevention saves money.

### **SECTION III : SAFETY AND HEALTH COMMUNICATIONS:**

- A) The key to the success of any safety and health program is an open line of communication between employees and management.
- B) This Policy is intended to encourage employees to suggest safety and health changes to management, notify management of any unsafe conditions or equipment, and to actively participate in any improvements.
- C) As a means of keeping employees informed on issues of safety and health, the management of the Town of Epping is committed to:
  1. Provide all employees with a copy of the Safety Policy, and any future revisions.
  2. Post information such as notification of safety meetings and minutes of the meeting.



2. Ensure that all employees understand and comply with the safety process and observe all work rules.
3. Ensure that all employees understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
4. Educate employees in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
5. Make certain that personal protective equipment (PPE) is worn, as required.
6. Take immediate action to correct any unsafe condition or action.
7. Respond quickly to violations of Town safety and health procedures, utilizing corrective training or disciplinary action, as appropriate.
8. Ensure that all machine guarding is in place and functioning properly.
9. Report and document all accidents and incidents.
10. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and incidents that may have occurred as well as positive actions can also be conducted at this time.
11. In conjunction with the Joint Loss Management Committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or action.
12. Include an evaluation of an employee's safety behavior in each formal performance appraisal.

#### **D) EMPLOYEES:**

It is each EMPLOYEE'S responsibility to:

1. Create and maintain a safe working environment in all aspects of employment. Report any unsafe conditions immediately to the supervisor.
2. Exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.
3. Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
4. Understand and observe all personnel and work rules, policies, and procedures.
5. Wear required personal protective equipment, including seat belts.
6. Operate only machines and equipment that they have been formally trained to operate.
7. Follow all accident reporting procedures.
8. Be aware of and obey all safety and health regulations.
9. Attend all safety training and retraining as scheduled.

#### **SECTION V: JOINT LOSS MANAGEMENT COMMITTEE:**

A) MISSION STATEMENT: The mission of the Town of Epping Joint Loss Management Committee (JLMC) is to bring employees and management together in a cooperative effort to promote safety and health in all Town government workplaces. In the operation of the Town, safety is the most important consideration. The Committee will assist the Town of Epping in creating a Safety Policy, educating managers and

1. All Town Departments are responsible for completion of the Town of Epping Supervisor's and Employee Accident Report forms, and the NHMA Property Liability Trust Notice of Claim for each incident that occurs in accordance with Section VII "Accident and Incident Reporting."
2. Reports which are submitted to the JLMC that are unsatisfactory and/or incomplete will be returned to the submitting departments for revision or completion.
3. At each meeting, the JLMC will review Supervisor Accident/Incident Investigation Report forms for those incidents and accidents that occurred since their last meeting. This review will be informational in nature in order to develop recommendations for loss prevention of similar incidents in the future and to encourage safety in the workplace.

#### **SECTION VI: HANDLING OF EMERGENCIES:**

A) In times of emergency, employees are expected to exercise their best judgment based upon circumstances. When an accident occurs, the first thing to accomplish is to ensure that proper medical treatment is provided. Other actions to take include, but are not limited to:

1. Call the appropriate emergency service.
2. Ensure that the victim and other individuals including yourself are in no danger of being further injured.
3. Ensure first aid and emergency care is provided.
4. Initiate evacuation procedure, if necessary.
5. Notify the Department Head or supervisor.
6. Report and initiate investigation procedure.

**SECTION VII : ACCIDENT/INCIDENT REPORTING:** The reporting of accidents or incidents have been grouped into four categories as follows:

- ACCIDENTS CAUSING PERSONAL INJURY
- EXPOSURE TO INFECTIOUS OR CONTAGIOUS DISEASE
- ACCIDENTS CAUSING PROPERTY DAMAGE
- MOTOR VEHICLE ACCIDENTS/INCIDENTS

Regardless of the type of accident/injury involved, the following points must be remembered:

- A) Any injuries to any employee or citizen on Town property, which may or may not be due to Town operations, and any damage to private or Town property due to Town operations must be reported as soon as possible to the immediate supervisor of the employee involved. If an incident does not reflect immediate damage or injury, but in the best judgment of the Town employee is likely to result in a liability to the Town, the incident must be reported.
- B) The goal of all accident and incident reviews shall be to determine what happened, why it happened, and how it happened to prevent it from happening again, NOT to find fault.



knowledge that the employee will remain out of work for four (4) or more working days due to an occupational injury or disease.

- e) A Supervisor's Accident/Incident Report form, when it has been reported to them by a subordinate who witnessed a non-Town employee receive an injury because of Town operations. The supervisor will attach the Employee Accident/Incident Report form, have it approved by the Department Head, and submitted to the JLMC.
- f) If injury occurs to a non-employee, fill out the NHMA Property Liability Trust Notice of Claim Form (*Appendix A, Form 6*) and submit it to the Department for signature and forwarding to the Town Administrator for submittal to the Town's insurance carrier.

## 2. EXPOSURE TO COMMUNICABLE DISEASE (HIV AND HEPATITIS B):

The Employee or Supervisor will:

- a) Ensure that the Emergency Response/Public Safety Worker Incident Report form is filled out by the employee involved and/or the immediate supervisor after exposure to someone or something that has the potential to infect that employee with HIV or Hepatitis B. If unsure, check with the Town Health Officer to determine if an exposure occurred. The parts of this form will be distributed to the designated persons printed on the bottom of the form or as according to Department policy.

The Supervisor will complete:

- a) An Employer's First Report of Injury or Occupational Disease form, and submit it to the Department Head. Same procedure as in Section 1 (Personal Injury Accidents).
- b) A Department of Labor Notice of Accidental Injury or Occupational Disease form, and submit it to the Department Head for signature and forwarding to the Town Administrator for submittal to the Town's insurance carrier and the Department of Labor within five (5) working days of the reported injury.

## 3. ACCIDENTS CAUSING PROPERTY DAMAGE:

The Employee will IMMEDIATELY complete:

- a) An Employee Accident/Incident Report form, and submit it to their supervisor.

The Supervisor will complete:

- a) A Supervisor's Accident/Incident Investigation Report form, within 24 hours of initial report and attach the Employee Accident/Incident Report form, have it approved by the Department Head, and submitted to the JLMC.



**SECTION VIII : INVESTIGATIONS:** Incidents or accidents involving employees, injuries, or property damage shall be investigated, by the supervisor on duty at the time of the incident, to determine what happened. Even though incidents do not cause injury or damage, they shall be investigated as thoroughly as an accident that results in injury or property damage. **Remember: The purpose of investigating accidents is to determine the cause so that similar accidents can be prevented in the future.**

A) When an employee is injured or causes any damage, the employee shall document what happened, making sure to write down as many facts as possible. After acquiring necessary medical aid for injured persons, supervisors shall investigate the accident following these steps as a guide:

1. Investigate the scene as soon as practicable after the accident/incident noting conditions, location of equipment, physical objects, and witnesses. Make notes, take pictures, and draw sketches as needed.
2. Interview witnesses soon after the accident so that the facts will be fresh in their minds. Be certain that they understand that no blame is being placed and that you are simply trying to gather facts to prevent a recurrence.
3. Interview the involved parties when the timing is right. Do not fix blame or find fault, only seek facts.
4. Take steps to or make recommendations to prevent similar occurrences. Indicate what needs to be done, and who is going to do it.
5. Complete Supervisor's Accident/Incident Investigation Report. If the police were called, attach a copy of the police report.

B) Questions that should be considered in most accident investigations include, but are not limited to the following:

1. What was the injured person(s) doing at the time of the accident? Were they performing assigned tasks? Assisting other people?
2. What were other persons doing at the time of the accident?
3. Was the proper equipment being used for the task? What was the condition of the equipment? Was it being worn or used properly?
4. Is the process, operation or task new?
5. Were people properly supervised and trained?
6. What was the location of the accident? What was the physical condition of the area when the accident occurred?
7. What permanent action could have prevented the accident or minimized its effects?
8. What action is now being recommended?

C) TIME LIMITS AND ROUTING PROCEDURES:

1. All accident/incident and request for safety evaluation forms are to be submitted to the supervisor or Department Head in accordance with the specific procedures outlined in Section VII.
2. Supervisors or Department Heads are to forward a copy of all forms received to the Chairman of the JLMC within three (3) days of receipt.

- c) Location/piece of equipment inspected;
- d) List of findings, both positive and negative;
- e) Any action taken;
- f) List of recommendations for further action.

2. File the inspection reports with the minutes of the JLMC meetings.

D) REQUEST FOR SAFETY INSPECTION: Every employee and elected official is encouraged to participate in the safety process, and to make specific safety concern reports to the JLMC by completing the Safety Concern Report. All reports will be submitted to the respective Department Head, and be monitored for action by the JLMC.

## **SECTION X : SAFETY EDUCATION AND TRAINING:**

A) No employee shall be allowed to work with any hazardous equipment, or with any hazardous materials until they have been properly trained, and made aware of the reasons for such training.

B) Training or retraining is required for the following:

- 1. New employees.
- 2. Employees transferred from other departments.
- 3. Department Heads and supervisors.
- 4. Reassurance of employee competency of rules and regulations.
- 5. When new processes or equipment are added.
- 6. Employees or volunteers involved in special teams or committees such as emergency response teams, etc.
- 7. Joint Loss Management Committee members.

C) TYPES OF TRAINING:

- 1. INTRODUCTORY: All new or transferred employees will be told of their responsibilities under the Town's Safety Policy, and be given a copy of same. When the supervisor who conducts the training is confident that the employee understands the Policy and any applicable departmental work rules, the employee and supervisor will sign a form indicating the date and what was included in the training, and the form will go into that employee's personnel file.
- 1. SPECIFIC (ON-THE-JOB): Employees will be instructed by the supervisor in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done upon initial work assignment, when changes in the job occur, or whenever deemed necessary by the supervisor.



10. The designated emergency response and medical rescue service shall be the Epping Fire Department medical personnel, who, upon immediate notification of an accident, shall evaluate all injuries.
11. All Department Heads and committees/commissions shall include in their annual budget submissions a line item to cover safety program expenses.
12. These rules and regulations incorporate all other safety policies by reference (i.e., Vehicle Policy).
13. In emergencies requiring response from either the Fire or Police department, or a hazardous materials spill team, the procedures for their response must be included in each department's training, as well as in the Town's Safety Policy.

C) IMPLEMENTATION OF SAFETY RULES AND REGULATIONS: Where applicable, each Department Head shall research and develop Standard Operating Procedures (SOPs) addressing specific procedures for their department including such categories as, but not limited to, those listed below. It is further required that all departments adhere to certain "global" procedures/policies/rules which are specifically noted in the following listing:

1. Housekeeping.
2. Electrical.
3. Machine guarding. Refer to Section XII - D:2.
4. Hand and Power Tool Safety: Refer to Section XII - D:3. These rules are considered global in nature and therefore are expected to be followed by all employees.
5. Confined Space Entry Procedures: Refer to Section XII - D:4. These rules are considered global in nature and therefore are expected to be followed by all employees.
6. Hazard Communication Program: Refer to Section XII - D:5, and the Town of Epping Hazard Communication Program. These policies are considered global in nature and therefore are expected to be followed by all employees.
7. Lifting and Material Handling: Refer to Section XII - D:6. These rules are considered global in nature and therefore are expected to be followed by all employees.
8. Ergonomics: Refer to Section XII - D:7. These rules are considered global in nature and therefore are expected to be followed by all employees.
9. Office Safety: Refer to Section XII - D:8. These rules are considered global in nature and therefore are expected to be followed by all employees.
10. Motor Vehicles: Refer to Section XII - D:9. These rules are considered global in nature and therefore are expected to be followed by all employees.
11. Use of Seatbelts: Refer to Section XII - D:10. These rules are considered global in nature and therefore are expected to be followed by all employees.

- g) All personal protective equipment shall be worn in the prescribed manner.

## 2. SHOP SAFETY:

- a) No unauthorized persons shall be in the actual work areas.
- b) Restricted access shall be maintained to specific areas of shop while welding or painting is in progress.
- c) Replace, repair, or remove from service worn or damaged shop equipment.
- d) All hazardous, flammable, and waste materials shall be properly stored and labeled.
- e) Emergency procedures and telephone numbers shall be posted in an area readily accessible to all employees.
- f) Easily accessible first-aid kit shall be available.
- g) Clear access to all properly charged fire extinguishers shall be maintained at all times.
- h) Practice good housekeeping to minimize the potential for accidents, for example, clean up spills immediately.
- i) Machine guards shall be in place and secured on all machines that are in use.
- j) No equipment safety features shall be disabled or overridden.
- k) All personal protective equipment will be worn according to departmental procedures and training.
- l) Material Safety Data Sheets (MSDS) shall be located in an area where all employees can view them, in accordance with the Workers Right to Know Act and the Town's Hazard Communication Program.

## 3. USE OF POWER TOOLS:

- a) All personal protective equipment will be used as per training and when instructed to do so.
- b) All machine guards will be kept in place when recommended by the manufacturer. Safety features shall not be disabled or overridden.
- c) No unauthorized persons will use power tools.
- d) Ground all tools unless double insulated. If a tool is equipped with a three-prong plug, it shall be plugged into a three-hole electrical outlet. Never remove the third prong from the plug.
- e) Keep all work areas clean. Cluttered areas invite accidents.
- f) Avoid dangerous environments (i.e. damp or wet locations, dimly lit areas).
- g) Keep onlookers a safe distance away from the work area.
- h) Don't force tools. Let them work at the pace they were designed for.
- i) Wear proper apparel. Remove loose clothing or jewelry items that could become caught in moving parts.
- j) Don't abuse the cord. A cord should be kept away from heat, oil, and sharp edges.
- k) Safety glasses or shields and respiratory protection shall be used with tools when necessary.
- l) Secure your work. Clamps or a vice are safer than using your hand and it frees both hands to operate tools.
- m) Don't overreach. Keep proper footing and balance at all times.



- that gases or vapors are harmless because of lack of smell. Odorless gases or vapors may be harmful.
- d) Dust fans and/or other ventilation equipment will be used in accordance with training and policies.
- e) Never use gasoline, other fuel, or solvents for cleaning, degreasing, or any use other than that intended by the manufacturer.
- f) Precautions shall be taken to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to, open flames, lighting, smoking, cutting, and welding, heat producing chemical reactions, radiant heat, and electrical devices.
- g) All materials and rags contaminated by toxic or hazardous materials will be disposed of in the prescribed manner as approved by the Transfer Station Manager of the Town of Epping.

6. LIFTING AND MATERIAL HANDLING OPERATIONS: The purpose of these rules is to provide guidelines as to the proper techniques for moving materials either by lifting, pulling, or pushing.

These Rules of Lifting should be followed to avoid injury:

- a) Assess the object you are about to lift. Be certain of how you intend to lift the object. If the object is heavy, get someone to help you lift.
- b) Bend at your knees, not your waist. Bend down with your knees and straddle the load you are about to lift. Avoid bending at the waist and keep your back straight.
- c) Tuck your pelvis under and firm up your stomach muscles just before you lift. Tightening the stomach muscles helps support your back.
- d) Hug the object you are lifting close to your body. Unnecessary and potentially dangerous amounts of stress and strain are placed on your back when objects are held away from your body.
- e) Lift with your leg muscles. Once you have a firm grip on the object, slowly straighten your legs and feel the leg muscles doing the actual work of the lift.

The following tips, used in conjunction with the above rules will enhance your basic lifting technique and help you avoid potential back injuries.

- a) Never twist your body while lifting. Keep your body facing the load and move your feet to adjust your position.
- b) Make sure your walkway is clear.
- c) Know where you will put the load down.
- d) Use the appropriate footwear when lifting.
- e) Use mechanical help or the assistance of a co-worker when necessary.
- f) Get a firm grip on the item to be lifted.
- g) Lift gradually. Don't jerk upward.
- h) If it is necessary to move a heavy object along the floor, push it. You can push twice the weight you can pull.
- i) When putting the object down, bend the legs.

- f) Never overload file cabinets. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. Keep heavier loads in bottom drawers.
- g) Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
- h) Tilting chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.
- i) Never use chairs, desks, or other office furniture as a makeshift ladder. Always use a stepladder. Don't overreach and risk losing your balance.
- j) Keep the blades of paper cutters closed when not in use.
- k) Scissors, paper cutters and similar office devices can easily cause minor, but painful injuries. Report such injuries at once to your supervisor and take precaution to avoid infection.
- l) Avoid paper cuts by using a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
- m) Keep paper clips, thumb tacks, and pins in places where they can't injure you. Keep razor blades and utility blades covered.
- n) Be sure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately to your supervisor, who will in turn report it to the maintenance personnel.
- o) Smoking is not permitted in Town buildings. This includes all rooms and offices within the building.

9. MOTOR VEHICLE RULES AND REGULATIONS: In addition to the rules and regulation outlined in the Town of Epping's Vehicle Policy all employees operating Town vehicles are responsible to abide by the following:

- a) An employee shall not drive or operate a vehicle unless assigned or granted permission to do so.
- b) It is against Town policy for any person to operate any motor vehicle owned by this government for any purpose other than official business.
- c) Drivers must have in their possession a proper, valid operator's license when operating vehicles. Drivers must comply with all Town and State laws governing the operation of vehicles. This shall include checks for safety equipment as laws and policies require.
- d) Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:
  - 1) Children are playing on the roadway or near the street.
  - 2) Passing schools or playgrounds.
  - 3) Approaching persons on bicycles.
  - 4) Driving during inclement weather.
- e) A licensed operator is expected to stay informed of current regulations and to periodically review publications concerning equipment operation.
- f) Any vehicle with improper working parts, such as steering mechanism, brakes, lights, or horn should not be driven and should be reported to the proper person.



- d) Employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

11. ALCOHOL AND DRUGS: The Town of Epping has an obligation to its employees, and the public at large to take reasonable and appropriate steps to prevent drug abuse by its employees in or affecting the workplace. This policy is based in substantial part on the Town's concern regarding the safety, health, and welfare of its employees, their families, and the community we serve. Consistent with this commitment the Town strictly prohibits:

- a) The presence of employees on the job while under the influence of intoxicants, drugs, or any other controlled substances;
- b) The use, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time, either on Town premises or while conducting Town business;
- c) The use of Town property, including Town vehicles and telephones, or an employee's position within the town to make, transfer, or traffic intoxicants, illegal drugs, or controlled substances; and
- d) Any other use, possession, or trafficking of intoxicants, illegal drugs, or controlled substances in a manner which has an adverse impact on the Town.

Any employee who is under medication or taking any drug which may affect the employee's ability to perform his or her job in a safe and productive manner must report such use to his or her supervisor. Supervisors, in conjunction with Department Heads, will determine if the employee should remain at work, be restricted in his or her duties, or be sent home.

The Town has the right to:

- a) Discipline employees, including dismissal, for felony convictions regarding illegal use, possession, or trafficking of illegal drugs;
- b) Search, based on reason to believe this policy is being violated, an employee's person, desk, vehicle, work station, briefcase, tool box, wallet, purse, lunch box, pockets, and personal belongings. Entry on Town premises constitutes consent to searches and inspections. Such searches will be conducted only with the approval of the Town Administrator.
- c) Test employees, including blood or urine tests, and perform medical examination for the purpose of determining if the employee has engaged in illegal drug use; and
- d) Take disciplinary action against employees who violate this Town policy, including refusal to submit to testing, inspection, or searches. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Job applicants may be required to undergo drug testing and medical examination, prior to hire, and be required to agree in writing to permit such tests and examinations and Town use of their results. Those job applicants who fail such tests and examinations will not be offered employment.



## TOWN OF EPPING, NEW HAMPSHIRE

### *Safety Policy Acknowledgement*

I acknowledge that I have read and understand the Town of Epping's Safety Policy, and agree to comply with all stated policies.

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Employee Name (Please Print)

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Department

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Employee Signature/Date