
WRITTEN SAFETY PLAN

For Employees of the Town of Plaistow



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Purpose and Background Information

Every employee desires and has the right to a workplace free from occupational safety and health hazards. An effective safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

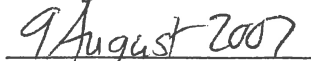
Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Statement of Safety Policy

The Town of Plaistow is committed to providing a safe workplace for all employees. It is our goal to work together to provide an atmosphere that is clean, secure and healthy in an effort to ensure everyone's safety, well-being, and productivity.

In pledging its full support of the safety process, the Town of Plaistow recognizes certain obligations:

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


Town Manager
Date

Responsibilities

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

I. Top Management

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible.
- C. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties. Active, motivated participation by each individual is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - 1. Funding - safety equipment; personal protective equipment; training courses and materials.
 - 2. Personnel - outside experts; Risk Management Services consultants and members of the Joint Loss Management Committee.
 - 3. Time - review and respond to inspection/recommendation/ investigation reports; participate in training programs.
 - 4. Support - encourage acceptance by everyone.
 - 5. Other, as needed.
- E. Respond, in writing, to recommendations made by the Joint Loss Management Committee.
- F. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
- G. Ensure that sub-contractors follow all appropriate safety and health standards.

II. Supervisory Personnel

Supervisors are leaders, whether first line or departmental, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership, provide guidance and set the tone for safe behavior.
- D. Educate employees within their area of responsibility 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.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

III. Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.

- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear required personal protective equipment, including seat belts.
- F. Operate only machines and equipment that they have been formally trained to operate.
- G. Follow all accident reporting procedures.

Joint Loss Management Committee

I. Purpose and Intent

Their purpose of the Joint Loss Management Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. It is the intent of the Joint Loss Management Committee to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.

The Primex³ Risk Management Services Department continues to advocate the establishment of joint loss management committees. These guidelines may help to answer some of the inevitable questions associated with forming and operating a joint loss management committee. The variables that impact each employer's decisions are too numerous to allow "ironclad" information to be presented.

II. Organization of Committee

A. Size

The Joint Loss Management Committee will maintain a membership of at least 4 individuals.

B. Membership and Structure:

1. The Joint Loss Management Committee will maintain an equal number of employer and employee representatives.
2. Employee representatives shall be selected by the employees according to the following guidelines:

- a. Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members
 - b. 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;
3. Joint Loss Management Committee members must be representative of the major work activities of the employer.
4. Any employee who participates in the Joint Loss Management 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 of pay for all time spent on such activities;
4. The Joint Loss Management Committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives. The chairperson will hold this appointment for no more than 2 consecutive years.

III. Duties and Responsibilities

A. General

1. Meet at least quarterly.
2. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.
3. Develop and disseminate to all employees a committee policy statement.
4. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
5. Review workplace accident and injury data to help establish the committee's goals and objectives.
6. Provide an open forum for free discussion of both accident problems and preventive measures.

7. Establish specific safety programs which include, but are not limited to, the following:
 - a. Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - b. Provisions for health and safety inspections at least annually for hazard identification purposes;
 - c. Performance of audits at least annually regarding the inspection findings;
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 - e. Written response, by the employer, to recommendations made by the committee.
8. During the inspections, discover unsafe conditions and practices, and determine their remedies.
9. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices.
10. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
11. Assist with the identification of temporary, alternate tasks.

B. Recordkeeping

1. Minutes of all committee meetings must be kept.
2. As the committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.
3. Format of minutes should be decided by the committee. Minutes should be constructed so that they are of benefit to all employees but should be sensitive to issues that may have been discussed during the meeting.

IV. Tips Offered By Those with Experience

A. Management

1. Personally accept responsibility for and be concerned with their own health and safety, as well as their employees'.
2. Recognize and commend safe, healthy behavior.

3. Fully support and commit to the safety and health process.
4. Fund the joint loss management committee in the budget to enhance the credibility of the process and committee.
5. Approve and issue written, comprehensive general safety and health policies, programs and procedures and ensure that acceptance and enforcement is equal in all departments.
6. Make safety performance a part of the performance appraisal system.

B Supervisors

1. Personally accept responsibility for and be concerned with their own health and safety, and their employees'.
2. Clearly define and promote safety and health responsibilities and behaviors.
3. Jointly conduct worksite inspections, employee training, and department safety meetings, if any.
4. Recognize and commend safe, healthy behavior.
5. Consistently enforce rules and regulations.

C. Employees

1. Personally accept responsibility for and be concerned with their own, and their co-workers', health and safety.
2. Feel free to note safety and health problems and take the initiative to correct them.
3. Support the concept and activities of the loss management process.
4. Recognize and commend safe, healthy behavior.

D. Committee

1. Involve the entire workforce including part-time and temporary employees. Listen to and welcome input from everyone.
2. Schedule regular meetings. If the schedule varies, communicate the reason.

3. Recognize limitations in authority and qualifications and know when to request assistance. Avoid becoming focused on superficial problems - this will cripple the committee and destroy its credibility.
4. Make recommendations to management for improvements to the safety and health process. Be prepared to present and justify these recommendations.
5. Act immediately on any reported unsafe condition(s). Never blame inadequate staffing or financial shortages or unavailability as the reason for not effecting corrective action.
6. Ensure that member replacements occur at intervals as defined in the policy. Encourage employees to serve on the committee. Stagnation can result with the same people serving on the committee.
7. Promptly publish meeting minutes and communicate findings to employees.

E. Compliance

The New Hampshire Department of Labor, through their Safety Office, has responsibility and authority for determining compliance with these provisions of the Workers' Compensation Statute. If you have questions regarding compliance, call their office at (603) 271-6850 or 271-7822.

Primex³ cannot make determinations regarding compliance. What we can offer you is guidance on designing a process that is well intentioned, functional, and able to achieve positive results.

Safety and Health Standards

I. 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 emergencies or other situations 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 items that come in contact with blood or other potentially infectious materials.

II. 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.
- C. All U-bolt wire rope clips on hoist ropes shall be installed so that the U-bolt is in contact with the short or nonload –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.

III. Compressed Air Use

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.

IV. Confined Space Entry

- A. The employer shall inform exposed employees by posting danger signs or by any other equally effective means of 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.
- 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 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 including purging, making inert, flushing or ventilating the confined space.

- F. Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant/observer non-entry rescue.
- G. 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.
 - 1. The above training shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use or personal protective and any other equipment necessary for safe entry.
- H. A procedure shall be implemented which shall require documentation that the above steps were taken prior to entering a confined space.

V. Ergonomics

It shall be the responsibility of 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. The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

VI. 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 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 or possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirements 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.

VII. Fall Prevention

- 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 the following surfaces:
 - 1. Hoist areas;
 - 2. Holes
 - 3. Form-work and reinforcing steel;
 - 4. Ramps;
 - 5. Runways and walkways;
 - 6. Excavations;
 - 7. Bricklaying;
 - 8. Working above dangerous equipment;
 - 9. Roofing work;
 - 10. Pr-cast 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.

VIII. 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 retroreflectorized 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 with; and
 - 3. The lettering at least 6 inches in height.

IX. 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 shall be kept tight in the tool, and wooden handles shall be free of splinters and 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.

X. 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.

XI. Hygiene and Sanitation

- A. A supply of potable water shall be provided in all places of employment.
- B. Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap.

- C. The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

XII. Ladders

A. Fixed ladders shall comply with the following requirements:

1. Rungs shall have a minimum diameter of $\frac{3}{4}$ 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 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 "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.

XIII. Lockout

A. 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 employees 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 equipment shall be allowed to remove the lockout device.

XIV. Medical Services

In addition to the medical chest required in RSA 277:6, emergency telephone numbers for ambulance services, hospital or physician shall be posted throughout the facility.

XV. 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 employee shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to rear unless:
 1. The vehicle has a reverse signal alarm distinguishable from the 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.

XVI. Noise Exposure

- A. Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in the table below titled 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 the table below, 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.

PERMISSIBLE NOISE EXPOSURE

Duration Per Day, Hours	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 – ½	102
1	105
½	110
¼ or less	115

XVII. 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 US Coast Guard- approved life jackets or buoyant work vests.

XVIII. Portable Pneumatic Powered Tools

- A. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
- B. Hose and hose connections used for delivering compressed air shall be designed for the pressure and service to which they are used.

XIX. Record Keeping

- A. An annual log of all workplace injuries and illness, 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 illness, 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.

XX. 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 replace.
- 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.

XXI. 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.
- B. Portable Circular Saws shall comply with the following requirements:
 - 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 installed 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. 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 ½ inch behind the largest blade mounted in the saw. The provision of a spreader in connection with the 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-feeder 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.

XXII. 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, aisles that are not clearly defined shall be marked with reflective paint or tape; sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.

XXIII. 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.

XXIV. Toxic Substances

- 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.

XXV. 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 on Union Traffic Control Devices.

XXVI. Trash

All sweeping, 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.

XXVII. 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 Z89.1-1981 with revisions. 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 Z89.1-1981 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 a minimum diameter of ½ inch (12mm) 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 or brush chipper not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 inches (2.15m), measured from the blades or knives to ground level over the centerline of the hopper, and shall have a sufficient height on its side members as to prevent personnel from contacting 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 guardrails around the working area.
- N. When using portable powered brush cutting saws no one except the operator shall be within 10 feet (3m) 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 saw used by employees shall be equipped with a properly adjusted inertia chain brake designed to stop the chain rotation in the event of a saw kickback.
- R. 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.
- S. The engine shall be stopped when power saws are being carried. The saw need not be stopped between cuts during consecutive felling, bucking, or climbing 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 operations 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.
- T. 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.

XXVIII. Wall Openings

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.

XXIX: 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.

XXX. Welding and Cutting

- A. Welding equipment shall be chosen for a 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 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 noncombustible 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.

L. Oxygen and fuel gas regulators shall be in proper working order when in use.

XXXI. Wire Ropes, Chains and Rigging Equipment

A. Wire rope, 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 make-shift 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 Below – Number and Spacing of U-Bolt Wire Rope Clips), shall be used to determine the number and spacing of clips:

Number and Spacing of U-Bolt Wire Rope Clips

Improved Plow Steel Rope Diameter Inches	Drop Forged	Other Material	Minimum Spacing (inches)
$\frac{1}{2}$	3	4	3
$\frac{5}{8}$	3	4	$3 - \frac{3}{4}$
$\frac{3}{4}$	4	5	$4 - \frac{1}{2}$
$\frac{7}{8}$	4	5	$4 - \frac{1}{2}$
1	5	6	6
$1 - \frac{1}{8}$	6	6	6
$1 - \frac{1}{4}$	6	7	$7 - \frac{1}{2}$
$1 - \frac{3}{8}$	7	7	$8 \frac{1}{4}$
$1 - \frac{1}{2}$	7	8	9

Disciplinary and Sexual Harassment Procedures

Disciplinary Actions and Appeals

A. Purpose

As public employees, action and behavior reflect directly upon the Town.

Unprofessional attitudes cannot be tolerated. Any breach of Town policies, state and local laws, or departmental policies may result in disciplinary action. The seriousness of an offense will vary with the circumstances prevailing at the time it occurred and the behavior, which prompted it and the employee's past record. All factors are considered when determining the appropriate action to take in a particular situation.

B. Prohibited Conduct:

Discipline may be initiated for infractions based on any lawful reason. Some infractions, which may be subject to disciplinary actions, include, but are not limited to, the following:

1. Commission of a crime or a misdemeanor under any Statute, law, or ordinance;
2. Disobedience or violation of any reasonable Department regulation, rule, official order, or directions given by the employee's direct Supervisor or any other act of insubordination;
3. Inability, inefficiency, unwillingness, or tardiness in completing assignments, projects, or following directions within an employee's job responsibility and description;
4. Failure to keep as physically fit, as duty status requires;
5. Disrespect, abusive language, or discourteous service to the public and/or other employees;
6. Indecent, profane, or unnecessarily harsh language;
7. Intoxication or use of alcoholic beverages, narcotics, drugs, or other controlled substances during work hours;
8. Absence from work without approval;
9. Negligence in the care of public property, example: abuse, misuse, waste, or willful destruction;
10. Failure to immediately report to a direct Supervisor any damage to Town property;
11. Falsifying any Town record or report;

12. Unauthorized removal of Town documents or records;
13. Threatening, intimidating, coercing, or interfering with any fellow employees on Town premises or during work hours;
14. Engaging in physical combat or dangerous horseplay;
15. Failure to report occupational injury within twenty-four (24) hours;
16. Disregard of safety rules and/or specific instructions; and/or
17. Any other conduct or action of such seriousness that disciplinary action is considered warranted.

C. Procedure:

Disciplinary action will normally be imposed in the following order:

1. Verbal Warning
2. Written Warning
3. Administrative Leave With Pay
4. Administrative Leave Without Pay
5. Termination

This sequence of progressive discipline need not be followed if an infraction is sufficiently severe to merit skipping of one or more of the above steps.

Verbal and Written Warnings will be given by the Supervisor, Department Head or Town Manager and shall include the nature of the offense, including the date and time of its occurrence and remedial suggestions. Whenever possible, Warnings will be issued within ten (10) working days of knowledge of the offense.

Administrative Leave With Pay may be imposed by the Department Head or Town Manager and shall be between 1 and 30 working days, depending on the severity of the offense. Administrative Leave Without Pay may be imposed by the Department Head or Town Manager and shall be between 1 and 60 working days, depending on the severity of the offense. The decision on whether the leave is with or without pay shall be made by the Town Manager. The Department Head shall notify the Town Manager immediately upon imposition of the administrative leave with or without pay. When a Department Head is placed on administrative leave with or without pay, the Town Manager shall notify the Board of Selectmen immediately upon the imposition of administrative leave with or without pay. Administrative leave with or without pay may be imposed within ten (10) days of knowledge of offense, unless the investigation takes longer. The employee may receive a written notice of ~~suspension~~ administrative leave with or without pay, which includes the date, time and nature of the offense and remedial suggestion as appropriate.

Termination of an employee may be imposed by the Town Manager; termination of an employee may also be imposed upon the recommendation of the Department Head. Upon receipt of such recommendation, the Town Manager, with prior notification to the Board of Selectmen, shall review the circumstances surrounding the events causing such recommendation and the employee's personnel file. If the Town Manager agrees with the Department Head's recommendation, he may confirm the termination in writing to the employee within ten (10) working days of the date of receipt of the Department Head's recommendation.

D. Grievance Procedure

It shall be the right of the employee to present and process grievances. A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of any provision of this policy.

To be considered under this grievance procedure, a grievance must be reported in writing by an employee to his or her Department Head within 10 calendar days of its occurrence or within 10 calendar days from the date that they knew, or should have known, of its occurrence.

The following matters shall be excluded from this grievance procedure:

- a) Any matter for which a specific method of review is prescribed by law.
- b) Any matter which, according to law, is beyond the scope of the Town's authority or is limited to the unilateral action of the Town alone.
- c) Any grievance for which an available right to a review by another administrative or judicial tribunal has not been waived by the grievant.

Any and all time limits specified in this grievance procedure may be waived by written mutual agreement of the Town Manager (or Board of Selectmen for step 3) and the grievant. Failure by the grievant to submit the grievance in accordance with these time limits without such waiver shall constitute an abandonment of the grievance. Failure by the Department Head or the Town Manager to reply within the specified time limits shall allow the applicant to move to the next step.

No reprisals of any kind will be taken by the Town or employees against any party to, or participant in, the grievance procedure.

Step 1. A grievance shall be submitted in writing to the Department Head (not to his designee) within 10 calendar days, in an attempt to resolve the matter. The grievance must specify: the person that has taken the action being grieved; the time and place of the action being grieved; the nature of the grievance; the provision of this manual which has been violated, misinterpreted, or misapplied; the injury or loss that has resulted

from such violation, misinterpretation, or misapplication; and the remedy being sought by the grievant. The Department Head shall hold a hearing within ten calendar days after receipt of the grievance and shall render a written decision no later than seven calendar days after the hearing. For purposes of this and other paragraphs in this section, a submission by the grievant to the Town will be considered to have been made and received only when it is presented personally to the named Town representative (i.e. department head, Town Manager, Chairman of the Board of Selectmen). A reply by the Town to the grievant will be considered to have been made and received when it is delivered to the grievant or three days after it is mailed if the grievant is not available. If the grievance is by a Department Head, it shall start at step 2.

Step 2. If the grievance has been not resolved to the grievant satisfaction in Step 1, a written appeal to the Town Manager (not to his designee) may be filed by the grievant within ten calendar days after receipt of the Department Head's Step 1 decision. Copies of all documentation relating to the Step 1 procedure (grievance and decision) shall accompany said appeal. The Town Manager shall hold a hearing within thirty calendar days after the receipt of the appeal and shall render a written decision within fifteen calendar days after the hearing.

Step 3. If the grievance has not been resolved to the grievant satisfaction in Step 2, a written appeal to the Board of Selectmen through its chairman may be filed by the grievant within ten calendar days after receipt of the Town Manager's Step 2 decision. Copies of all documentation relating to the Step 1 and Step 2 procedures (grievance and decisions) shall accompany said appeal. The Board of Selectmen shall hold a hearing within thirty calendar days after the receipt of the appeal and shall render a written decision within fifteen calendar days after the hearing. The Board of Selectmen shall be a final decision resolving the grievance.

E. Notification and Record Keeping

The Department Head will bring all such violations to the attention of the employee through either counseling, a documented oral reprimand, or other written documentation as outlined in this section. The employee will be notified of the nature of the problem, the remedial action suggested, and/or if any disciplinary action will be taken.

If an employee is placed on administrative leave, reprimanded, or dismissed, she must be notified, in writing, of the effective date and duration.

II. Sexual Harassment Policy

A. Discussion

The Town of Plaistow is responsible for providing a variety of services to the community in the most efficient and businesslike manner possible. In order to accomplish this goal, Town Government must provide the most businesslike work environment possible for its employees.

As in any workplace, the proper conduct of all employees is essential in creating this environment and great care should be used in all interpersonal relationships. An area

of increasing concern is the problem of sexual harassment. On June 19, 1986, the United States Supreme Court ruled unanimously that sexual harassment is a form of discrimination covered by Title VII of the Civil Rights Act of 1964 as amended in 1972 to be applicable to all State and Local Governments (Vinson V. Taylor).

B. Definition

Sexual harassment may be defined as: Any repeated or deliberate unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes harassment when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work place. Sexual harassment is not limited to requests for sexual favors in return for job benefits. Sexual harassment may take the form of verbal abuse, leering, salacious gestures, inappropriate language, jokes of a sexual nature, or any undesired touching or patting. Such actions or other actions shall be subject to rulings by the appropriate regulatory state or federal agency, prevailing law and/or legal rulings.

C. Guideline Policy

It is the policy of this Town that all employees should be able to enjoy a working environment free from all forms of discrimination, including sexual harassment. Sexual harassment shall be treated as an act of employee misconduct and will not be tolerated under any circumstances. This guideline is intended to cover employees, other town officials and consumers alike; it is not limited to incidents that occur between employees. It purposely covers employee's actions as they relate to the public, whether they are the reporting party, victim, witness, and involved or non-involved third party.

PROCEDURES:

The Town of Plaistow recognizes that any allegations of sexual harassment requires a determination of the facts in each case and further recognizes that any such investigation should be conducted in a discrete manner consistent with a need to conduct a prompt and thorough investigation. The following procedures should be considered in all circumstances when an individual feels that he is the victim of sexual harassment.

A. Often mediation is a timely and effective means of satisfying the complaint and resolving the situation. If agreed to by complainant and the accused, mediation by an internal or external third party may be used as a form of either formal or informal resolution.

B. Information, Counseling and Informal Resolution:

1. Anyone may seek advice, information or counseling on matters related to sexual harassment without having to lodge a formal complaint.
2. Persons who feel they are being harassed or who are uncertain if what they are experiencing is sexual harassment are encouraged to talk with an advocate such as the Department Head, the Town Manager or an EAP representative.
3. At this stage of the informal resolution process, the person seeking information and advice will be counseled as to the options for action under these guidelines.
4. To the extent possible, information disclosed through this advising process will be held in confidence; unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution.
5. The aim of informal complaint resolution is not to determine whether there was intent to harass but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the appropriate level.
6. No disciplinary action is taken in resolving informal complaints.

C. To pursue an informal complaint speak to a Department Head, Town Manager, Board of Selectmen or EAP Representative.

D. Formal Complaint Resolution:

1. Any Individual who believes that she has been sexually harassed shall file a written complaint of the incident to a Department Head, Town Manager, EAP Representative or to any member of the Board of Selectmen.

2. In so far as possible, the Town Manager shall conduct or cause to be conducted an investigation of the complaint and report the findings within 30 days. If the complaint is against the Town Manager, the investigation shall be conducted by the Board of Selectmen.
3. The Town Manager shall notify the reporting employee of the findings of the investigation and of the corrective action, if any, to be taken with regard to the offending employee.
4. Any corrective or disciplinary action taken shall be consistent with current Town policy.
5. In no case, shall an employee reporting an incident of sexual harassment or cooperating in an investigation be subject to adverse employment action unless it is determined through the investigation that the allegation was not based on fact and that the employee made the allegation with malicious intent or knowing it was false.
6. In all cases, aggrieved employees have the right to report any complaint to the State of New Hampshire Human Rights Commission, 2 Chenell Drive, Concord, New Hampshire, 03301. (603) 271-2767.

III. Alcohol & Drug Free Workplace Policy

It is hereby established to be the policy of the Town of Plaistow to maintain a drug-free workplace. The Town Manager or her designate will coordinate efforts, which may include, but necessarily be limited to, the following:

1. Informing employees about the dangers of alcohol abuse and drug abuse in the workplace, the Town's policy of maintaining a drug-free workplace and the consequences of not adhering to the Town's policy as cited above.
2. Notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the Town of Plaistow is prohibited. Anyone found in violation of these may subject himself or herself to disciplinary actions, including termination of employment.
3. Directing any employee found to be in violation of this policy to alcohol and/or drug counseling as offered by the Employee Assistance Program (EAP).

4. Requiring that each employee who is engaged in either federal or state grants must comply with the Town's Policy on a drug-free workplace as a condition of employment.
5. Requiring that each employee convicted of any drug statute for a violation occurring in the workplace must notify the Town no later than five (5) days after a conviction.
6. Instituting appropriate action within thirty (30) days of receiving notice from the employee of a drug conviction. Such action may include requiring the employee to participate in the EAP or other rehabilitation program; or other disciplinary action, including termination.
7. Making appropriate changes or additions that may be necessary to assure the effectiveness of this program and to maintain compliance with federal requirements.

Inspections

In addition to this continual vigilance by employees, the joint loss management committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendation.

I. Frequency

- A. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- B. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Correcting Unsatisfactory Conditions

- A. First and foremost, take the necessary action to prevent an injury! (Remove the tool from service; post a warning sign, etc.)
- B. Take appropriate steps to permanently correct the hazard. Report all action taken to the appropriate people.
- C. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to the person who can make corrections.

III. Recordkeeping Guidelines

- A. Document the inspection, record:
 - 1. Inspection date;
 - 2. Name of person(s) who conducted the inspection;
 - 3. Location/piece of equipment inspected;
 - 4. List of findings, both positive and negative;
 - 5. Any action taken;
 - 6. List of recommendations for further action.
- B. File the inspection reports with the minutes of the Joint Loss Management Committee meetings.

JLMC Health and Safety (General) Inspection Form

Department:
 Name of Property (Building):
 Location / Address:

Date:
 Inspector:
 Property (Building) Contact:

	General Building Items to check	Yes	No	N/A	Discrepancy	Recommendation for Correction (if applicable)	Date Corrected
1	Are all work areas clean, sanitary and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Are aisles and passageways kept clear and free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Are eating areas and washing facilities clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Do stairways meet acceptable standards and are they kept clear of obstructions? (Stairway 22" wide; Standard handrails if stairway has 4 or more risers; 3" rail wall clearance.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Are all electrical devices and equipment properly plugged in? (Extension cords not used in place of permanent wiring or daisy chained.) (Electrical heaters plugged directly into wall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Is the access to all exits clear (free of obstructions), appropriately marked, and exit doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Do emergency exit lighting fixtures work properly? (Emergency lights tested & exit light bulbs must be replaced when burned out.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Are all fire extinguishers visible, readily accessible and serviced within the last 12 months? (Tag checked)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Are AED's checked monthly if available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Have employees been briefed on the Building Evacuation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Are there any glaring safety hazards or concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Storage & Maintenance Areas	Yes	No	N/A	Discrepancy	Recommendation for Correction (if applicable)	Date Corrected
1 Are all building storage areas kept clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2 Is there clearance beneath sprinklers? (A clear distance of 18" beneath the sprinkler head is required.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3 Is a clear space of 30 inches maintained in front of all electrical panel boxes for access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4 Are circuit breakers and fuses labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5 Is the area around the furnace and water heater clear of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6 Are flammable liquids stored properly? (Buildings with more than 10 gallons of flammable liquids must have flammable liquids stored in an approved cabinet.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7 Are MSDS sheets available and employees trained as required by Worker's Right to Know Law (RSA-277A)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8 Are certificates for boilers and elevators posted as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9 Is Personal Protective Equipment available and employees trained in its proper use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10 Are there any items that may be in violation of Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH not previously addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Additional Comments:

Education and Training

Effective education and training of employees will be provided. We understand that a well trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, along with the training which allows each of us to perform our duties as effectively as possible.

Employees may be asked to complete a form which indicates completion and understanding of training that is provided.

I. Types of Training

A. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

B. Specific/On the Job

Employees will be instructed 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 work rules, when changes in the job occur, or whenever deemed necessary.

C. Follow-up

Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

II. Recordkeeping

For all training that is provided the following information will be maintained in compliance with applicable laws:

- A. Brief description of the topic
- B. Date of training
- C. Name and affiliation of instructor
- D. List of attendees
- E. Forms indicating completion and understanding of the training.

Emergency Evacuation and Response Plan

Introduction

The Town of Plaistow is required to maintain an Emergency Action Plan for the health and safety of both employees and the general public. The overall intent of the plan is to ensure that a coordinated response to the identified situations results in a predictable and safe outcome for all occupants of the building. This plan has been developed to ensure the occupants of the Town Hall are notified in the event of an emergency requiring immediate action or other off-normal situations that could impact the day-to-day operations of the Town and that they are trained to respond in an orderly manner to ensure their safety as well as others in the building. In addition, the plan shall provide instructions for emergency notifications, building evacuation, shelter-in-place and assembly and accountability.

Responsibility

The Town Manager is responsible for the development and implementation of this Plan. Employees are responsible for being knowledgeable of the Plan content and their responsibilities under the plan.

Initiating Events

The plan will be implanted for the following events:

- Fire/Explosion
- Severe Weather
- Flooding
- Toxic/Noxious Atmosphere
- Intruder/Hostage
- Transportation Accident (Road or Rail)
- Medical Emergency
- Loss of Power
- Loss of Communications

Definition of Terms

Accident – an unplanned event that could render the building untenable by the occupants or results in an injury to anyone in the building.

Accountability – the process of accounting for all possible occupants of the building. Reporting on the status of building occupants may be referred to as a Personnel Accountability Report or “PAR”.

Assembly Area – an area of safe refuge for all occupants to gather upon being evacuated from the building. The area(s) shall be so located as to be accessible under most emergency conditions. Alternate areas may be designated if the primary location is within the hazard area.

Building – the Town Hall.

Evacuation – Timely and orderly exiting of all building occupants to a predetermined location due to an unplanned event.

Explosion – you know it when you see/hear it.

Fire – uncontrolled open burning of combustible materials with sufficient fuel and oxygen to sustain fire growth and progression.

Flood – Intrusion of water into the building such that service utilities (electricity, heating/cooling, telephones/communications, septic services) are or may be impaired.

Hostage – a person(s) held against their will by another under threat of personal harm or injury.

Implementing Procedure – a set of organized actions, approved in advance, in response to any of the initiating events covered by this plan.

Intruder – a person(s) indicating threatening actions to occupants of the building.

Lockdown – the process by which all means of gaining access into the building (i.e. doors, windows, etc.) are secured and monitored, preventing such access.

Medical Emergency – an event requiring intervention of specifically trained medical personnel, without which can result in permanent disability, illness or death.

Noxious Atmosphere – Presence of contaminants in the air that are offensive to the point of manifesting a physical reaction by any occupant of the building.

Notification – the process by which building occupants are made aware of an event/emergency that requires a response action. The process may involve automatic warning devices (i.e. Fire Alarm), interoffice telephones, cell phones or door-to-door/face-to-face communication (or combination of these methods).

Relocation – the temporary movement of an office or function to another facility due to the results of an event.

Shelter-in-Place – a response to a condition that requires occupants of the building to isolate themselves inside the building, securing the facility and retreating to a safe location until such time that the condition subsides. In this case, the act of remaining in the building poses less risk than leaving the building/area.

Toxic Atmosphere – Presence of contaminants that are known to be poisonous when inhaled/ingested or will displace sufficient oxygen such that the potential for suffocation is elevated.

Transportation Emergency (Road or Rail) – an event that involves inadvertent release of hazardous materials that could impact normal business in the building.

Facility Description and Organization

The Town Hall is the central seat of government for the Town of Plaistow. It is located at 145 Main Street and is the primary location for interaction of the citizens with their local government. The building is a 3 story wood and brick structure that is most recognizable historic landmark of the community, being building in 1895 and serving in the same capacity since being commissioned. It was renovated in 2005 to address various code requirements for access and assembly. It was outfitted with a fire sprinkler system and elevator which allows the majority of the building to be used for the intended purpose public access and assembly. From the Town Hall, the following functions are provided:

- **Town Management** - the Town employs the services of a Town Manager. The Town Manager is responsible to the Board of Selectmen for the day-to-day operation of the Town. The Town Manager oversees all other town employees and their actions.
- **Administration** – this function involves financial management of town assets, paying of bills, coordination of insurance and benefits for employees, payroll, human resources, treasury, accounting and employee records/files. In addition vital records are maintained and organized per state requirements. The administrative function also includes coordination of the various committees of the Town (Budget, Conflict of Interest, Capital Improvement, etc.).
- **Assessing** – this office maintains all property records of the town relative to their real value.
- **Building Inspection/Code Enforcement/Planning and Zoning** – this function issues building permits, coordinates zoning regulations and enforces the various town codes. Fees for building services/inspections are levied and collected in this office.
- **Health Officer** – this function involves interpretation of health codes for enforcement, permitting and inspection of food establishments and promulgation of appropriate health ordinances for the welfare of the general public.
- **Human Services** – this function provides basic welfare assistance to the general public in need of assistance.

- **Recreation Services** – this function provides for the recreational needs of the community, including youth programs, elderly entertainment, summer camp, etc.
- **Tax Collection** – this function takes your money and puts it to the town coffers.
- **Town Clerk** – registrations for cars, boats, dogs, etc.

Organization Chart (To be developed)

Emergency Action Plan Implementation

Upon recognition that an event is occurring (or is likely to occur) the applicable Implementing Procedure(s) shall be put into effect by the person discovering the situation. Most procedures will consist of initial actions and follow-up actions. These actions maybe in a procedural step format or checklist, depending on the initiating event. The guidance contained in the procedures will be general in nature and will allow for variance by staff based on the specific event and its severity.

Training

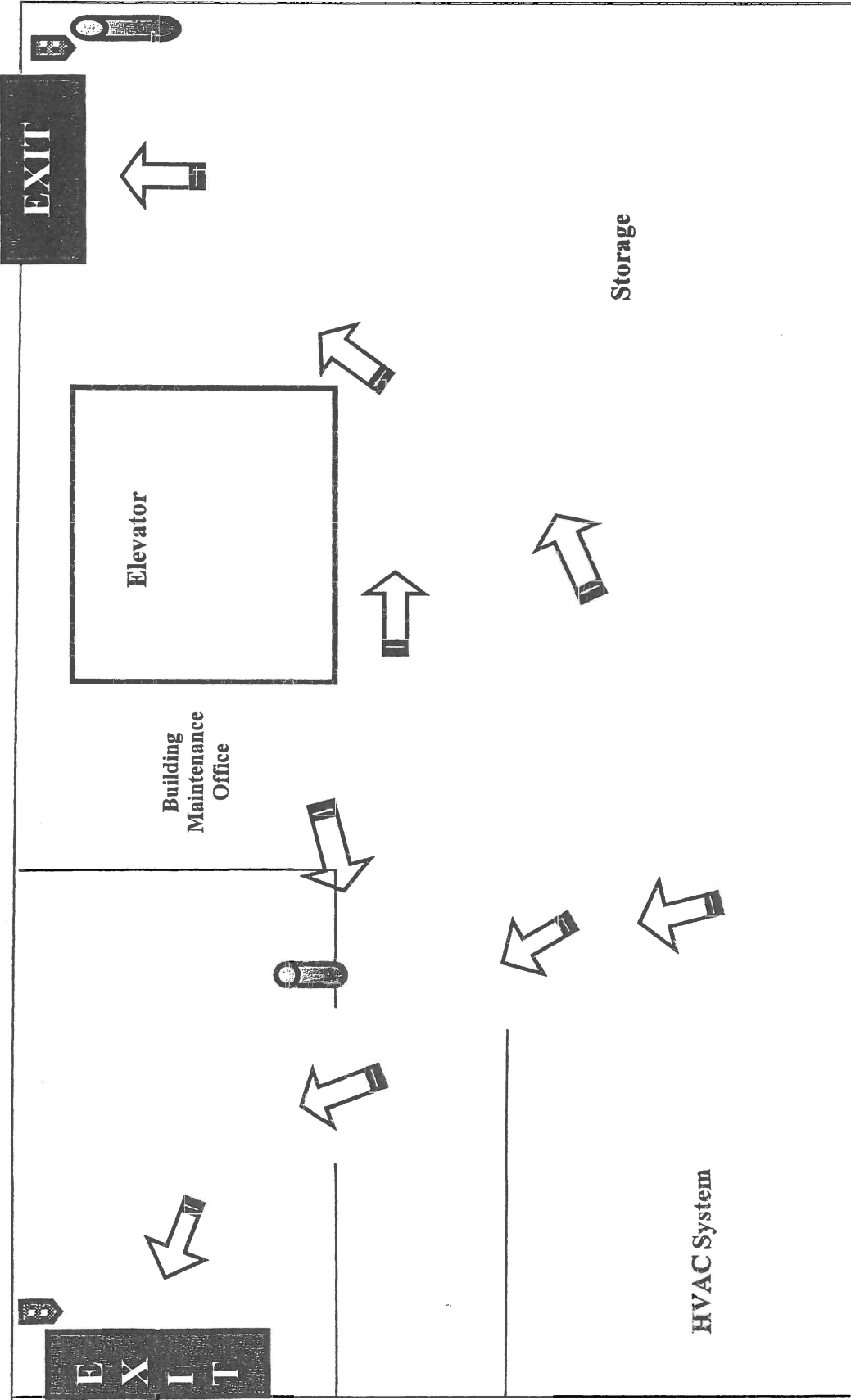
Employees that are assigned to work in the Town Hall shall receive annual training on the content of this plan and implementing procedures. In addition, drills shall be conducted to verify the ability of the employees to implement this plan and determine its effectiveness in a controlled scenario.

Plan Maintenance

The plan and implementing procedures shall be reviewed annually by the Town Manager and at least one other senior town employee. The scope of the review shall include changes in the organization or functions at the town hall, contact numbers, etc. (more later)

Plaistow Town Hall

Basement Evacuation Route



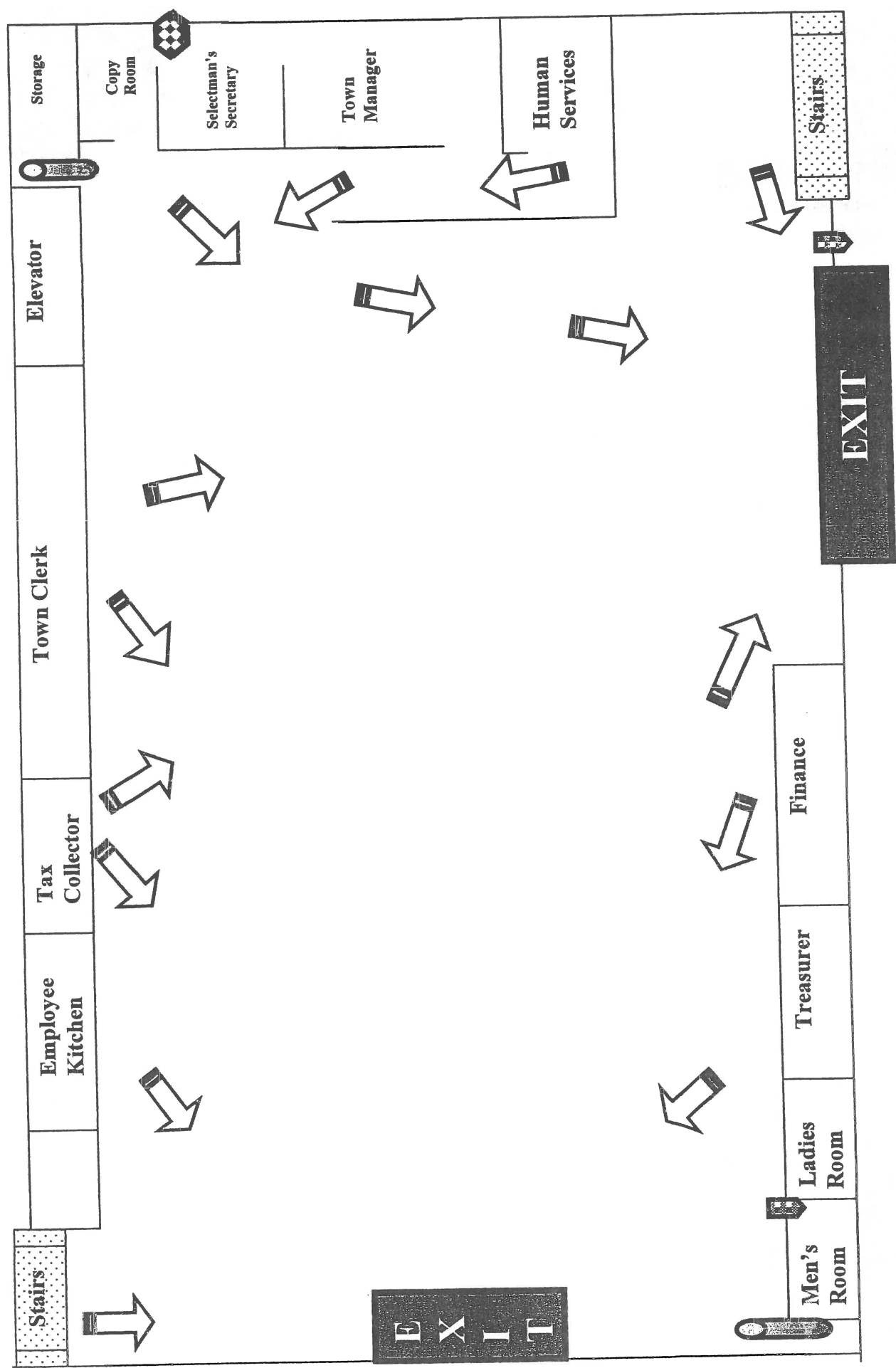
Alarm Pull

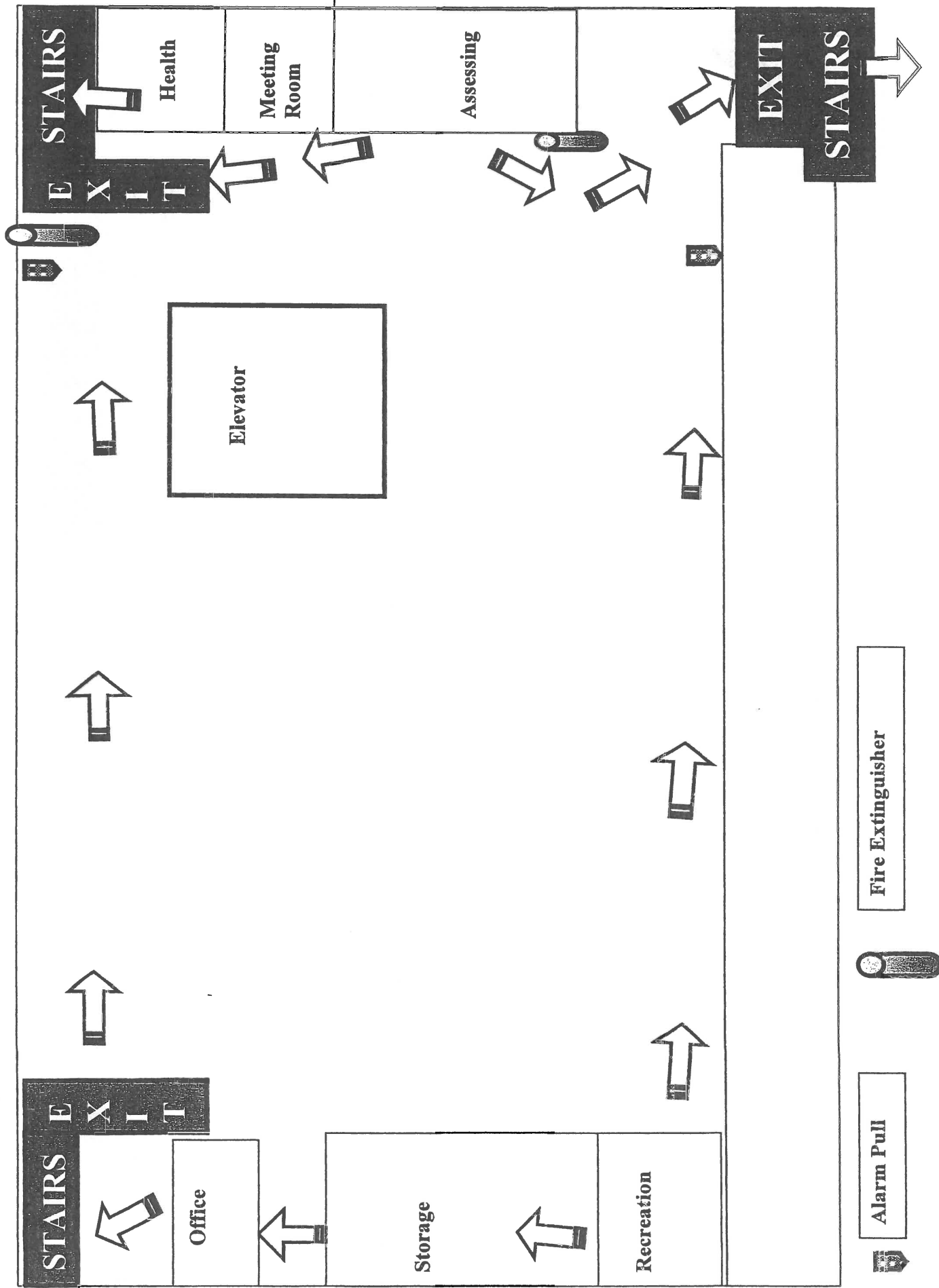


Fire Extinguisher

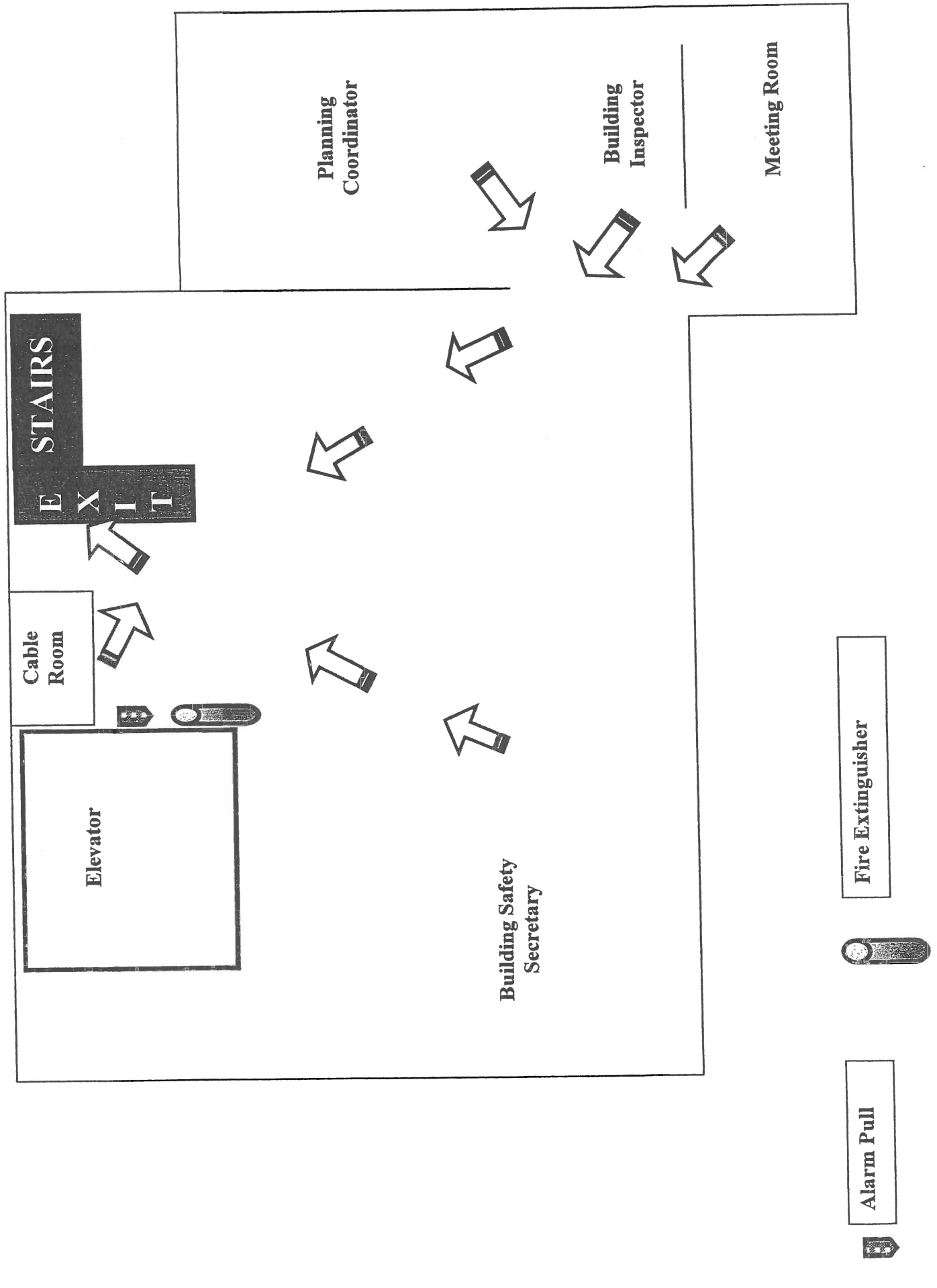
First Floor Evacuation Routes

Plaistow Town Hall





Plaistow Town Hall Third Floor Evacuation Route



Safety and Health Communications

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

Slips, Trips and Falls Prevention Policy

I. Purpose

The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slip, trip, and fall related events and injuries.

II. Discussion

Slips, trips, and falls are among the leading causes of injury and lost work time to employees, and to members of the public visiting municipal/school/county property. Accidents often occur from a lack of due diligence to report and address existing conditions that can contribute to these types of events. Therefore the Town of Plaistow and its employees will take a proactive approach to managing the risks associated with slip, trip, and fall related conditions.

It is the policy of the Town of Plaistow that its employees will be required to monitor, report, and whenever reasonably possible, correct conditions that have, or are likely to cause a slip, trip, or fall related event if corrective action is not taken.

III. Procedures

1. A Slip, Trip, and Fall Log shall be maintained at every public facility.
2. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
3. Employees shall wear footwear appropriate for the conditions.
4. Employees conducting routine job assignments in inclement weather conditions (i.e. ice, snow, rain, mud, etc.) shall wear appropriate foot protection which may include but is not limited to slip-on traction devices provided by the Town of Plaistow. Employees shall follow the guidelines for use as set forth by the manufacturer.
5. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping

points, ice and snow build up, or other conditions that could contribute to a slip, trip, or fall exist.

6. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

IV. Evaluation and Reporting:

All slip, trip, and fall related incidents will be documented in the *Slip, Trip, and Fall Log*. Each incident and the log itself will be reviewed by the appropriate shift supervisor, building and grounds supervisor, and the Joint Loss Management Committee (JLMC). *Slip, Trip, and Fall Logs* shall be kept in a centralized file or spreadsheet to monitor results, identify emerging trends, and to maintain documentation for potential claims.

Location: _____

Period: _____ to _____

[illegible]

Temporary Alternative Duty Policy Statement

Introduction

In compliance with NH State Law, the Town of Plaistow will consider temporary alternative work opportunities to all employees disabled by a work related injury or illness. As soon as the treating physician has released the employee to lighter duties than the current position requires, subsequent to said injury or illness, the employee may be called upon to return to employment in a temporary alternative position. Employees whose medical condition would permit the use of FMLA may use that leave rather than take the temporary alternative position offered. Such reassignment may include assignment to a different department or position within the Town.

Procedures

The Town of Plaistow Temporary Alternative Duty Program is available for a maximum of twelve (12) weeks. The TAD program is not intended to address those situations wherein the employee has been deemed to be permanently disabled from resuming their previous position.

1. The injured employee will pick up a physician's statement or certificate and a copy of their current job description from the coordinator of the TAD program while reporting the injury. If the nature of the injury is such that emergency care precludes stopping to pick up these forms, the employee shall as soon as possible call the Department Head or Town Manager to request that a certificate and position description be mailed to the treating physician.
2. The employee will have the physician complete the form based on the findings during the initial examination.
3. The employee may return the completed form to the Department Head or Town Manager immediately after seeking medical care.
4. The Department Head or Town Manager will work with the employee, representative and the Department Head to facilitate a safe return to work program.
5. The Department Head or Town Manager or Department Head may contact the treating physician if additional information is necessary.
6. After each subsequent office visit, the employee will bring updated information from the treating physician to the Department Head or Town Manager. A note

will be sufficient in most cases.

7. Additional modifications will be made to the return to work program as required. The Department Head or Town Manager will review the appropriateness of continuing the program or duty assignment.
8. Step 4 through 7 may be repeated until such time as the employee is able to return to their normal position or has been deemed to be permanently disabled.