

# **SAFETY PROGRAM**

## **Town of Raymond**



*PREPARED BY*

### **THE RAYMOND JOINT LOSS MANAGEMENT COMMITTEE**

**ADOPTED BY THE TOWN OF RAYMOND BOARD OF SELECTMEN**

**ON**

*March 2, 2015*

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# Town of Raymond, NH

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## SECTION I INTRODUCTION

It is the policy and responsibility of the Town of Raymond to adopt all reasonably practicable measures:

- To secure the health, safety and welfare of all town employees at their place of work and elsewhere when performing their duties;
- To protect persons who are on Town premises against risk to their health or safety which might arise out of activities in those places;
- To maintain equipment and a safe and healthy place of work.

The governing body and administration of the Town of Raymond recognizes the importance of safety and is committed to providing a workplace for all employees of the Town in which hazards are controlled or eliminated. A Loss Prevention Management Program is designed to prevent accidents and injuries/illnesses and is established jointly between town staff and management representatives. The purpose of the Joint Loss Management Committee shall be to conduct research, develop recommendations, and study and review matters pertaining to occupational safety and health within the Town of Raymond. The committee shall hold regularly scheduled meetings and shall be permitted to hold special meetings whenever necessary. Written minutes of each meeting shall be retained and made available to all Town employees.

The Town of Raymond expects every employee, regardless, of his/her level in the organization to do his/her part in supporting safety. No job or task is important enough to neglect taking the necessary time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everyone. It is also the policy of the Town of Raymond to ensure that all employees are aware of their responsibility regarding health and safety. In this regard, they should become familiar with the Safety Manual developed by the Town of Raymond Joint Loss Management Committee.

Everyone shares the responsibility for the prevention of accidents and should take reasonable care that all procedures used are safely carried out. Any health or safety concerns should be reported to the Joint Loss Management Committee.

**SECTION II**  
**STATEMENT OF SAFETY POLICY**

The Town values the health, welfare and safety of every employee and intends to provide a safe and healthful workplace.

In pledging its full support of the safety process, the Board of Selectmen 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 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 lives.

Employees of the Town of Raymond have a responsibility to themselves, their families, their co-workers and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being and productivity.

### **SECTION III** **RESPONSIBILITIES**

The Board of Selectmen adopted the following as part of the Town's Safety Program:

#### **3.1 The Town Manager of Raymond with the assistance of the Department Heads will:** **(MANAGEMENT)**

- A. Make every effort to ensure that required resources are available to provide a safe and healthful workplace through the funding of safety equipment; personal protective equipment; training courses and materials.
- B. Review and respond to the Joint Loss Management Committee's inspection/recommendation/investigation reports. Ensure participation in training programs as necessary.
- C. 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.
- D. Ensure compliance with State and Federal reporting requirements.
- E. In support of our commitment to equal employment opportunities, free from all forms of unlawful harassment and discrimination, the Town of Raymond prohibits the harassment/discrimination of any employee by another employee. Any employee who harasses/discriminates another employee, citizen or visitor will be subject to discipline up to and including discharge. *(see Harassment/Discrimination Policy - Appendix E).*

#### **3.2 SUPERVISORY PERSONNEL (SUPERVISORS)**

- 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. 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.
- D. 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.
- E. 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.
- F. Use judgment in handling of an emergency. When there is any doubt about the seriousness of an accident/injury emergency, call Town emergency personnel.
- G. Ensure that employees are instructed to immediately notify immediate supervisor when an accident/injury/emergency occurs. Instruction should ensure that employees understand that, in instances where immediate supervisor is not readily available, employees are required to notify Fire and Police.

### **3.3 EMPLOYEES**

- 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 when in Town-owned vehicles.
- F. Operate only machines and equipment that they have been trained to operate.
- G. Immediately notify immediate supervisor when an accident/injury/emergency occurs. If immediate supervisor is not available when an accident/injury/emergency occurs, immediately notify Fire and Police.

**SECTION IV**  
**JOINT LOSS MANAGEMENT COMMITTEE**

**4.1 – PURPOSE**

The purpose of the Joint Loss Management Committee is to provide a cooperative working relationship between the employer and employees in the effort to promote a safe and healthy workplace. The committee's responsibility is as follows:

1. Meet at least quarterly to carry out their duties and responsibilities. Minutes of meetings shall be kept and made available for review by all employees;
2. The committee shall elect a chairperson. The position of chairperson shall be rotated between employee and employer representatives;
3. Develop and disseminate to all employees a committee policy manual;
4. Disseminate to all employees the established goals and objectives of the committee;
5. Review workplace accident and injury data to help establish the committee's goals and objectives;
6. Establish specific safety programs which shall include, but not be limited to, the following;
  - 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;
  - Provisions for health and safety inspections at least annually for hazard identification purposes;
  - Performance audits at least annually regarding the inspection findings; and
  - Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
7. Ensure that the required and necessary safety and health training for employees shall be provided so they may perform their work in a safe and healthy manner and environment.
8. Assist with the identification and definition of temporary, alternate tasks.

Each member of the Committee shall serve a two-year term with one employee and employer representative elected/appointed each year.

**4.2 – JLMC MEMBERS, DUTIES AND RESPONSIBILITIES**

**Who are the members of the Joint Loss Management Committee?**

- An equal number of management and employee representatives must be selected.
- The employer is permitted to select only those persons who represent management.
- The worker's representatives should be selected by the employees' exclusive bargaining representative
- Any residual group of unrepresented employees elect their own representative(s).

**What is the minimum number of members on the committee?**

- Employers with less than 20 employees must have a minimum of 2 representatives:  
1 employer and 1 worker representative.
- Employers with more than 20 employees must have a minimum of 4 representatives:  
2 employer and 2 worker representatives.

**SECTION V**  
**SAFETY RULES AND REGULATIONS**

**5.1 TOWN OF RAYMOND SAFETY POLICIES (attached as Appendix E)**

*These will be amended from time to time as required*

**5.2 BLOODBORNE PATHOGENS—EXPOSURE CONTROL (Raymond's Safety Manual):**

The Town of Raymond recognizes that Town personnel have the potential to encounter infectious individuals and materials through the nature of the service it provides. Examples may include, but are not limited to, individuals with Hepatitis-B, Tuberculosis (TB), Meningitis and the HIV virus. This regulation sets forth the policy and procedures of a program to eliminate or minimize such occupational exposures.

- **Hepatitis-B:** The Center for Disease Control and Prevention (CDC) states that Hepatitis-B Virus (HBV) may survive for at least one week on dried blood on environmental surfaces or contaminated needles and instruments.
- **Tuberculosis:** The Town recognizes the increased presence of this disease in the following area: foreign-born persons from areas of high prevalence of Tuberculosis (TB), residents and employees of long-term institutional settings (nursing homes and correctional facilities), medically underserved populations (poor, homeless, high-risk and ethnic minority groups) injecting drug users, and patients with know HIV infection.
- **Meningitis:** Meningitis is an infection of the fluid surrounding the spinal cord and brain, caused by either a virus or bacteria. Viral meningitis is generally a mild infection that resolves without specific treatment while bacterial meningitis can be quite serious.

This policy applies to all Town personnel. Personnel assigned to the Town Hall, Public Works facility, Library, Parks and Recreation Departments are considered low-risk personnel.

Personnel assigned to Fire and Police are considered high-risk personnel. It is understood that high-risk departments such as Fire and Police will have more detailed plans in place due to the nature of the services they provide.

**5.2.1 Post Exposure Evaluation and Follow Up:** If any person suffers a known or suspected exposure, that individual is responsible for completing the "Employer's First Report of Occupational Injury or Disease (Form 8WC)" as soon as practicable after the incident takes place.

The treating physician is the individual responsible for deciding upon the course of action to be taken based on the documented incident. Many exposures can now be treated by immediate medication administration. These medications should begin to be administered within hours of the exposure, as time is critical.

### **5.2.2 Immunization**

**Hepatitis:** Hepatitis-B is recognized as a pathogen to which employees may be exposed. In light of this, the Town has undertaken a program of offering immunization to high-risk personnel such as Fire and Police to protect them from HBV.

This program consists of three vaccinations and blood work to assure immunity. High-risk town personnel are encouraged to receive the immunization for HBV at no cost to the employee. Those high-risk Town personnel not interested in participating in this program must sign the "Declination Form" stating that they choose not to receive the immunization.

High-risk personnel who initially refuse this vaccination may receive it at any time at no cost to the employee.

HBV vaccinations shall be made available to the employees within 10 days of initial start of hire. If one or more of the statements below is valid, the town is exempt from providing vaccinations:

- The employees has received the complete HBV vaccination series previously,
- Antibody testing shows the employee to be immune,
- The vaccine cannot be given for medical reasons, or
- The employee is determined to be in a low-risk job function.

If the Town claims one of these exemptions, it must be documented in the employee's medical record.

**Tuberculosis:** Tuberculosis (TB) is recognized as a pathogen to which high-risk personnel may be exposed. In light of this, the town has undertaken an annual testing program to evaluate if a high-risk employee has contracted tuberculosis.

The Purified Protein Derivative (PPD) skin test is the only method available for demonstrating infections with M. Tuberculosis; no better diagnostic methods have yet been devised. This test is at no cost to the employees and high-risk employees are encouraged to take advantage of this testing.

The intracutaneous (Mantoux) administration of a measure amount of PPD tuberculin is the best means of detecting infection with M. Tuberculosis. One-tenth milliliter of PPD is injected into the surface of the forearm. Between 48 and 72 hours after the injection, designated trained personnel should read the PPD test. The testing will be available in addition to individual post exposure testing.

### **5.2.3 Risk Reduction**

**Blood borne Pathogens:** The Town has adopted the Center of Disease Control (CDC) Guidelines for standard universal precautions (see Appendix B). Under these guidelines, the following bodily fluids are considered infectious:

- All blood and body fluids,
- Secretions,
- Excretions,

- Mucous membranes,
- Non intact skin, and
- All bodily fluids in situations where it is difficult or impossible to differentiate between body fluids,
- Any unfixed human tissue or organ other than intact skin, living or dead.

The guidelines state that all of the above are to be considered infectious from all persons, both patients and coworkers, and barrier techniques must be employed to prevent parental exposure. Parental exposure is defined as piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

**Tuberculosis:** The early identification of disease in persons with infectious TB is essential. TB should be suspected in all persons who have symptoms consistent with TB:

- productive cough,
- blood in sputum,
- fever,
- night sweats,
- chills,
- fatigue,
- weight loss,
- high fever,
- headache,
- loss of appetite,
- those with confirmed or suspected HIV infection and undiagnosed pulmonary disease.

Precautions should be taken to prevent the airborne transmission of infection until TB is diagnosed and treated or ruled out.

The town has adopted the Center for Disease Control (CDC) guidelines for preventing transmission of tuberculosis (see Appendix C). This includes the implementation of a respiratory protection program of all high-risk personnel. The respiratory protection program requires the use of only High Efficiency Particulate Air (HEPA) or N-95 respirator certified by the National Institute for Occupational Safety and Health (NIOSH). All high-risk personnel must wear these respirators whenever they are in the presence of a person with suspected or confirmed infections. Only place an FDA approved HEPA respirators on a patient. See the personal protective equipment standard for further information on these respirators.

**Meningitis:** Signs and symptoms usually develop 2-10 days from exposure. Frequent signs and symptoms include:

- High fever
- Headache
- Stiff neck in persons over 2 years of age.

Other symptoms may include:

- Nausea,
- Vomiting,
- Discomfort looking into bright lights,
- Confusion,
- Sleepiness, and
- Petechial Rash with Macules or Vesicles.

Infants often present signs and symptoms by looking lethargic and being only irritable. Seizures may manifest if meningitis is not treated. Meningitis is diagnosed by obtaining spinal fluid via a spinal tap. The organism must be identified for correct selection.

**Bacterial Meningitis**—usually treated with antibiotics as quickly as possible. Transmission is via respirator and throat secretions (coughing/kissing). Patients should be kept under droplet isolation for 24 hours. Close contact with a person who has bacterial meningitis may require treatment with antibiotics.

**Viral Meningitis**—usually treated with simple measures to keep the patient comfortable. Transmission is through the fecal-oral route with the source often being a diapered child.

Utilize protective gloves as a barrier. Keep hands away from eyes, nose and mouth. Hand washing for at least 10-second contact with the sick person is the best way to prevent transmission of the disease. Utilize the N-95 Mask for respiratory protection. Clean and disinfect all equipment utilized.

#### **5.2.4 Uniforms**

Home laundering of contaminated uniforms and protective clothing is not allowed since the Town is unable to guarantee that proper procedures are being followed. Contamination could migrate to the homes of employees. Laundering by the Town will be at no cost to the employee. Town employees must wash and/or shower as soon as feasible after being contaminated with any agents listed in this document.

#### **5.2.5 Personal Protective Equipment (PPE)**

The following PPE is available for use by Town employees to reduce the chances of occupational exposures. Such equipment is available at all times without cost to personnel.

**Latex Gloves**—to be worn any time there is a risk of contact with blood substances listed above. It is the policy of this Town that anyone involved in the direct care of patients, must wear gloves. Gloves are to be changed as soon as practical should they become damaged and between contacts with multiple patients if visibly soiled. The town will provide latex gloves in appropriate sizes in accessible locations to its employees. The town will also provide latex free gloves to employees who have latex sensitivities. Gloves shall not be washed and reused.

**Hand Washing**—to be done as soon as possible in the event of glove damage and upon removal of gloves. Hand washing with soap and at least tepid running water must be performed as soon as feasible to adequately wash contaminated material from the skin. Hand washing should be done on each occasion for between 10-15 seconds

**Goggles/Safety glasses**—available for use when there is splash potential. In the event of a splash to the eyes, goggles/glasses should be properly rinsed for any contaminated exposure.

#### **5.2.6 Engineering Controls**

Contaminated broken glass and sharp metal objects are capable of inflicting percutaneous injury and direct inoculation of blood borne pathogens into the blood stream. Such items must

not be picked up directly with the hands. Mechanical methods should be used to clean up such objects.

### **5.2.7 Disposal of Contaminated Material**

Pursuant to the rules established by the New Hampshire Department of Environmental Services (NHDES), "infectious waste" is defined as (pertinent to emergency services)---items saturated and/or dripping with human blood or items that were...and are now caked with dried human blood or blood components, sharp objects that have been used in human care, wastes from human care that were in contact with infectious agents...and discarded medical equipment and parts that were in contact with infectious agents, and biological wastes,...from human who are isolated to protect others from communicable diseases." Items meeting these criteria must be disposed of properly, Contact the Fire Department for assistance with proper disposal.

### **5.2.8 Cleaning and Disinfecting Equipment**

Personnel cleaning potentially contaminated spills or equipment must wear proper personal protective equipment (gloves, goggles). Gross contamination must first be cleaned up using standard cleansers such as anti-bacterial soap and water. Then the area or equipment disinfected using a bleach and water solution. The recommended mixture being no stronger than a 1:10 ratio. This solution must be made as needed and cannot be kept over 24 hours. Any equipment that cannot be fully decontaminated and that must be sent out for repairs must have a specific biohazard label and specify areas of potential contamination prior to being shipped.

### **5.2.9 Information and Training**

This Blood borne Pathogens—Exposure Control plan will be evaluated annually and updated as required. All members of the town shall receive a copy of this plan to advise them of the risks of work, their responsibilities to minimize such risks and document exposures, and the equipment available to them to do so.

All personnel shall receive training in occupational exposures that is updated annually, or in the event of changes in policies or equipment. Such training must be documented in their personnel medical file. If any member has a question about exposure or infectious controls, it should be directed to their immediate supervisor.

## **5.3 SEAT BELTS (Raymond Safety Manual/Town Policy):**

This policy sets forth the policy to protect employees of the Town while operating or as a passenger in a vehicle while on town business including personally owned vehicle being used for Town business. (see Seat Belt Policy - Appendix E)

- (a) All employees while operating or as a passenger in a vehicle while on Town business shall utilize the occupant restraint system (seat belt) which the vehicle has been equipped with.
- (b) The use of seat belts while operating or as a passenger in any vehicle shall be utilized as prescribed by the manufacturer.
- (c) No department head or employee shall take any action to disable or render unusable any seat belt, which comes equipped in any vehicle or equipment that the town owns or operates.

**SECTION VI**  
**DISCIPLINARY POLICY**  
**(Raymond Safety Manual /Personnel Policy 2010)**

All employees are required to make safety and the safety of their co-workers a priority. As a condition of employment, each employee is expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures that are practiced by the Town. The Town will provide adequate safeguards to the maximum extent possible to insure the safety of its employees in the workplace.

**6.1 SAFETY VIOLATIONS**

Employees violating Town safety practices may be disciplined pursuant to the Town's Disciplinary Policy. Employees may be terminated for knowingly following unsafe practices, use of illegal drugs or prohibited alcohol on the job or on Town premises, or other dangerous practices that jeopardize the health and safety of Town employees or visitors. The Town reserves the right to terminate employees for other reasons.

**6.1.1 Corrective Disciplinary Policy**

Corrective discipline is designed to provide a structured way to address performance issues and other problems relating to the employee's work for the Town. The corrective policy is also designed to encourage an employee to improve his/her performance and to address issues and problems.

The provisions of this Section are designed to provide a mechanism for improvement of employee job performance and to maximize communication and understanding between the employee and the Town concerning job performance issues, infractions and discipline. The employee should realize, however, that this section is not designed to require the Town to proceed in the same manner in every instance of job performance issues, infractions or discipline. Rather, the Town must retain flexibility to deal with each situation in a manner it feels is appropriate under the circumstances presented. The Town reserves the right to terminate with or without cause.

**6.1.2 Corrective Discipline Steps**

- (a) Verbal Reminder: This step may be used by department head at any time an employee's actions or performances are determined to be unsatisfactory.

The department head will describe the problem. The employee will be given an opportunity to respond. Following the employee's response, a discussion on possible solutions will take place. A specific decision will be reached regarding what the employee should do and a date for follow up will be set. The department head will review the subsequent disciplinary policy steps with the employee.

- (b) Written Reminder: This step will be implemented by the department head if, after verbal reminder, it is determined adequate positive improvement has not been made. This step may also be used without first using a verbal reminder when the department head and Town Administrator agree.

Prior to the meeting, the department head will prepare the written reminder. A sample of the specific written reminder form is included at the end of the Personnel Policy. The written reminder will include the following information:

- i. A description of the employee's conduct including references to any prior Performance Appraisals or verbal reminders.
- ii. Description of the department head's expectation of future performance or conduct.
- iii. Description of consequences if the performance or conduct is not improved or corrected.
- iv. Description of how the performance or conduct may create a problem for the Town.
- v. Date for review.

The written reminder should be sufficiently specific to apprise the employee of his/her insufficient performance or conduct, expectation of future performance or conduct and consequences of failure to improve or correct. The employee and department head should each sign the written reminder. A witness of equal management level or Town Administrator is to be present at the entire meeting and will witness the employee's signature. If the employee does not wish to sign, the witness will so note and will sign as the witness.

The employee may provide his/her own written response.

Both the Written Reminder and any employee response will be filed in the employee's personnel file.

- (c) Suspension: This step may be used by a supervisor after discussion with the Board of Selectmen. Suspension is defined as a specific period of time off without compensation.

The employee is not permitted to come to work during this time nor have contact with any other employee while the other employee is conducting Town business.

- (d) Special Review or Termination: This step may be used by a supervisor after discussion with Board of Selectmen.

**SECTION VII**  
**ACCIDENT AND INCIDENT**  
**REPORTING AND INVESTIGATION**  
**(Raymond Safety Manual)**

The Town of Raymond recognizes that accidents occur. We, however, are committed to determine the cause of each incident to prevent further occurrences. Our primary goal is to provide a safe work environment for our employees.

All accidents where personal injury results shall be investigated by the injured person's immediate supervisor and reported to the Fire Department immediately. A written report of the investigation shall be provided to the Town Manager and Chairman of the Joint Loss Management Committee within 48 hours of said incident.

All incidents, no matter how small, shall be reported immediately to the employees Department Head and the Town Manager. Such notice shall not take precedence over rendering first aid but shall be accomplished as soon as possible.

All personnel are required to report any injury, no matter how small, to the Finance Director so that the necessary "Employer's First Report of Occupational Injury or Disease, Form 8WC" (*see Appendix A*) is filed promptly. In the event an individual, due to the extent of injury, is unable to file said report with the immediate department head or supervisor shall be responsible for initial filing.

All motor vehicles accidents, whether they involve personal injury or not or property damage results, shall be reported to the Raymond Police Department.

Follow up training shall take place if, because of the inquiry, the accident is found to be the result the employee lacked appropriate skills.

Should it be found through the course of an investigation that a rule, regulation, policy, town ordinance or state law was violated disciplinary action may result.

**SECTION VIII**  
**TRAINING REQUIREMENTS**  
**FOR SAFETY AND HEALTH**  
**(Raymond s Safety Manual)**

The department head or designee shall provide training so that all employees acquire the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. This training shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective equipment and any other equipment necessary. All trainings will be documented, and documentations of those trainings will be kept on record.

Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on safe use of those hazardous chemicals by their department head or designee. When the supervisor who conducts the training is confident that the employee understands the rules, the employee will sign a form indicating that and the form will go into the employee's file.

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

**SECTION IX**  
**EMERGENCY EVACUATION**  
**AND RESPONSE PLANS**

**9.1 PURPOSE**

The purpose of this procedure is to provide guidelines for Town personnel to utilize in handling emergencies or unusual occurrences. An unusual occurrence can be described as an event that goes beyond the normal operational capability of the department. This procedure relates to employees dealing with emergencies such as fire, medical, hazardous materials, or natural disaster.

**9.2 PROCEDURE**

1. The Department Head shall be responsible for training his/her respective personnel the following response/evacuation procedure to unusual occurrences.
2. In the event of fire within a town facility, all occupants shall immediately evacuate the building and notify the fire department. Efforts should be made to close all doors upon leaving the building. Personnel should gather at a point some distance away from the structure and account for all personnel while waiting for emergency personnel to arrive.
3. In the event of a medical emergency, a telephone call shall be made without delay to the 911 center to report the emergency. Those trained in first aid and/or CPR should assist the injured person(s) until arrival of emergency personnel.
4. In the event of a hazardous materials incident/spill, personnel should immediately evacuate the facility and go upwind to a safe location. Emergency personnel should be contacted without delay and site personnel should provide the dispatch center with all necessary information regarding the incident.
5. In the event of a Natural Disaster, the Raymond Emergency Management Director shall be contacted. The Raymond Emergency Management Plan shall be followed.
6. The Raymond Emergency Management Plan is the document supplying necessary instructions to deal with unusual occurrences. A copy will be kept in all facilities.

**SECTION X**  
**SAFETY AND HEALTH COMMUNICATIONS**

All employees are encouraged to suggest safety and health changes to their supervisor, to notify their supervisor of any unsafe conditions or equipment, and to actively participate on the Joint Loss Management Committee. Safety and Health Communication will be as follows:

- Employees shall be provided with a copy of the Safety Program;
- Employees shall have the ability to view posting information such as notification of safety meetings and the minutes of the meetings, and Safety & Health signs and posters.
- Employees shall be encouraged to attend Local Government Center and/or Primex Safety Training Workshops.



**APPENDIX A****Employer's First Report of Occupational Injury or Disease****Please fill out the form completely****(Employee Information)***Name of Injured*

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

SS#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ Other: \_\_\_\_\_

Youth Employment Certificate? \_\_\_\_Y \_\_\_\_N (check one)

Department: \_\_\_\_\_ Occupation when injured: \_\_\_\_\_

Was this his/her regular occupation \_\_\_\_Y \_\_\_\_N (check one)

If not, state regular occupation: \_\_\_\_\_

**To be completed by Finance:**

Wages per hour: \_\_\_\_\_ No. of hrs. worked per day: \_\_\_\_\_

No. of days worked per week: \_\_\_\_\_ Average weekly earnings: \_\_\_\_\_

Date Employment began: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of injury: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(circle one)

Time of injury: \_\_\_\_\_ AM PM

Date Disability Began: \_\_\_\_/\_\_\_\_/\_\_\_\_ Was injured pd in full for day? \_\_\_\_Y \_\_\_\_N  
(check one)

Date Supervisor/Employer was first notified: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Notified: \_\_\_\_\_

Location/Jobsite where accident occurred: \_\_\_\_\_

Street Address Of Location/Jobsite where accident occurred: \_\_\_\_\_

Cause of Accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Accident *(please be descriptive; what employee was doing when injured. PLEASE DO NOT use actual employee names, refer to others as "employee", subject, "he/she", etc.)*

Names of Witness(es):

Phone #: \_\_\_\_\_  
Phone#: \_\_\_\_\_

Part(s) of Body Injured:

\_\_\_\_\_  
\_\_\_\_\_

Estimated length of disability: \_\_\_\_\_

Has injured returned to work? \_\_\_\_Y \_\_\_\_N (check one)

If "Y", what date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

At what occupation/job: \_\_\_\_\_ Returned to Full Duty? \_\_\_\_Y \_\_\_\_N (check one)

Equipment causing injury: \_\_\_\_\_

Were safeguards in place? \_\_\_\_Y \_\_\_\_N (check one)

Was accident caused by employee's failure to use safeguards or follow regulations? \_\_\_\_Y \_\_\_\_N  
(please check one)

Initial Treatment (please check all that apply)

No Medical Treatment \_\_\_\_\_

Care provided by Employer only (on site)

Emergency Care \_\_\_\_\_

Hospitalized \_\_\_\_\_

Other (Outpatient) \_\_\_\_\_

Clinic \_\_\_\_\_

Office Visit \_\_\_\_\_

Other (please specify)

\_\_\_\_\_

Treating Physician: \_\_\_\_\_

Treating Hospital: \_\_\_\_\_



### **Section III – Property Damage (Non- Member) General Liability/Auto Liability**

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---

Phone: (cell):\_\_\_\_\_ (other):\_\_\_\_\_

Other Driver Info:

Name:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Phone: (cell):\_\_\_\_\_ (other):\_\_\_\_\_

**Section IV – Injured (General Liability – Auto Liability)**

Injured:

Name:\_\_\_\_\_

Vehicle:\_\_\_\_\_

*PED:*  
Member

Address:\_\_\_\_\_

Vehicle:\_\_\_\_\_

Other

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Age:\_\_\_\_\_

Phone: (cell):\_\_\_\_\_ (other):\_\_\_\_\_

Injury:\_\_\_\_\_

Extent of

\_\_\_\_\_

\_\_\_\_\_

**Section V – (Witness or Passengers)**

Witness 1:

Name:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Phone: (cell):\_\_\_\_\_ (other):\_\_\_\_\_

Member Vehicle:\_\_\_\_\_

Other Vehicle:\_\_\_\_\_

Other Info: (specify)

\_\_\_\_\_

\_\_\_\_\_

Witness 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (cell): \_\_\_\_\_ (other): \_\_\_\_\_

Member Vehicle: \_\_\_\_\_

Other Vehicle: \_\_\_\_\_

Other Info: (specify) \_\_\_\_\_

---

***\*Once completed, please submit to Deborah Intonti, Human Resource Coordinator, Town Hall, 4 Epping Street, Raymond, or email to: [dintonti@raymondnh.gov](mailto:dintonti@raymondnh.gov)***

## **APPENDIX B**

### **NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES AND REVISED STATUTES ANNOTATED**

#### **CHAPTER LAB600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES**

##### **PART Lab 601 DEFINITIONS**

Section Lab 601.01 Employer Representative

##### **PART Lab 602 SAFETY PROGRAMS**

Section Lab 602. 01 Program Requirements

Section Lab 602.02 Filing Procedures

##### **PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES**

Section Lab 603.01 Purpose

Section Lab 603.02 Establishment of Joint Loss Management Committee

Section Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee

Section Lab 603.04 Duties and Responsibilities of the Employer

#### **CHAPTER LAB1400 SAFETY AND HEALTH OF EMPLOYEES**

##### **PART Lab 1401 SCOPE OF RULES**

##### **PART Lab 1402 DEFINITIONS**

##### **PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH**

#### **NH REVISED STATUTES ANNOTATED**

RSA 277, Safety & Health of Employees

RSA 277A, Employees Right to Know

RSA 281-A:64, Safety Provision

RSA 155-A, State Building Codes

## **APPENDIX C**

### **SAFETY SUMMARY FORM**

#### **STATE OF NEW HAMPSHIRE DEPARTMENT OF LABOR**

PO BOX 2076  
CONCORD, NH 03302-2076  
FAX (603) 271-2668

#### **SAFETY SUMMARY FORM FOR JANUARY 1, \_\_\_\_\_**

COMPANY

NAME: \_\_\_\_\_

COMPANY

ADDRESS: \_\_\_\_\_

COMPANY LOCATIONS (Included in this form:) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

STANDARD INDUSTRIAL CODE (SIC CODE): \_\_\_\_\_ FED. ID. #: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

- 1) List potential safety and health hazards of your company.
- 2) Who is responsible for your inspections and how often are they done?
- 3) List the members of your company's joint loss management committee by name and job title. Please indicate which members represent the employer and those which represent employees, identify chairperson.

**JLMC Members:** Chief Kevin Pratt, Chair (Emergency Management, Fire Department & Forestry), Kevin Hammond (Union-Public Works Department), Craig Sykes (Non-Union Public Works), Deborah Intonti (Non-Union Town Office), Renee Shavel, (Prosecution Secretary), Lt. Mike Labell (in place of Police Chief), Craig Wheeler, (Town Manager), Linda Hoelzel (Library), Peter Newcomb, Chairman (Non-Union Fire Department), Bill Wyner (Non-Union Dispatch).

- 4) Specify your emergency response procedures.
- 5) Identify person(s) by name and title responsible for safety and health instruction for your employees and your joint loss management committee.
- 6) Identify person(s) by name and title qualified to take corrective actions on safety and health hazards.
- 7) Indicate your policy to communicate safety and health concerns with the activities of sub-contractors or outside service providers, when, or if utilized.
- 8) Summarize your disciplinary policy with regard to violations of your safety and health policies.

9) Summarize your policy for providing adequate resources dedicated to safety.

10) How are employees provided access to your safety and health policies?

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Date

**NH COMPANY LOCATIONS**

NAME

STREET

CITY


## **APPENDIX D**

### **SAFETY & HEALTH ASSISTANCE RESOURCES**

New Hampshire Department of Labor  
PO Box 2076  
Concord, New Hampshire 03302-2076  
Tel. (603) 271-6850 or (603) 271-7822

Occupational Safety & Health Consultation Service  
New Hampshire Department of Environmental Services  
29 Hazen Drive  
Concord, New Hampshire 03301  
Tel. (603) 271-2024

Safety & Health Council of New Hampshire  
163 Manchester Street, Suite D  
Concord, New Hampshire 03301  
Tel. (603) 228-1401

# TOWN OF RAYMOND

## SAFETY POLICIES

### CHAPTER Lab 1400 SAFETY AND HEALTH OF EMPLOYEES

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

#### PART Lab 1401 SCOPE OF RULES

**Lab 1401.01 Scope.** This rule is intended to carry out the intent of RSA 281-A:64 and RSA 277:16 by establishing procedures and rules for workplace safety inspections.

**Lab 1401.02 Applicability.** These rules shall be applicable to all public employees' workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased by the state of New Hampshire or by any political subdivision of the state, including all places used in connection with employee activity at a place of employment in the State. The following requirements shall not preclude compliance with RSA 155-A, the State Building Code, or other state or federal laws, rules, regulations, or codes. If a conflict should arise between these rules and any other applicable law, rule, regulation or code, these rules shall not supersede the more protective requirements.

#### PART Lab 1402 DEFINITIONS

**Lab 1402.01 "Competent person"** means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

**Lab 1402.02 "Confined space"** means a space that meets the following criteria:

- (a) Large enough and so configured that an employee can bodily enter and perform assigned work;
- (b) Has limited or restricted means for entry or exit;
- (c) Is not designed for continuous employee occupancy; and
- (d) Is potentially hazardous because it:
  - (1) Contains or has a potential to contain a hazardous-atmosphere;
  - (2) Contains a material that has the potential for engulfing an entrant;
  - (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
  - (4) Contains any other recognized serious safety or health hazard.

Lab 1402.03 "Fixed location" means all buildings, offices, garages, or other permanent structures which serve as a regular place of employment.

Lab 1402.04 "Flagger" means all personnel, including uniformed police officers, who conducts temporary traffic control (TTC) on roads where 2 lanes of vehicle traffic have been reduced to one lane.

Lab 1402.05 – 1402.09 - EXPIRED.

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Chapter Lab 1400 SAFETY & HEALTH OF EMPLOYEES

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

Part Lab 1400 SCOPE OF RULES

Section Lab 1401.01 Scope

Section Lab 1401.02 Applicability

#### **PART Lab 1402 DEFINITIONS**

Section Lab 1402.01 Competent Person

Section Lab 1402.02 Confined Space

Section Lab 1402.03 Fixed Location

Section Lab 1402.04 Flagger

#### **PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH**

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Section Lab 1403.03 Abrasive Grinding

Section Lab 1403.04 Accident Reporting & Record  
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Section Lab 1403.05 Aerial Lift

Section Lab 1403.06 Air Tools

Section Lab 1403.07 Belt Sanding Machines

Section Lab 1403.08 Bloodborne Pathogens

Section Lab 1403.09 Chains, Cables, Ropes &  
Hooks

Section Lab 1403.10 Chipguards

Section Lab 1403.11 Compressed Air Use

Section Lab 1403.12 Compressed Gas Cylinders

Section Lab 1403.13 Concrete, Concrete Forms &  
Shoring

Section Lab 1403.14 Confined Space Entry

Section Lab 1403.15 Crane & Derricks

Section Lab 1403.16 Disposal Chutes

Section Lab 1403.17 N/A (*Dockboards*)

Section Lab 1403.18 Ergonomics

Section Lab 1403.19 Excavating & Trenching

Section Lab 1403.20 Exits

Section Lab 1403.21 Fall Protection

Section Lab 1403.22 Flagger

Section Lab 1403.23 Flammables and  
Combustibles

Section Lab 1403.24 Floor Openings & Open  
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Section Lab 1403.25 Forklift Trucks & Powered  
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Section Lab 1403.26 Guards

Section Lab 1403.27 Hand Tools

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Section Lab 1403.30 Hygiene & Sanitation

Section Lab 1403.31 N/A (*Jointers*)

Section Lab 1403.32 Ladders

Section Lab 1403.33 Lasers

Section Lab 1403.34 Liquidified Petroleum Gas  
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Section Lab 1403.36 Machine Guarding

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### *Administrative Rules for Safety and Health Town of Raymond*

Chapter Lab 1400 SAFETY & HEALTH OF EMPLOYEES

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

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Section Lab 1403.68 Welding in Confined Spaces  
Section Lab 1403.69 Wire Ropes, Chains, &  
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*Additional Town of Raymond Safety Policies:*

AED Response Procedure Policy

Hands Free Policy (*eff. July 1 2015*)

Seatbelt Policy

Slip/Trip/Fall Policy

Vehicle Backing Policy

# Town of Raymond

## Safety and Health Requirement Policy

### 1. Purpose

- To ensure that both employees and the employer take all necessary steps to ensure safe work practices and a safe work place.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.01, Safety and Health Requirements.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace and work practices to identify any hazardous conditions causing or likely to cause death or serious physical harm to employees.
  2. Take all necessary measures to eliminate those conditions causing or likely to cause death or serious physical harm to employees.
  3. Train employees to recognize and avoid unsafe conditions and in the rules applicable to their work environment to control or eliminate any hazard or other exposure to illness or injury.
  4. Investigate any unsafe conditions in the workplace reported by employees within a reasonable amount of time.
- **Employee shall:**
  1. Follow all State of New Hampshire Department of Labor Administrative Rules for Safety and Health applicable to their own work practices.
  2. Not use any machinery, tool, material or equipment that does not comply with State of New Hampshire Department of Labor Administrative Rules for Safety and Health.
  3. Inform the employer of any unsafe conditions or work practices in the workplace.

### 3. Procedural Overview

- **Hazard Assessment:**
  1. Observe an employee performing a specific job and break it down step by step.
  2. Review each step with the employee to confirm the accuracy of the analysis.
  3. Examine each step in the job sequence to determine the hazards involved or those that might occur.
  4. Review each step with the employee performing the job to determine whether the job could be performed in a different manner to eliminate hazards.
  5. Add or eliminate steps to the job, including adding of safety equipment, to reduce or eliminate the hazards involved with the job.
  6. Record the results of the hazard assessment and the procedures involved with each job for employee reference.

# Town of Raymond

## Abrasive Blasting Policy

### 1. Purpose

- To protect employees from hazards associated with abrasive blasting operations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.02, Abrasive Blasting.

### 2. Responsibilities

- **Employer shall:**
  1. Provide blast-cleaning nozzles with an operating valve that can be held open manually.
  2. Provide a support on which the nozzle shall be mounted when not in use.
  3. Train employees in the correct use of blast-cleaning enclosures.
  4. Provide employees with all Personal Protective Equipment necessary to safely perform abrasive blasting operations.
- **Employee shall:**
  1. Mount blast-cleaning nozzles when not in use.
  2. Use air supply positive-pressure respirators when performing abrasive blasting operations in a booth.
  3. Turn on exhaust ventilation in abrasive blasting enclosures prior to their occupancy by a worker.

### 3. Procedural Overview

- **Before blasting operation:**
  1. Switch on exhaust ventilation in blasting enclosure.
  2. Don air-supply positive-pressure respirator and any other Personal Protective Equipment required by the employer according to manufacturer guidelines.
- **Blasting operation:**
  1. Remove blasting nozzle from mount.
  2. Perform desired work in blasting enclosure.
- **After operation:**
  1. Remount blasting nozzle when finished.
  2. Exit blasting enclosure.
  3. Switch exhaust ventilation off.
  4. Remove respirator and other PPE.

# Town of Raymond

## Abrasive Grinding Policy

### 1. Purpose

- To protect employees from hazards involved with using abrasive grinding wheels and equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.03, Abrasive Grinding.

### 2. Scope

- This procedure applies only to fixed location bench and floor standing abrasive grinding machinery.
- Wheels used while within the material being ground and mounted wheels used in portable operations (2 inches in diameter and smaller) are exempt from requirements of this policy.

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that grinding machines are properly installed.
  2. Ensure that grinding machines are equipped with safety guards consistent with this policy.
- **Employee shall:**
  1. Only use abrasive grinding machinery if all safety guards are in place; these include:
    - a) Guards that cover spindle end, nut, and flange projections;
    - b) Guards that protect the employee's face from flying particles ejected from work material;
    - c) Work rest, which must be adjusted within 1/8 inch from the grinding wheel and firmly attached.
  2. Wear eye protection any time an abrasive grinding wheel is in use.

### 4. Procedural Overview

- **Abrasive grinding workstation set-up:**
  1. Firmly attach all bench and floor standing abrasive grinding equipment to the surface which they sit.
  2. Ring test all abrasive grinding wheels by tapping the wheel surface with a metal object
    - a) If the wheel makes a ringing sound it is acceptable for use;
    - b) If it fails to ring, it is damaged and shall be disposed of.
  3. Attach abrasive grinding wheel to machinery in accordance with the manufacturer's recommendation.
  4. Adjust guards to protect spindle end, nut and flange projections.
  5. Adjust guards so that 65 degrees or less from the horizontal plane of the wheel spindle is exposed.

## Town of Raymond Abrasive Grinding Policy

6. Adjust guards so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch.
7. Attach rigid work rest within a maximum clearance of 1/8 inch from the grinding wheel.

- **Abrasive grinding machinery use:**

1. Wear eye protection.
2. Check security of all guards.
3. Check security of the work rest and assure that its maximum clearance is 1/8 inch from grinding wheel.
4. Turn on grinding machine and perform work task.
5. Turn off power when work task is completed.

- ~~Abrasive grinding machinery maintenance:~~

1. *<Enter name or position>* will be responsible for ring testing grinding wheels and checking maintenance of guards every *<enter time increment>*.

### 5. Personal Protective Equipment

- Personal protective equipment typically required for this operation includes but may not be limited to:
  - o Safety glasses/goggles
  - o Face shield

# Town of Raymond

## Accident Reporting Requirements and Record Keeping Policy

### 1. Purpose

- To ensure that all accidents in the workplace are reported immediately and to the proper authorities.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.04 Accident Reporting Requirements and 1403.49, Record Keeping.

### 2. Responsibilities

- **Employer shall:**
  1. Record all accidents occurring in the workplace no matter how serious.
  2. Report all accidents which are fatal to one or more employees, or which result in the hospitalization of 3 or more employees, to the commissioner of labor within 8 hours of its occurrence. Notification of such accidents will be given by telephone by calling the New Hampshire Department of Labor at (603) 271-6297 or (603) 271-6850.
  3. Post emergency telephone numbers for ambulance service, hospital, or physician next to every telephone throughout the facility for use in the event of an emergency.
  4. Keep a log of all injuries and illnesses sustained by employees in the workplace. (See Appendix A)
    - The loss shall include:
      - a. Date of injury
      - b. Name of injured employee
      - c. Occupation
      - d. Injury/Illness Description
      - e. Lost time status
      - f. Date of return to work
  5. Keep records available for use by NHDOL inspectors upon request.
- **Employee shall:**
  1. Report all accidents immediately to employer (supervisor) no matter how serious.
  2. Report accidents that happen to yourself, and those to which you are a witness, using <Employer> accident reporting form.



# Town of Raymond

## Aerial Lift Policy

### 1. Purpose

- To protect employees from hazards associated with the use of aerial lifts.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.05, Aerial Lifts.

### 2. Scope

- This policy does not apply to fire fighting apparatus (ladders, towers, platforms).

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that all vehicle mounted aerial lift equipment in the workplace is in accordance with American National Standards Institute (ANSI) A92.2-1979, "Vehicle-Mounted Elevating and Rotating Aerial Platforms."
  2. Ensure that all hoses affecting the nonconductive characteristics of equipment are made of nonconductive material and that hydraulic fluids for insulated equipment are of the insulating type.
  3. Ensure that rated load capacities for aerial lift equipment is conspicuously posted.
  4. Provide employees who work on aerial lifts with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
  5. Train employees who operate aerial lift equipment in safe operating procedures.
- **Competent Person (Supervisor) shall:**
  1. Perform a visual inspection and operational check in accordance with the manufacturer's and owner's instructions.
- **Employee shall:**
  1. Survey the area in which aerial lifts will be used for hazards such as overhead power lines.
  2. Operate aerial lifts according to section 4 of this policy.
  3. Check the rated load capacity posted on the lift prior to loading of tools and equipment.

### 4. Procedural Overview

- **Lift Operation-**
  1. When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.

## Town of Raymond Aerial Lift Policy

2. An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation.
3. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
4. During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less.
5. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

### 5. Personal Protective Equipment

- Personal Protective Equipment typically required for aerial lift operations include but may not be limited to:
  1. Protective hardhat with di-electric properties.
  2. Fall protection full body harness (not a waist belt!)
  3. Shock Protective bucket liner

# Town of Raymond

## Air & Pneumatic Powered Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of air and portable pneumatic powered tools.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.06, Air Tools and 1403.45, Portable Pneumatic Powered Tools.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all pneumatic powered tools are equipped with safety guards to prevent accidental disconnection of tools from their air supply.
  2. Provide eye protection for all employees engaged in the use of portable pneumatic and air tools.
- **Employee shall:**
  1. Only use tools that are properly connected to their air supply and secured to the hose or whip with a mechanical conductor.
  2. Only use pneumatic impact tools with safety clips or retainers.
  3. Use all air powered tools at manufacturer's safe operating pressure.
  4. Always wear eye protection when using air powered or pneumatic tools.

### 3. Procedural Overview

- **Air-powered tool set-up and use-**
  1. Put on eye protection.
  2. Check connectors, tools and hoses for recommended manufacturer operating pressure.
  3. Attach tool to air supply or hose.
  4. Secure safety clips or retainers to prevent attachments from being accidentally expelled.
  5. In the case of a hose exceeding 1/2 inch inside diameter, install a pressure release device at the air source or branch line to reduce pressure in case of hose failure.
  6. Turn on air supply only as high as recommended manufacturer operating pressure.
  7. Perform work task.
  8. Turn off air supply.
  9. Release excess pressure in hose and tool.
  10. Detach tool from hose.

### 4. Personal Protective Equipment

- Personal Protective Equipment typically required for this operation but may not be limited to:
  1. Safety glasses or safety goggles.



# Town of Raymond

## Machine Guarding Policy

### (Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

#### 1. Purpose

- To protect employees from the hazards associated with machine operation.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.07, Belt Sanding Machines; 1403.26, Guards; 1403.31, Jointers; 1403.36, Machine Guarding; 1403.37, Machinery in a Fixed Location; 1403.38, Mechanical Power Presses; 1403.51, Revolving Drums.

#### 2. Responsibilities

- **Employer shall:**
  1. Evaluate all machinery in the workplace to determine if any hazards are present which may endanger or cause injury to employees.
  2. Take necessary measures to guard any machine part, function or process that may cause injury.
  3. Ensure that machinery designed for use in a fixed location is anchored to prevent walking or moving during normal operation.
- **Employee shall:**
  1. Operate machinery only when all necessary machine guards are in place and working correctly.
  2. Must not remove any machine guard unless authorized to do so and has appropriately de-energized equipment.
  3. Report all missing and malfunction machine guards to employer immediately upon discovery.

#### 3. Procedural Overview

- **Machine Hazard Evaluation:**
  1. All of the following hazardous motions and actions must be safeguarded:
    - a) Rotating (including in-running nip-points);
    - b) Reciprocating;
    - c) Transversing;
    - d) Cutting;
    - e) Punching;
    - f) Shearing; and
    - g) Bending.
- **Machine Guard Requirements:**
  1. All machine guards shall:
    - a) Prevent hands, arms, or any other part of a worker's body or clothing from coming in contact with dangerous moving parts;
    - b) Be secure so that they may not be easily removed or tampered with;
    - c) Protect objects from falling into moving parts of machinery;
    - d) Not create any new hazards due to its construction;
    - e) Not cause any interference for the machine process or the operator;and

# Town of Raymond

## Machine Guarding Policy

### (Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

- f) Allow for safe lubrication.
- 2. The following types of safeguards are acceptable forms of protection against the hazards of machinery operation:
  - a) Fixed, interlocked, adjustable and self adjusting guards;
  - b) Presence-sensing, pullback and restraint devices;
  - c) Restraints;
  - d) Safety trip, two-handed and two-hand trip safety controls;
  - e) Gates;
  - f) Location and Distance;
  - g) Automatic and semi-automatic feeding machinery;
  - h) Automatic and semi-automatic ejection machinery; and
  - i) Any other method that protects against the hazards of machinery operation.

- **Special Provisions:**

- 1. Guards for mechanical power transmission equipment must be made of metal or other rigid material.
- 2. Wood guards may be used in the wood working and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.
- 3. Any machinery designed for use in a fixed location must be securely anchored to prevent walking or moving during normal operation.
- 4. Mechanical Power Press Provisions
  - a) Point-of-operation guards must be used to prevent entrance of fingers or hands into the point-of-operation by reaching around, through, over and under the guard.
  - b) Guards must be placed over the treadle of foot-operated presses.
  - c) On presses with pedal counterweights must have the path of travel of the weight enclosed.
  - d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.
- 5. Revolving Drum Provisions
  - a) Revolving drums, barrels, or containers must be guarded by an interlocked guard that prevents the drum from revolving unless the guard enclosure is in place.
- 6. Jointer Provisions
  - a) Hand fed jointers with a horizontal cutting head shall have:
    - I. An automatic guard which shall cover the section of the head on the working side of the fence or cage;
    - II. A guard that covers the back of the cage or fence; and
    - III. A guard that automatically adjusts itself to cover the unused portion of the head and that remains in the contact with the material at all times.

# Town of Raymond

## Blood Borne Pathogens Policy

### 3. Procedural Overview

- **Protection measures when responding to a medical emergency:**
  1. Before attending to a victim medically, don the following personal protective equipment:
    - a) Single use disposable gloves, such as surgical or examination gloves;
    - b) Wash hands after removal of exam gloves and wear eye protection when blood or other potentially infectious material might be splashed.
    - c) Eye and face protection to protect from splashed body fluids.
  2. Attend to victim and perform needed medical measures.
  3. Clean up and dispose of contaminated sharps and dressings as outlined below.
- **Clean-up of blood or any other potentially infectious material:**
  1. Before cleaning up any human blood or other potentially infectious material don the following personal protective equipment:
    - a) Single use disposable gloves such as surgical or examination gloves;
    - b) Eye and face protection to protect from splashed body fluids.
  2. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
  3. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
  4. Once all the absorbent and body fluid(s) are scooped up, dispose of the device(s) into the same container.
  5. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
  6. Dispose of used bandages, gauze, linens and all other items that come in contact with blood or other potentially infectious materials.
  7. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing).
- **Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids:**
  1. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
  2. Do not suck or "force bleed" the exposed area.
  3. Report the exposure to your supervisor.
  4. Fill out appropriate forms, which may include:
    - For Fire, Police, EMS, Corrections:
      - a. Emergency Response/Public Safety Worker Incident Report Form
      - b. First Report of Injury
    - For Others:
      - a. First Report of Injury

# Town of Raymond

## Blood Borne Pathogens Policy

### 1. Purpose

- To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.
- 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 where the potential exists for contact with blood or other potentially infectious material.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.08, Blood Borne Pathogens.

### 2. Responsibilities

- Employer shall:

1. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
2. Identify job classifications where some employees have exposure based on certain tasks.
3. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
4. Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other blood borne pathogens).
5. Supply first aid and potentially infectious material clean-up kits that contain:
  - a) One time use disposable gloves such as surgical or examination gloves;
  - b) Eye/face protection to protect the face against splashing of body fluids;
  - c) Material to absorb blood or other potentially infectious material;
  - d) Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
  - e) Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
  - f) Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.
  - g) Waterless, disinfectant hand cleaners

- Employee shall:

1. Respond to all situations involving blood or other human body fluids with universal precautions (treat all blood and body fluids as if known to be infectious for HIV, HBV or other blood borne pathogens).
2. Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials.

# Town of Raymond

## Chain, Cable, Rope and Hook Policy

### 1. Purpose

- To protect employees from the hazards associated with damaged or improperly used chains, cables, ropes and hooks.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.09, Chains, Cables, Ropes and Hooks.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all damaged chains, cables, ropes and hooks are replaced upon discovery of damage or wear.
  2. Ensure that employees are trained to recognize worn and damaged chains, cables, ropes and hooks according to manufacturers guidelines.
- **Employee/Competent Person shall:**

Visually inspect chains, cables, ropes and hooks on a daily basis before use.

Remove from service any chain, cable rope or hook meeting criteria in section 3 (inspection criteria).

Install any U-bolt wire rope clips in accordance with manufacturers guidelines.

### 3. Procedural Overview

- **Chain, Cable, Rope and Hook Inspection Criteria-**
  1. Must be visually inspected, before use for deformation, cracks, excessive wear, twists and stretch and defective gears.
  2. Remove from service any equipment meeting the above criteria for disposal or repair.
- **Crawler, Locomotive and Truck Crane Hoist Rope Provisions-**
  1. Must be free of kinks or twists.
  2. Must not be wrapped around the load.
- **U-bolt provisions-**
  1. U-bolt wire rope clips on hoist ropes must be installed so that the U-bolt is in contact with the short or no-load-carrying end of the rope. The saddle portion of the bolts shall be on the load-carrying end.
  2. U-bolts must be installed according to manufacturers guidelines.
  3. Nuts on newly installed clips shall be retightened after the first hour of use.

# Town of Raymond

## Compressed Air Use & Chip guards Policy

### 1. Purpose

- To protect employees from the hazards associated with use of compressed air for cleaning purposes.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.10, Chip guards, and 1403.11, Compressed Air Use.

### 2. Scope

- This policy does not apply to concrete form or mill scale, or to areas where compressed air is used in fixed processes, such as attached to a machine.

### 3. Responsibilities

- **Employer:**
  1. Shall equip all processes involving compressed air for cleaning use with *chip guards* to protect employees against flying chips or other such hazards.
  2. Shall ensure that *compressed air* used for cleaning does not exceed 30 psi.
- **Employee:**
  1. Shall not perform any operation or process involving compressed air for cleaning use without the use of a chip guard in place.
  2. Shall not remove a chip guard from machinery unless authorized to do so.
  3. Shall not use compressed air for cleaning at pressures higher than 30 psi.

### 4. Personal Protective Equipment

- Personal Protective Equipment typically required for use with compressed air includes but may not be limited to:
  1. Safety Glasses/Goggles
  2. Hearing Protection (Muffs or Plugs)

# Town of Raymond

## Compressed Gas Cylinder

### 1. Purpose

- To protect employees from hazards associated with compressed gas cylinder use and storage.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.12, Compressed Gas Cylinders.

### 2. Responsibilities

- **Employer shall:**
  1. Provide an area for compressed gas cylinder storage meeting the following requirements:
    - a) Oxygen cylinders separate from fuel gas cylinders or combustible materials by a minimum distance of 20 feet; or
    - b) By a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.
  2. Train employees on proper use and storage.
- **Employee shall:**
  1. Ensure that valve protection caps are in place whenever compressed gas cylinders are transported, moved or stored, whether full or empty. When in use, utilize caps that accommodate regulators such as hinged covers.
  2. Ensure that cylinder valves are in the closed position when work is finished and when cylinders are empty or moved.
  3. Ensure that compressed gas cylinders are in an upright and secure position except for short periods of time when cylinders are being carried or hoisted.
  4. During actual welding operation:
    - a) Cylinders must be kept far enough away so that sparks, hot slag or flame will not reach them; or
    - b) Protected by a fire resistant barrier; or
    - c) When the previous are impractical, fire resistant shields shall be provided, as required by NFPA 51B (Appendix A).
  5. Not use compressed gas for cleaning purposes.

### 3. Procedural Overview

- **Compressed Gas Cylinder Storage:**
  1. Turn cylinder valve to "closed" position after use.
  2. Secure valve protection cap.
  3. Store cylinder in a secure and upright position.
  4. Separate oxygen and fuel cylinders by distance (20 ft) or by a non-combustible barrier with a fire-resistance rating of at least 1/2 hour.

# Town of Raymond

## Compressed Gas Cylinder

- **Moving Compressed Gas Cylinders:**
  1. Turn cylinder valve to "closed" position.
  2. Secure valve protection cap.
  3. Move cylinder to desired location (it may be laid down for carrying or hoisting).
  4. Secure cylinder in an upright position.
- **Cylinder use in welding:**
  1. Set up cylinder(s) in an upright and secure position far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so the sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields must be used.
  2. Turn cylinder valve to "open" position.
  3. Perform welding or cutting operation.
  4. Turn cylinder valve to "closed" position.
  5. Store cylinder(s) in a secure and upright operation.

# Town of Raymond

## Concrete, Concrete Forms and Shoring Policy

### 1. Purpose

- To protect employees from the hazards associated with concrete form and shoring work.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.13, Concrete, Concrete Forms and Shoring.

### 2. Responsibilities

- **Employer shall:**
  1. Provide employees protection from impalement on reinforcing steel (re-bar).
  2. Provide rotating-type manual guided concrete troweling machines with deadman-type operating controls.
  3. Provide drawings or plans of jack layout, formwork, shoring, working decks and scaffolding systems at the jobsite.
- **Employee shall:**
  1. Must eliminate impalement hazards before working above vertically protruding reinforcing steel.
  2. Must safely install shoring to support loads before concrete placement.
  3. Must follow guidelines for jack layout, formwork, shoring, working decks, and scaffolding systems identified in drawings available at worksite.



# Town of Raymond

## Confined Space Entry Policy

### 1. Purpose

- To protect workers from hazards associated with Confined Space Entry.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.14, Confined Space Entry and 1403.68, Welding in Confined Spaces.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the New Hampshire Department of Labor Standard 1402.02. (See Appendix B)
  2. Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
  3. Train all involved employees in safe confined space entry operations.
  4. Assign a minimum of 2 employees to entry operations.
- **Supervisor shall:**
  1. Ensure that an entry permit is accurately completed before allowing entry into a confined space.
  2. Continually evaluate the entry and remove entrants should condition warrant.
- **Employee shall:**
  1. Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically, this is done by "cracking" a cover or partially opening a door.
  2. Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
  3. Follow procedures outlined for entrants and attendants outline in 3. Procedural Overview.

### 3. Procedural Overview

- **Before Entry:**
  1. Determine if it is safe to open the space for eventual entry (i.e.: open manhole cover).
  2. Evaluate atmospheric hazards of confined space by first testing the internal atmosphere with a correctly calibrated direct reading instrument in this order:
    - a) Oxygen content;
    - b) Flammable gases and vapors; and
    - c) Potentially toxic air contaminants.
  3. If the confined space has been determined to have a hazardous atmosphere:
    - a) Eliminate the hazardous atmosphere before entry through the use of forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.

## Town of Raymond Confined Space Entry Policy

4. Identify and effectively control any physical hazards including, but not limited to:
    - a) Material with potential to engulf an entrant;
    - b) Internal configuration which could cause an entrant to become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross-section; and
    - c) Fall hazards.
    - d) Electrical hazards (or other energy sources).
  5. Establish means of communication between the employee entering the space and the space attendant (i.e.: face-to-face, radio or other appropriate means).
  6. Determine which types of PPE the entrant(s) should use based on hazards identified.
  7. Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (i.e. Tripod with retrieval mechanism and full body harness).
  8. Complete the Confined Space Evaluation form (permit) based on 1-7 above. (See Permit Appendix C)
- **During Entry:**
    1. Attendant-
      - a) One employee shall remain directly outside the space throughout the duration of the entry; and
      - b) Remains in constant contact with the entrant.
    2. Entrant-
      - a) Enters space wearing appropriate personal protective equipment; and
      - b) Remains in constant contact with the attendant
    3. Communication-
      - a) Continual communication must occur between entrant and space attendant.
      - b) In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.
    4. Air monitoring-
      - a) Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
      - b) In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.
    5. Ventilation-
      - a) If the space contained a hazardous atmosphere, forced air ventilation, making inert or flushing shall remain throughout the duration of the entry procedure.
      - b) In the event these measures fail, the entrant shall be retrieved from the space immediately using the designated rescue procedures.
  - **After entry:**
    1. Replace the entrance cover securely.
    2. Document the entry procedures using the confined space evaluation form. (See permit Appendix C)

# Town of Raymond

## Confined Space Entry Policy

### 4. Welding Provisions

- While ventilation cannot be effectively ventilating from air supplied respirators or have mask approved by (MSHA) Mine Safety and Health Administration shall be used.
- If an (IDLH) Immediately dangerous to Life and Health situation is created, (SCBA's) Shelf Contained Breathing Apparatus shall be used.
  1. Personnel using SCBA's shall be specifically trained in the use of SCBA's being used.
- Oxygen shall never be used for ventilation.



# Town of Raymond

## Crane and Derrick Policy

### 1. Purpose

- To protect employees from hazards associated with crane and derrick operation
- To ensure compliance with New Hampshire Department of Labor Standard 1403.15, Cranes and Derricks.

### 2. Scope

- The requirements specified in this standard for crane operation near power lines shall not apply where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

### 3. Responsibilities

- **Employer shall:**
  1. Comply with all manufacturer's specifications and limitations for Equipment use.
  2. Ensure that employees receive proper training prior to operating cranes.
  3. Ensure that rated load capacities, recommended operating speeds and special hazard warnings or instructions are conspicuously posted on all equipment. These postings must be visible from the operator's station.
- **Employee/Competent Person shall:**
  1. Visually inspect all equipment prior to its use, correcting any deficiencies.
  2. Not use any crane or derrick if a discovered problem cannot be fixed.
  3. Barricade all accessible areas within the swing radius of the rear of the rotating superstructure to prevent other workers from being struck or crushed by the crane.

### 4. Procedural Overview

- **Before Crane Operation:**
  1. Perform visual inspection of crane.
  2. Correct deficiencies if necessary.
  3. Identify all power lines and other electrical sources within the operating zone of the crane.
- **During Crane Operation:**
  1. Operate the crane according to rated load capacities, recommended operating speeds, and special hazard warnings or instructions identified by the manufacturer and posted in a location visible from the operator's station.

## Town of Raymond Crane and Derrick Policy

2. Cranes shall be operated so that no part or load is:
  - a) Within 10 feet of a line rated 50 kV or below;
  - b) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV, or;
  - c) Within twice the length of the line insulator, but never less than 10 feet.

# Town of Raymond

## Disposal Chute Policy

### 1. Purpose

- To protect against hazards associated with exterior disposal of materials from heights of more than 20 feet.
- To protect against hazards associated with interior disposal of material through floor openings.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.16, Disposal Chutes.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that employees install disposal chutes according to the specifications identified in section 3 of this policy.
- **Employee shall:**
  1. Install disposal chutes according to the specifications identified in section 3 of this policy.
  2. Cease from vertical disposal of debris until disposal chutes are properly installed.

### 3. Procedural Overview

- **Before Debris Disposal:**
  1. Install an enclosed disposal chute whenever materials are dropped more than 20 feet to any exterior point of a building.
  2. When debris is dropped through holes in the floor without the use of chutes, the area where the material is dropped shall be enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edges of the opening above.
  3. Post warning signs of the hazard of falling materials at each level.
- **Before Terminating Work:**
  1. Remove daily to limit fire spread potential.

# Town of Raymond Ergonomic Policy

## 1. Purpose

- To protect employees from ergonomic hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.18, Ergonomics.

## 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace for ergonomic hazards using job hazard analysis.
  2. Address any complaint made by employees that suggests the presence of ergonomic hazards in the workplace.
  3. Correct any ergonomically related problem in the workplace that has been determined to be the source of employee injuries and illnesses.
  4. Provide training for employees who might be subject to ergonomic exposures.
- **Employee shall:**
  1. Report all ergonomic related injuries and illnesses using the <Employer> accident reporting procedures.

# Town of Raymond

## Excavating and Trenching Policy

### 1. Purpose

- To protect employees from hazards associated with excavating and trenching.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.19, Excavating and Trenching.

### 2. Responsibilities

- **Employer shall:**
  1. Before excavation begins, contact utility companies to determine if there are underground utility installations in that area.
  2. Ensure that underground utilities are identified and marked prior to excavation.
  3. Supply employees with trench protective systems when necessary.
- **Competent Person (Supervisor) shall:**
  1. Inspect and evaluate the condition of all trenches and excavations prior to permitting employees to enter.
  2. Perform inspection at the beginning or each day and at least 3 to 4 times during the operation thereafter.
  3. Cease operation when weather or other conditions may affect the integrity of trench or excavation.
  4. Continue trenching or excavation operations once the conditions have been made safe according to the guidelines identified in section 3 of this policy.
  5. Evaluate proximity of trenching operations to retaining walls, utility poles, and other objects that may need support to prevent collapse or undermining.
- **Employee shall:**
  1. Follow the applicable procedures identified in section 3 of this policy.

### 3. Procedural Overview

- **Before Excavation or Trenching Operation-**
  1. Contact utility companies to determine if there are any underground utility installations in that area.
  2. Identify and mark underground utility installations prior to operations.
  3. Competent person must inspect and evaluate the condition of trench or excavation prior to permitting employees to enter.

## Town of Raymond Excavating and Trenching Policy

- During Excavation or Trenching Operation-
  1. Competent person must inspect and evaluate the trench or excavation 3 to 4 times during the work day.
  2. Use a trench protective system (e.g. trench box) or sloping of the ground to the appropriate angle of repose when walls and faces of trenches and excavations are 5 feet or more deep, or when, regardless of depth, there is a danger of cave in or moving ground.
  3. Trenches 4 feet deep or more must have adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
  4. When employees are required to enter a trench or excavation, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
  5. Support retaining walls, utility poles, or other objects which could collapse or undermine if not properly supported.
  6. Wear/use appropriate personnel protective equipment.

### 4. Personal Protective Equipment

- Personal Protective Equipment typically required for this operation includes but may not be limited to:
  - o Hardhat
  - o Safety Footwear
  - o Gloves

# Town of Raymond

## EXTREME WEATHER CONDITIONS POLICY

Statement
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The goal of this Policy is to minimize the detrimental effects of excessive heat or extreme cold exposure on Town employees who are required to work outdoors or within indoor environments with elevated temperatures and or extreme cold temperatures. Effective measures to prevent heat/cold stress vary by work unit, job duties and the work environment.

### Heat Stress:

**Climatic and environmental conditions** that affect the risk of heat-related disorders are air temperature and humidity, air movement, and the temperature of surrounding surfaces which affects radiant heat exchange.

**Demands of the work** influence the stress on the temperature regulation system. Individual responses to a given workload vary but, as an employee expends more energy, the body's internal metabolic heat production rises. This increases stress on the cardiovascular system to regulate body temperature (i.e., by increasing blood flow to skin). Work-related factors that influence heat stress include work rate, level of physical effort, and duration of activity.

**Clothing** characteristics such as insulation, permeability, weight, fit and ventilation affect the body's ability to regulate internal temperatures. Other factors that may increase the risk of heat-related disorders include additional equipment, the use of a respirator, or other personal protective equipment (PPE).

**Personal characteristics** such as age, weight, previous heat stress injury, underlying medical conditions (e.g., diabetes, cardiovascular disorders, chronic pulmonary disease, and thyroid disorders), medication use, and overall health and physical fitness contribute to an employee's susceptibility of contracting a heat-related illness.

Working in an environment with heat stress not only increases the risk for specific heat related conditions such as heat exhaustion and heat stroke, but also increases the risk for other adverse events. A study conducted by NIOSH (National Institute for Occupational Safety and Health) links the signs of heat stress (e.g., lower mental alertness and physical performance) to an increase in workplace accidents.

### Cold Stress:

**Climatic and environmental conditions** that affect anyone working in a cold environment may be at risk of cold stress. Cold stress can be encountered in these types of work environment. A cold environment forces the body to work harder to maintain its temperature. Whenever temperatures drop below normal and wind speed increases, heat can leave your body more rapidly. Wind chill is the temperature your body feels when air temperature and wind speed are combined. For example, when the air temperature is 40°F, and the wind speed is 35 mph, the effect on the exposed skin is as if the air temperature was 28°F.

**Demands of the work** influence the stress on an individual. Some workers may be required to work outdoors in cold environments and for extended periods, for example, snow cleanup crews, police officers and emergency response and recovery personnel, like firefighters, and emergency medical technicians.

**Clothing/Protective Clothing** - Wearing the right clothing is the most important way to avoid cold stress. The type of fabric also makes a difference. Cotton loses its insulation value when it becomes wet. Wool, on the other hand, retains its insulation even when wet. The following are recommendations for working in cold environments.

- Wear at least three layers of clothing:
  - 1) An outer layer to break the wind and allow some ventilation (like Gortex® or nylon),

- 2) A middle layer of down or wool to absorb sweat and provide insulation even when wet, and
- 3) An inner layer of cotton or synthetic weave to allow ventilation

- Special attention should be given to protecting your feet, hands, head, and face. Your head should be covered (up to 40% of your body heat can be lost when your head is exposed). Fingers and hands lose their dexterity at temperatures below 59°F. Find gloves that will allow you to perform the tasks you need to perform and remember to put dry gloves on if your gloves get wet.
- Wear insulated boots or other footwear.
- Keep a change of dry clothing available in case work clothes become wet.
- Do not wear tight clothing. Loose clothing allows better ventilation.

**Personal characteristics** - in a cold environment, most of the body's energy is used to keep the internal core temperature warm. Over time, the body will begin to shift blood flow from the extremities (hands, feet, arms, and legs) and outer skin to the core (chest and abdomen). This shift allows the exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia. Combine this scenario with exposure to a wet environment, and trench foot may also be a problem. The most common cold induced illnesses/injuries are Hypothermia, Frostbite and Trench Foot.

## Responsibility

### Administrative Responsibilities:

***Employers should train workers*** on how to prevent and recognize heat/cold stress illnesses and injuries and how to apply first aid treatment. Workers should be trained on the appropriate engineering controls, personal protective equipment and work practices to reduce the risk.

***Employers should provide engineering controls.***

Cold Temperatures: see below

Extreme Heat Temperatures: see below

***Employers should use safe work practices.*** For example, it is easy to become dehydrated in cold weather. Employers, therefore, can provide plenty of warm sweetened liquids to workers. Avoid alcoholic drinks. If possible, employers can schedule heavy work during the warmer part of the day. Employers can assign workers to tasks in pairs (buddy system), so that they can monitor each other for signs of cold stress. Workers can be allowed to interrupt their work, if they are extremely uncomfortable. Employers should give workers frequent breaks in warm areas. Acclimatize new workers and those returning after time away from work, by gradually increasing their workload, and allowing more frequent breaks in warm areas, as they build up a tolerance for working in the cold environment. Safety measures, such as these, should be incorporated into the relevant health and safety plan for the workplace.

### Prevention and Engineering Controls/Heat Exposure:

- 1) Supervisors should CALL 911.
- 2) Make available evaporative cooling towels/headbands
- 3) Have available cool drinking water for employees
- 4) Administer first aid remedies such as ice packs, cool water and moving employee to a shaded, cool area

### Prevention and Engineering Controls/Cold Exposure:

- 1) Supervisor should CALL 911
- 2) Move employee into a warm/dry area
- 3) Recognize the environmental and workplace conditions that may be dangerous.
- 4) Learn the signs and symptoms of cold induced illnesses and injuries. (Hypothermia, Frostbite, Trench Foot)

### **Hypothermia**

*Hypothermia occurs* when body heat is lost faster than it can be replaced and the normal body temperature (98.6°F) drops to less than 95°F. Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F), if a person becomes chilled from rain, sweat, or submersion in cold water.

#### **Symptoms of hypothermia**

- Mild symptoms:
  - An exposed worker is alert.
  - He or she may begin to shiver and stomp the feet in order to generate heat.
- Moderate to Severe symptoms:
  - As the body temperature continues to fall, symptoms will worsen, and shivering will stop.
  - The worker may lose coordination and fumble with items in the hand, become confused and disoriented
  - He or she may be unable to walk or stand, pupils become dilated, pulse and breathing become slowed, and loss of consciousness can occur. A person could die if help is not received immediately.

#### **What can be done for a person suffering from hypothermia?**

- Call 911 immediately in an emergency; otherwise seek medical assistance as soon as possible.
- Move the person to a warm, dry area.
- Remove wet clothes and replace with dry clothes, cover the body (including the head and neck) with layers of blankets; and with a vapor barrier (e.g. tarp, garbage bag). Do **not** cover the face.
- If medical help is more than 30 minutes away:
  - Give warm sweetened drinks if alert (no alcohol), to help increase the body temperature. Never try to give a drink to an unconscious person.
  - Place warm bottles or hot packs in armpits, sides of chest, and groin. Call 911 for additional rewarming instructions.
- If a person is not breathing or has no pulse:
  - Call 911 for emergency medical assistance immediately.
  - Treat the worker as per instructions for hypothermia but be very careful and do not try to give an unconscious person fluids.
  - Check him/her for signs of breathing and for a pulse. Check for 60 seconds.
  - If after 60 seconds the affected worker is not breathing and does not have a pulse, trained workers may start rescue breaths for 3 minutes.
  - Recheck for breathing and pulse, check for 60 seconds.
  - If the worker is still not breathing and has no pulse, continue rescue breathing.
  - Only start chest compressions per the direction of the 911 operator or emergency medical services\*
  - Reassess patient's physical status periodically.

\*Chest compression are recommended only if the patient will not receive medical care within 3 hours.

### **Frostbite**

*Frostbite* is an injury to the body that is caused by freezing of the skin and underlying tissues. The lower the temperature, the more quickly frostbite will occur. Frostbite typically affects the extremities, particularly the feet and hands. Amputation may be required in severe cases.

#### **Symptoms of frostbite?**

- Reddened skin develops gray/white patches.
- Numbness in the affected part.
- Feels firm or hard.
- Blisters may occur in the affected part, in severe cases.

#### **What can be done for a person suffering from frostbite?**

- Follow the recommendations described above for hypothermia.
- Do not rub the affected area to warm it because this action can cause more damage.

- Do not apply snow/water. Do not break blisters.
- Loosely cover and protect the area from contact.
- Do not try to rewarm the frostbitten area before getting medical help; for example, do not place in warm water. If a frostbitten area is rewarmed and gets frozen again, more tissue damage will occur. It is safer for the frostbitten area to be rewarmed by medical professionals.
- Give warm sweetened drinks, if the person is alert. Avoid drinks with alcohol.

### **Trench foot?**

*Trench Foot* or immersion foot is caused by prolonged exposure to wet and cold temperatures. It can occur at temperatures as high as 60°F if the feet are constantly wet. Non-freezing injury occurs because wet feet lose heat 25-times faster than dry feet. To prevent heat loss, the body constricts the blood vessels to shut down circulation in the feet. The skin tissue begins to die because of a lack of oxygen and nutrients and due to the buildup of toxic products.

### **Symptoms of trench foot?**

- Redness of the skin, swelling, numbness, blisters

### **What can be done for a person suffering from immersion foot?**

- Call 911 immediately in an emergency; otherwise seek medical assistance as soon as possible.
- Remove the shoes, or boots, and wet socks.
- Dry the feet.

### **Extreme Heat:**

During the warm season, supervisors should closely monitor their staff to ensure that the work units' Safety Policy is being followed and evaluate if any additional measures are needed. Provide detailed information to their employees on:

- Recognition of heat stress and risk factors.
- Preventive measures that will be used during periods of exposure to excessive heat. The choice of effective preventive measures will depend on the work being done, the work environment, and the people doing the work.
- Fluid replacement.
- How an employee can determine if s/he is experiencing the signs and symptoms of heat stress (i.e., self-monitor).
- Cool water/ice should be immediately available to any employee who is required to work outdoors or within indoor environments with excessively hot temperatures.

### Employee's Responsibility/Procedures:

Employees who work outdoors or within indoor environments with elevated temperatures have the following responsibilities.

- Learn the signs and symptoms of heat stress, as well as risk factors.
- Take extra care if you are at high risk. You may be at increased risk if you are older or overweight, you overexert, you have a chronic medical condition including diabetes, heart or lung disease, thyroid disease or high blood pressure. If you take medications, you should check with your doctor to see if you are at increased risk because of the effects of these medications.
- Follow the preventive measures listed in Town of Raymond Safety Manual.
- Take time to acclimate to heat and humidity. A heat wave is stressful to your body. You will have a greater tolerance for heat if you limit physical activity until you become accustomed to it.

- Stay hydrated by drinking small amounts of cool water frequently, to relieve thirst and maintain adequate urine output.
- Wear appropriate clothing. Choose lightweight, light-colored, loose-fitting clothing.
- Pace yourself. Start slowly and pick up the pace gradually.
- Monitor yourself for the signs and symptoms of heat-related illness, described above.
- When working in the heat, monitor the condition of your co-workers. Ask your coworker to do the same for you.
- Promptly report to your supervisor any known or suspected unsafe conditions, or unsafe procedures.

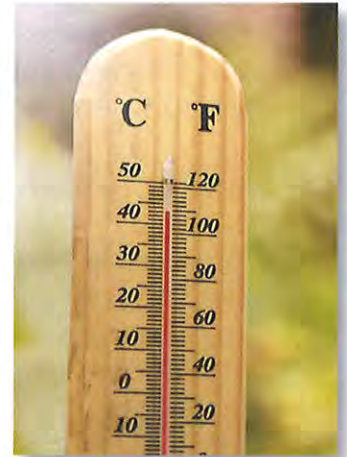
Disorder	Signs	Symptoms
Dehydration	<ul style="list-style-type: none"> <li>• Loss of work capacity</li> <li>• Delayed response to stimuli</li> </ul>	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Weakness</li> <li>• Dry Mouth</li> </ul>
Heat Exhaustion	<ul style="list-style-type: none"> <li>• High pulse rate, confusion, anxiety</li> <li>• Profuse sweating</li> <li>• Low blood sugar</li> <li>• Pale face, or flushed</li> <li>• Body temperature increase below 104 degrees F</li> <li>• Excessive thirst, decreased urine output</li> </ul>	<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Weakness</li> <li>• Blurred vision</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Nausea</li> <li>• Loss of Appetite</li> </ul>
Heat Rash	<ul style="list-style-type: none"> <li>• Skin eruptions</li> </ul>	<ul style="list-style-type: none"> <li>• Itching skin, prickly sensation</li> </ul>
Heat Stroke	<ul style="list-style-type: none"> <li>• Red face</li> <li>• Mental status changes such as disorientation, confusion or irritability</li> <li>• Hot, dry skin</li> <li>• Erratic behavior</li> <li>• Collapse</li> <li>• Shivering</li> <li>• Body temperature above 104 F</li> </ul>	<ul style="list-style-type: none"> <li>• May be the same as those for heat exhaustion</li> </ul>
Heat Cramps	<ul style="list-style-type: none"> <li>• Incapacitating pain in muscle</li> </ul>	<ul style="list-style-type: none"> <li>• Muscle cramps (abdominal / lower extremities)</li> <li>• Fatigued muscles</li> </ul>
Heat Syncope	<ul style="list-style-type: none"> <li>• Brief fainting or near fainting behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Blurred vision</li> </ul>



# Heat-Related Injury

## PRIMEX<sup>3</sup> RISK MANAGEMENT BULLETIN

Hot summer weather and humidity pose additional challenges for those who work outside. A major concern are heat-related injuries that occur when temperatures rise into the 80's and 90's. However, even lower temperatures may also cause concern for those performing strenuous activities, such as firefighters and highway workers. Supervisors need to be mindful of high temperatures and the work being performed to ensure the well being of their workers. Recreation supervisors and those overseeing parks, beaches, pools, ball fields and other facilities where staff, children or adults are exercising in the summer heat need to be watchful for heat-related injuries. Training is essential to provide first aid when such injuries occur.



Everyone is at risk when temperatures rise above 90 degrees, but the elderly and very young are most susceptible to heat and heat-related illnesses which can cause serious injury and even death if untreated. Symptoms include nausea, dizziness, flushed or pale skin, heavy sweating, and headaches. Victims of heat-related illness should be moved to a cool place, given cool water to drink and ice packs or cool wet cloths applied to the skin. If a victim refuses water, vomits or loses consciousness, call 9-1-1 immediately!

### Heat-Related Terms:

- **Heat Wave:** More than 48 hours of high heat (90° F or higher) and high humidity (80% relative humidity or higher) are expected.
- **Heat Index:** A number in degrees Fahrenheit that tells how hot it really feels with the heat and humidity. Exposure to full sunshine can increase the heat index by 15° F.
- **Dehydration:** A major contributing factor to heat-related injuries. Under normal conditions the body loses about one gallon of fluid a day through sweating, breathing and going to the bathroom. When you engage in strenuous activity the amount of fluid loss greatly increases. If you get into a dehydrated state, you are weak, dizzy, profoundly exhausted and can have problems thinking clearly.
- **Heat Cramps:** Heat cramps are muscular pains and spasms due to heavy exertion. They usually involve the abdominal muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps.
- **Heat Exhaustion:** Less dangerous than heat stroke. It typically occurs when people exercise heavily or work in a warm, humid place where body fluids are lost through heavy sweating.
- **Fluid Loss:** Causes decreased blood flow to the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate as it should, possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled properly. Signals include cool, moist, pale, flushed or red skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature will be near normal.

# Heat-Related Injury (continued)

## PRIMEX<sup>3</sup> RISK MANAGEMENT BULLETIN

- **Heat Stroke:** Also known as sunstroke, heat stroke is life-threatening. The victim's temperature control system which produces sweating to cool the body stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Signals include hot, red and dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high — sometimes as high as 105° F.

### Preventing Heat-Related Illness

- **Dress for the Heat.** Wear lightweight, light colored clothing. Light colors will reflect away some of the sun's energy. It is also a good idea to wear hats. While shorts may seem beneficial too, be careful not to sacrifice the safety afforded by long pants. There is no evidence to support that shorts help to lower body temperature.
- **Drink Water.** Carry water or sports drink with you and drink continuously even if you do not feel thirsty. Avoid caffeine which dehydrates the body. Avoid using salt tablets unless directed to do so by a physician.
- **Eat Small Meals and Eat More Often.** Avoid high-protein foods, which brings about increased metabolic heat.
- **Slow down.** Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4 and 7 a.m. Plan work schedules accordingly.
- **Monitor Strenuous Activity.** Ensure that rehabilitation facilities are established for firefighters working in heavy turnout gear. Supervisors should closely monitor the condition of each person working under high heat conditions.
- **Monitor Athletic Participants.** Coaches and recreation supervisors should be conscious of high temperatures and plan activities to ensure that heat-related injuries do not occur. They should also be prepared to rapidly respond to signs of heat emergencies. Scheduling water and rest breaks is essential.
- **Wear Sunscreen.** Sunburn affects your body's ability to cool down and can make you dehydrated. If you must go outdoors, protect yourself from the sun by wearing a wide-brimmed hat, sunglasses, and by putting on sunscreen with SPF 15 or higher, 30 minutes prior to going outside. Continue to reapply it according to the package directions. **TIP:** Look for sunscreens that say "broad spectrum" or "UVA/UVB protection" on their labels. These products work best.



### General Care for Heat Emergencies

- ✓ Cool the Body
- ✓ Give Fluids
- ✓ Minimize Shock

## Heat-Related Injury (continued)

### PRIMEX<sup>3</sup> RISK MANAGEMENT BULLETIN

#### Heat Cramps or Heat Exhaustion

Move the person to a cooler place and have him or her rest in a comfortable position. If the person is fully awake and alert, give a half glass of cool water every 15 minutes. Do not let him or her drink too quickly. Do not give liquids with alcohol or caffeine, as they can make conditions worse. Remove or loosen tight clothing and apply cool, wet cloths such as towels or wet sheets. Call 9-1-1 if the person refuses water, vomits or loses consciousness.

#### Heat Stroke

Heat stroke is a life-threatening situation! Help is needed fast. Call 9-1-1! Do not give victim anything to eat or drink if they are not fully alert. Move the person to a cooler place. Quickly cool the body. Wrap wet sheets around the body and fan the surrounding air. If you have ice packs or cold packs, wrap them in a cloth, placing one on each wrist and ankle, in the armpits and on the neck to cool the large blood vessels. (Do not use rubbing alcohol because it closes the skin's pores and prevents heat loss.) Watch for signals of breathing problems and make sure the airway is clear. Keep the person lying down.



#### Additional Information:

- American Red Cross: [www.redcross.org](http://www.redcross.org)
- US Occupational Safety and Health Administration: [www.osha.gov](http://www.osha.gov)

For more information, please contact your Primex<sup>3</sup> Risk Management Consultant at 800-698-2364 or email [RiskManagement@nhprimex.org](mailto:RiskManagement@nhprimex.org).



**The Wind Chill Index and Flag Colors.**

WINDSPEED		TEMPERATURE(F)									
CALM	CALM	40	35	30	25	20	15	10	5	0	
KNOTS	MPH	EQUIVALENT CHILL TEMPERATURE									
3 to 6	5	35	30	25	20	15	10	5	0	-5	
7 to 10	10	30	20	15	10	5	0	-10	-15	-20	
11 to 15	15	25	15	10	0	-5	-10	-20	-25	-30	
16 to 19	20	20	10	5	0	-10	-15	-25	-30	-35	
20 to 23	25	15	10	0	-5	-15	-20	-30	-35	-45	
24 to 28	30	10	5	0	-10	-20	-25	-30	-40	-50	
29 to 32	35	10	5	-5	-10	-20	-30	-35	-40	-50	
33 to 36	40	10	0	-5	-15	-20	-30	-35	-45	-55	
		CAUTION					DANGER				

**Working Practice Guidance in Cold Environment.**

Wind Chill Condition	Precautions and Hourly Work/ Warming Cycle
Standard	Limit outdoor operations with water (vehicle/aircraft washing), wear gloves and appropriate layers of clothing, avoid heavy sweating, change wet clothes immediately, and implement the 'buddy' system. 50 MINUTES WORK/10 MINUTES WARMING
Caution	Follow Standard precautions, wear mittens not gloves and total body protection*. 40 MINUTES WORK/20 MINUTES WARMING
Danger	Follow Standard and Caution actions. 30 MINUTES WORK/30 MINUTES WARMING

Note: Warming must be in an indoor, heated environment.

\*Total Body Protection - Wear appropriate layers and All Purpose Environmental Clothing System (APECS). Protect head, face and hands. Cover exposed flesh.



# Town of Raymond

## Fall Protection Policy

### 1. Purpose

- To protect workers from injuries associated with elevated falls.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.21, Fall Protection and 1403.65 Wall Openings.

### 2. Scope

- This policy does not apply to stairways, ladders, scaffolds, cranes or steel erection.

### 3. Procedural Overview

- **Employer shall:**
  1. Provide employees with proper equipment to ensure protection against elevated fall hazards.
  2. Ensure the use of fall protection systems by employees to protect against elevated fall hazards.
- **Employee shall:**
  1. Evaluate work site for walking/working surfaces with an unprotected side or edge presenting an elevated fall hazard 6 feet or more above a lower level.
  2. Establish and use of fall protection systems in any of the following work situations:
    - a) Hoist areas;
    - b) Holes;
    - c) Formwork and reinforcing steel;
    - d) Ramps;
    - e) Runways and walkways;
    - f) Excavations;
    - g) Bricklaying;
    - h) Working above dangerous equipment;
    - i) Roofing work;
    - j) Precast concrete erection;
    - k) Wall openings; and
    - l) Other walking/working surfaces.

### 4. Personal Protective Equipment

- **Hazard Evaluation:**
  1. Before work commences during any of the above listed work situations, the site must be inspected for elevated fall hazards 6 or more feet above a lower level.

## Town of Raymond Fall Protection Policy

2. Any walking/working surface with an unprotected side or edge meeting the above height requirement is considered a hazard from which employees should be protected.
  3. Wall openings from which there is a drop of more than 6 feet, and where the bottom of the opening less than 3 feet above the wall surface, shall be guarded.
  4. If the work site or situation meets any of the previous requirements, see Selection of Fall Protection Equipment.
- Selection of fall protection equipment:
    1. Select fall protection equipment based on hazards present.
    2. Use guardrail systems, safety net systems or personal fall arrest systems to protect against fall hazards specified in this procedure.
    3. When using personal fall arrest systems, components should be used according to manufacturer's guidelines.

### 5. Personal Protective Equipment

- o Full body harness. Waist belts are not permitted.
- o Fall arrest system
- o Hard hat
- o Gloves

## Town of Raymond Slip/Trip & Fall Prevention



If you notice a hazard,  
**ACT**

This pamphlet is designed to help employers identify potential slip, trip and fall hazards found in the workplace and prevent these types of injuries from occurring. Preventing slip, trip and falls requires a combination of management practices, hazard identification and correction, as well as personal responsibility. This pamphlet will guide you to preventing serious injuries.

## Slips



A slip occurs when there is too little friction or traction between your footwear and the floor surface. In most slip events where a worker is walking, the worker's heel on the front foot slips forward as the individual is transferring weight causing the worker to fall backwards. Common contributing Causes for slips include:

- Wet or dry contamination on the floor
- Loose unsecured rugs or mats
- Walking surfaces that do not have the same degree of traction
- Water dripping from clothes or umbrellas when raining or spills

### Preventions

- Clean up spills or contaminates immediately
- Apply appropriate mats to increase traction in entryways or high risk areas
- Place a standard fold up wet floor sign when needed
- Wear appropriate footwear

## Trips



Injuries can also result from trips caused by obstacles, clutter, materials and equipment in aisles, corridors, entrance ways and stairwells. Proper housekeeping in work and traffic areas is still the most effective control measure in avoiding the proliferation of these types of hazards. This means having policies or procedures in place and allowing time for cleaning the area, especially where scrap materials or waste is a by-product of the work operation.

### Preventions

- Keep work areas, passageways, storerooms and service areas clean and orderly
- Avoid stringing cords, cables or air hoses across hallways or in any designated aisle.
- In office areas, avoid leaving boxes, files in aisles.
- Encourage safe work practices such as closing file cabinet drawers after use and picking up loose items from the floor.
- Conduct periodic inspections for slips and trip hazards.

## Falls



### Wear Proper Shoes

The shoes you wear can play a big part in preventing falls. Shoelaces need to be tied correctly. Whenever a fall-related injury is investigated, the footwear needs to be evaluated to see if it contributed to the incident. Employees are expected to wear footwear appropriate for the duties of their work tasks.



### Create and Maintain Proper Lighting

- Poor lighting in the workplace is associated with an increase in accidents.
- Use proper illumination in walkways, staircases, ramps, hallways, basements, construction areas and dock sites.
  - Keep work areas well lit and clean
  - Upon entering a darkened room, always turn on the light first
  - Keep poorly lit walkways clear of clutter and obstructions
  - Keep areas around light switches clear and accessible
  - Repair fixtures, switches and cords immediately if they malfunction.

## Proper Housekeeping is a Routine

- **Plan ahead** – know what needs to be done, who's going to do it.
- **Assign Responsibilities** – Assign a specific person or group of workers to clean up, and encourage workers to pick up and clean up after themselves
- **Implement a Program** – Establish housekeeping procedures as part of the daily routine.



## Reduce Wet and Slippery Surfaces

Walking surfaces account for a significant portion of injuries reported by State agencies. The most frequently reported types of surfaces where these injuries occur include:

- Parking lots
- Sidewalks (or lack of)
- Food Preparation Areas
- Shower stalls in residential dorms
- Floors in general

Traction on **Outdoor Surfaces** can change considerably when weather conditions change. Those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic. Traction control procedures should be constantly monitored for their effectiveness.

- Keep parking lots and sidewalks clean and in good repair condition
- When snow and ice are present, remove or treat these elements. In some extreme cases, it may be necessary to suspend use of the area
- Use adhesive striping material or anti-skid paint whenever possible.

**Indoor Surface** control measures can help reduce the incidence of slips and falls.

- Use moisture-absorbent mats with beveled edges in entrance areas and will not slide.
- Display "Wet Floor" signs as needed
- Clean up spills immediately and create a procedure for these areas.
- Use proper area rugs or mats for food preparation areas

# Town of Raymond

## Flagperson Policy

### 1. Purpose

- To protect employees from hazards associated with worksites on or adjacent to highways or streets.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.22, Flag person.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that at worksites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, that a flag person is provided.
  2. Provide appropriate training to any employee who may serve as a traffic flagger.
  3. Provide designated flag person(s) with highly visible warning garment with retro-reflective striping while flagging, and ANSI Type 2 vest at a minimum is recommended. An ANSI Type 3 garment is suggested for night time flagging.
  4. Provide additional reflective warning garments or devices to flag persons for nighttime flagging.
  5. Provide the flag person with a combination Stop/Slow paddle at least 18 inches in width and letters that are at least 6 inches in height.
- **Employee/Flag person shall:**
  1. Wear provided warning garments provided by employer at times designated to do so.
  2. Erect adequate "Flagger Ahead" warning signs.
  3. Use flags and/or paddles as instructed.

### 3. Additional Reference

- Manual on Uniform Traffic Control Devices (MUTCD)



# Town of Raymond

## Flammable and Combustible Policy

### 1. Purpose

- To protect employees from the hazards associated with the use, storage and handling of flammable and combustible liquids.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.23, Flammables and Combustible.
- To assist in compliance with sections of the National Fire Protection Association Code on Flammable and Combustible Liquids (NFPA 30).

### 2. Responsibilities

- **Employer shall:**
  1. Provide correct storage containers for flammable and combustible liquids used in the workplace.
  2. Have procedures in place to respond to the spill of flammable and combustible liquids.
  3. Provide a suitable fire control device or portable fire extinguisher at locations where flammable or combustible liquids are stored.
  4. Post conspicuous and legible signs that prohibit smoking in any area where refueling or servicing of containers containing flammable or combustible liquids takes place.
  5. Institute engineering, administrative or work practice controls to eliminate ignition hazards in areas where flammable or combustible liquids are handled, stored or used. Sources of ignition include but are not limited to:
    - a) Open flames;
    - b) Lightning;
    - c) Smoking;
    - d) Cutting and welding;
    - e) Hot surfaces;
    - f) Frictional heat;
    - g) Static;
    - h) Heat-producing chemical reactions; and
    - i) Radiant heat.
  6. Provide a portable fire extinguisher designated at least 6# BC within 75 feet of any refueling area.
- **Employee shall:**
  1. Handle, store and use flammable and combustible liquids according to manufacturer's guidelines and employer's policy.
  2. Only store flammable and combustible liquids in containers designed for that purpose.

### 3. Procedural Overview

- **Container requirements:**
  1. Portable containers in excess of one-gallon capacity shall have a self-closing lid and a pressure relief device.

## Town of Raymond Flammable and Combustible Policy

2. Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.
  3. Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected or bonded.
- **Outside storage:**
    1. Outside storage areas shall be graded in such a manner to divert spills away from buildings or other exposures, or be surrounded with curbs or dikes at least 6 inches high with appropriate drainage to a safe location for accumulated liquids.
  - **Inside storage room requirements:**
    1. Be of fire resistive construction;
    2. Be liquid tight where walls join the floor;
    3. Have approved self-closing fire doors at all openings, at least 4 inch sills;
    4. Have ramps or depressed floors or open integrated trench which drains to a safe location;
    5. Have a ventilation system that provides at least six air changes within the room per hour; and
    6. In areas used for storage of Class I liquids, electrical wiring approved for use in hazardous locations.
  - **Other**
    1. Specific guidance and information can be obtained by contacting the authority having jurisdiction which is typically the local fire department.

# Town of Raymond

## Floor Openings and Open Sides Policy

### 1. Purpose

- To protect employees from hazards associated with floor openings and open stairway sides.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.24, Floor Openings and Open Sides.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all floor openings and open railing sides are adequately guarded according to the specifications listed in section 3 of this policy.
- **Employee shall:**
  1. Ensure that cover plates, removable rails and hinged floor openings are appropriately placed both during and after work in the opening.

### 3. Procedural Overview

- **Stairways and Ladder ways:**
  1. Standard railings must be installed on all open sides except at the entrance.
  2. Entrance to ladder way openings must have a guard to prevent a person from walking directly into the opening.
- **Hatchways and Chutes:**
  1. Must be guarded by a hinged floor opening cover.
  2. Must be equipped with:
    - a) standard railings leaving only one exposed side; or
    - b) a removable railing with toe board on not more than 2 sides and fixed standard railing with toe boards on all other exposed sides.
- **Other Floor Openings:**
  1. Floor openings into which persons can accidentally walk must be guarded by:
    - a) A standard railing with standard toe board on all exposed sides; or
    - b) A floor opening cover capable of supporting at least twice the weight of employees, equipment and materials that might be imposed on these covers at any one time.
  2. Covers must be secure to prevent accidental displacement.
  3. Covers must be marked with the word "hole" or "cover" to provide warning of the hazard.



# Town of Raymond

## Forklift and Powered Industrial Truck Policy

### 1. Purpose

- To protect employees from the hazards associated with the operation of forklift trucks and other powered industrial trucks.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.25, Forklift Trucks and Powered Industrial Trucks.

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of forklifts and powered industrial trucks.
  2. Ensure that all employees operate forklifts and powered industrial trucks in a safe manner.
- **Employee shall:**
  1. Receive proper training before operating a forklift or powered industrial truck.
  2. Conduct a pre-trip inspection before driving a forklift or powered industrial truck.
  3. Communicate any hazards or unsafe conditions associated with the truck.
  4. Report accidents or property damage caused or involving forklifts or powered industrial trucks.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall stop and sound horn at any blind intersection that presents the possibility of collision with another forklift, workers, etc.
  2. Palletized material shall not be pushed into trailers or across floors.
  3. Stunt driving and horseplay is strictly prohibited.
  4. Drivers must slow down for wet or slippery floors.
  5. Driver will not proceed if visibility is obscured by the load.
- **Loading:**
  1. Only stable or safely arranged loads shall be handled.
  2. Only loads within the rated capacity of the truck shall be handled.
  3. No more than (2) pallets of material may be stacked for transporting.
  4. No more than (1) pallet material shall be handled while loading or unloading from storage areas.
  5. Truckers and/or Highway trucks shall be braked and/or chocked placed under the wheels to prevent rolling dump loading operations.
- **Inspection:**
  1. Employees are required to perform pre-trip inspections prior to operating a forklift or powered industrial truck using the pre-trip inspection form. (See Appendix D)

## Town of Raymond

### Forklift and Powered Industrial Truck Policy

2. Any forklift or powered industrial truck that does not pass all points of pre-trip inspection must be removed from service until an authorized person can properly repair it.

# Town of Raymond

## Hand Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of hand held tools and hand held power tools.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.27, Hand Tools.

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of all hand tools including those furnished by employees.
  2. If electric power operated tools are provided they must be double insulated, grounded or used with ground fault circuit interrupters.
- **Employee shall:**
  1. Only use hand tools that are in safe working order.
  2. Inspect hand tools prior to use to look for:
    - a) Cracked handles;
    - b) Loose heads;
    - c) Mushroomed heads on wedges, chisels or similar tools;
    - d) Broken screw driver tips;
    - e) Any other damage to hand tool that would make it unsafe for use.
  3. Remove any damaged hand tool from service until it can be fixed or dispose of the tool permanently.
  4. When using electric power operated tools, ensure the tools are double insulated, grounded or used with ground fault circuit interrupters.
  5. Wear appropriate safety glasses, face shields, etc. while using hand tools or equipment that might produce flying materials or be subject to breakage.

# Town of Raymond

## Hoist Policy

### 1. Purpose

- To protect employees from hazards associated with the operation of hoisting equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.28, Hoists.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all hoists are installed according to the manufacturer's specifications and limitations.
  2. ~~Post rated load capacities, recommended operating speeds, and special~~ hazard warnings or instructions on cars and platforms.
  3. Ensure that hoists are guarded according to the specifications listed in section 3 of this policy.
  4. Train employees on proper operating procedures for hoists.
- **Employee shall:**
  1. Operate hoists according to manufacturer's guidelines
  2. Not remove hoist safeguards unless energy sources are properly locked out.
  3. Not remove hoist safeguards unless authorized to do so.

### 3. Procedural Overview

- **Safeguarding requirements:**
  1. Protect hoist way entrances of material hoists with full width gates or bars.
  2. Hoist way doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car.
  3. Overhead protective coverings must be provided on the top to the hoist cage or platform.

# Town of Raymond

## Housekeeping Policy

### 1. Purpose

- To protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.29 Housekeeping

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Ensure that permanent aisles and passageways are appropriately marked.
  3. In wet processes, assure maintenance or drainage or provide false floors, platforms, mats or other dry standing places when practical to reduce slip and fall potential.
  4. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.
- **Employee shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Report hazardous conditions to your supervisor for repair.
  3. Store materials and/or tools and equipment so it will not present a hazard.
  4. Dispose of trash at frequent intervals as established by the employer.
  5. Appropriately dispose of combustible materials at the end of each shift.
  6. Remove scrap with protruding nails and other debris from the work area immediately.

### 3. Procedural Overview

- **Clean-up:**
  1. Spills shall be cleaned up in a timely fashion.
  2. When necessary, warning signs must be put up in a spill area to warn employees.
  3. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.
- **Maintenance:**
  1. Damaged floor surfaces that present a hazard to workers shall be promptly reported to and repaired in timely fashion.
  2. In the event that a damaged floor surface cannot be repaired in a timely fashion, warning signs and/or barricades must be put up in the immediate area until repairs can be made.

# Town of Raymond

## Hygiene and Sanitation Policy

### 1. Purpose

- To ensure a supply of safe drinking water to all places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.30, Hygiene and Sanitation.

### 2. Scope

- This policy does not apply to mobile work crews so long as they have transportation or access to water and sanitary facilities.

### 3. Responsibilities

- **Employer shall:**
  1. Supply potable water at all places of employment.

### 4. Procedural Overview

- **Set-up:**
  1. Keep all potable water drinking containers equipped with a cap and closed at all times.
  2. Each container must have a tap from which water is drawn.
  3. If disposable cups are provided, they must be kept in a sanitary container and a receptacle must be provided for disposal of used cups.
- **Use:**
  1. Each employee must use a separate drinking container.
  2. If an employee uses a disposable cup, it must be disposed of in the provided receptacle.

# Town of Raymond

## Fixed Ladder Policy

### 1. Purpose

- To protect employees from hazards associated with fixed ladder installations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.32, Ladders (Fixed and Portable).

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all fixed ladder installations meet requirements listed in section 3 of this policy.
  2. Ensure that all portable ladders meet the requirements in sections of this policy.
  3. Provide stepladders with metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
  4. Train employees in proper inspection, use and set-up of ladders including wooden, metal and non self-supporting ladders.
- **Employee shall:**
  1. Perform pre-use ladder inspection, according to section 3 of this policy, before placing any ladder into service.
  2. Remove from service any ladder that has developed defects and is unsafe for use.
  3. Tag or mark unsafe ladders with the words "Dangerous, Do Not Use."
  4. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
  5. Set up any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.

### 3. Procedural Overview

- **Fixed Ladder Installation Requirements:**
  1. Metal rungs must have a minimum diameter of 3/4 inch.
  2. Wooden rungs must have a minimum diameter of 1-1/8 inch.
  3. Rungs must be spaced uniformly no more than 12 inches apart.
  4. Rungs must be a minimum of 16 inches in length.
  5. Ladder side rails must extend 3 1/2 feet above the top landing.
- **Fixed Ladder Safeguards:**
  1. Ladders more than 20 feet in length must be equipped with safety devices such as cages, wells or fall protection systems.
  2. Ladders with cages must have a platform every 30 feet of travel.
  3. Ladders without cages must have a platform every 20 feet of travel.

## Town of Raymond Fixed Ladder Policy

4. Cages on fixed ladders must extend at least 42 inches above the top landing.
  5. The bottom of the cage shall be not less than 7 feet nor more than 8 feet from the bottom of the ladder.
- **Portable Ladder Pre-use Inspections:**
    1. Check joints between the steps and side rails to make sure they are tight
    2. Hardware fittings should be firmly attached
    3. Lubricate pulleys, locks and wheels when necessary.
    4. Look for cracks in wood ladders.
    5. Check for frays in ropes of extension ladders. Replace worn or frayed ropes before use.
    6. Ensure that movable parts operate without binding or undue play.
    7. Look for bends or cracks in metal ladders.
  - **Portable Ladder Use Precautions:**
    1. Always check for overhead power lines and maintain a safe distance from them when raising, lowering and using portable ladders of wood, metal or fiberglass.
    2. Always check ladder for load capacities before use.
    3. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
    4. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.

# Town of Raymond

## Lasers

### 1. Purpose

- To protect employees from exposure to laser lights used in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.33, Lasers.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that only trained and authorized employees operate laser equipment.
  2. Provide employees with appropriate personal protective equipment (PPE) such as protective eyewear.
  3. Ensure that beam shutters or caps whenever possible.
  4. Provide training to employees on safe and effective use of lasers.
- **Employee shall:**
  1. Follow practices set by the employer for the use of lasers.
  2. Use personal protective equipment like protective eyewear when working with lasers.
  3. Not leave laser unattended and shall turn them off when not in use.

### 3. Procedural Overview

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



# Town of Raymond

## Liquefied Petroleum Gas Policy

### 1. Purpose

- To protect employees from the hazards associated with the use, storage and handling of liquefied petroleum gas (LPG).
- To ensure compliance with New Hampshire Department of Labor Standard 1403.34, Liquefied Petroleum Gas.

### 2. Responsibilities

- **Employer shall:**
  1. Provide correct storage containers for flammable and combustible liquids used in the workplace.
  2. Have procedures in place to respond to the spill of flammable and combustible liquids.
  3. Provide a suitable fire control device or portable fire extinguisher at locations where flammable or combustible liquids are stored.
  4. Post conspicuous and legible signs that prohibit smoking in any area where refueling or servicing of containers containing flammable or combustible liquids takes place.
  5. Institute engineering, administrative or work practice controls to eliminate ignition hazards in areas where flammable or combustible liquids are handled, stored or used. Sources of ignition include but are not limited to:
    - a) Open flames;
    - b) Lightning;
    - c) Smoking;
    - d) Cutting and welding;
    - e) Hot surfaces;
    - f) Frictional heat;
    - g) Static;
    - h) Heat-producing chemical reactions; and
    - i) Radiant heat.
  6. Provide a portable fire extinguisher designated at least 6# BC within 75 feet of any refueling area.
- **Employee shall:**
  1. Handle, store and use flammable and combustible liquids according to manufacturer's guidelines and employer's policy.
  2. Only store flammable and combustible liquids in containers designed for that purpose.

### 3. Procedural Overview

- **Container requirements:**
  1. Portable containers in excess of one-gallon capacity shall have a self-closing lid and a pressure relief device.
  2. Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device

## Town of Raymond Liquefied Petroleum Gas Policy

drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.

3. Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected or bonded.

- **Outside storage:**

1. Outside storage areas shall be graded in such a manner to divert spills away from buildings or other exposures, or be surrounded with curbs or dikes at least 6 inches high with appropriate drainage to a safe location for accumulated liquids.

- **Inside storage room requirements:**

1. Be of fire resistive construction;
2. Be liquid tight where walls join the floor;
3. Have approved self-closing fire doors at all openings, at least 4 inch sills;
4. Have ramps or depressed floors or open integrated trench which drains to a safe location;
5. Have a ventilation system that provides at least six air changes within the room per hour; and
6. In areas used for storage of Class I liquids, electrical wiring approved for use in hazardous locations.

- **Other**

1. Specific guidance and information can be obtained by contacting the authority having jurisdiction which is typically the local fire department.

# Town of Raymond

## Lockout Policy

### 1. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.35, Lockout.

### 2. Responsibilities

- **Employer shall:**
  1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
  2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
  1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
  2. Lock all energy sources or switches in the "off" position prior to making any repairs.

### 3. Procedural Overview

- **Identify all forms of potentially hazardous energy:**
  1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees:**
  1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means:**
  1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device:**
  1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
  2. Attach the lock to the machine's energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
- **Release all excess energy from machinery:**
  1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement of repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery:**

## Town of Raymond Lockout Policy

- Remove lock:
  1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
  2. Only the employee performing repair work may remove the lock and restart the machinery.
- Restart equipment:
  1. Ensure that people, tools, etc. are clear of machine before start up.

# Town of Raymond

## Mechanized Equipment Policy

### 1. Purpose

- To protect employees from hazards associated with the operation of mechanized construction equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.40, Mechanized Equipment.

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of all mechanized equipment.
  2. Ensure that employees operate the equipment in a safe manner.
- **Employees shall:**
  1. Receive proper training before operating equipment.
  2. Conduct an inspection of the equipment before use.
  3. Report any hazards or unsafe conditions at once.
  4. Report any accidents or damage caused by or involving the mechanized equipment.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall not use any construction, earthmoving, or compacting equipment with an obstructed view to the rear unless:
    - a. A reverse signal (back up alarm) is operational and distinguishable from surrounding noise; and
    - b. Is backed with the use of a spotter/observer who communicates clearly with the operator that it is safe to do so.
- **Maintenance - Repair:**
  1. All suspended parts of said equipment (i.e. hoppers, dump bodies, buckets, booms) shall be blocked or braced before work begins below said components.

# Town of Raymond

## Medical Services

### 1. Purpose

- To provide for prompt medical attention to injured employees.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.39, Medical Services.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that a medical chest (first aid kit) is available on site in accordance with New Hampshire RSA 277:6.
  2. Emergency phone numbers for ambulance service, hospital, or physician are posted throughout the facility.
- **Employee shall:**
  1. Follow practices set by the employer when dealing with medical emergencies.
  2. Shall notify the employer when supplies in the medical chest (first aid) kit are running low and need to be re-stocked.

### 3. Procedural Overview

- **General Requirements:**
  1. Maintain an up-to-date first aid kit in each workplace.
  2. Post emergency phone numbers throughout the workplace.
- **Medical Chest (RSA 277:6)**
  1. The medical chest (first aid kit) shall be free of expense to the employees.
  2. The medical and surgical chest shall contain plasters, bandages, absorbent cotton, gauze and all other necessary medicines, instruments and other appliances for the treatment of persons injured or taken ill upon the premises.

# Town of Raymond

## Noise Exposure Policy

### 1. Purpose

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.41, Noise Exposure.

### 2. Responsibilities

- **Employer shall:**
  1. Monitor noise levels in the workplace to ensure they do not exceed an 8-hour time weighted average of 90 db.
  2. Institute engineering and administrative controls to reduce employee noise exposures when necessary.
  3. Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
  4. Train employees in the correct fit and care of hearing protection devices.
  5. Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
  6. Keep records of sound level readings and employee training.
- **Employee shall:**
  1. Inform employer when exposure to excessive noise is suspected.
  2. Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.
  3. Wear provided hearing protection when employer deems necessary.

# Town of Raymond

## Overhead Gantry Hoists and Cranes Policy

### 1. Purpose

- To protect employees from hazards associated with the operation of overhead gantry hoists and cranes.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.42, Overhead Gantry Hoists and Cranes.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that inspection of all crane/hoist parts occurs every 12 months.
  2. Ensure that the rated load of the crane/hoist is plainly marked on each side of the crane.
  3. In the case that a crane has more than one hoisting unit, each must be marked with the rated load capacity on it or its load block. All load capacity postings must be visible from the ground or floor.
  4. Ensure that all cranes/hoists are equipped with stops at the limit of travel of the wheels.
- **Employee shall:**
  1. Perform inspection of crane/hoists operating mechanisms prior to use according to section 3 of this policy.
  2. Load cranes according to load capacities posted on crane/hoists.
  3. Neutralize all crane energy sources and lockout equipment prior to performing maintenance.

### 3. Procedural Overview

- **Pre-use Inspection Guidelines:**
  1. The following crane/hoist parts must be inspected before use to ensure proper working order and integrity. They must be repaired or replaced prior to further use of the crane/hoist:
    - a) Operating mechanisms;
    - b) Air and hydraulic systems (including hoses and supply lines);
    - c) Chains;
    - d) Rope slings;
    - e) Hooks; and
    - f) Other lifting equipment which may pose a hazard to the operator if not working correctly.
- **12 Month Inspection Guidelines:**
  1. The following crane/hoists parts must be inspected every 12 months to ensure proper working order and integrity. They must be repaired or replaced prior to further use of the crane/hoist:
    - a) Deformed, cracked, corroded, worn or loose members or parts;
    - b) The brake system, limit indicators, power plant; and
    - c) Electrical apparatus.

# Town of Raymond

## Personal Protective Equipment Policy

### 1. Purpose

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.43, Personal Protective Equipment.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
  2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
  3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
  4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
  5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
- **Employee shall:**
  1. Wear/use all personal protective equipment provided by the employer.
  2. Wear/use all personal protective equipment according to manufacturer's guidelines.
  3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
  4. Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
  5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).



# Town of Raymond

## Portable Abrasive Wheel Machinery Policy

### 1. Purpose

- To protect employees from hazards associated with the use of portable abrasive wheel machinery.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.44, Portable Abrasive Wheel Machinery.

### 2. Scope

- This policy is not applicable to wheels used while within the work being ground and to mounted wheels, used in portable operations, 2 inches and smaller in diameter.

### 3. Responsibilities

- **Employer shall:**
  1. Provide safety guards for machines that use abrasive wheels.
  2. Provide eye protection to employees who operate portable abrasive wheel machinery.
- **Employee shall:**
  1. Only use machines with abrasive wheels that are properly guarded as specified by section 4 of this policy.
  2. Never remove an abrasive wheel guard unless the equipment is unplugged and the removal is for maintenance reasons.
  3. Always wear eye protection provided by employer when operating portable abrasive wheel machinery.

### 4. Procedural Overview

- **Portable Abrasive Machinery Guard Requirements:**
  1. A safety guard must cover the following abrasive grinding machinery parts:
    - a) Spindle end;
    - b) Nut projections;
    - c) Flange projections; and
  2. Guards must be mounted so as to maintain proper alignment with the wheel.
  3. Guards used on right angle head or vertical portable grinders must have a maximum exposure angle of 180 degrees.
  4. Guards must be aligned so they are between the wheel and operator during use.
  5. Guards must be aligned to so that pieces of debris and pieces of accidentally broken wheels are deflected away from the operator.

# Town of Raymond

## Portable Abrasive Wheel Machinery Policy

### 5. Personal Protective Equipment

- Personal Protective Equipment required for use with abrasive wheel machinery includes but may not be limited to:
  - o Safety Glasses/Goggles
  - o Face Shield
  - o Gloves

# Town of Raymond

## Powder-Actuated Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of powder-actuated tools.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.46, Powder-Actuated Tools.

### 2. Responsibilities

- **Employer shall:**
  1. Provide employees who operate powder-actuated tools with training prior to use of such tools. Training can be conducted by the employer or by the equipment's manufacturer prior to use of powder-actuated tools.
  2. Provide employees and assistants to employees using powder-actuated tools, with eye and face protection.
  3. Ensure that powder-actuated tools used by employees meet the specifications identified in section 3 of this policy.
- **Employee shall:**
  1. Not use powder-actuated tools unless trained by employer or equipment manufacturer.
  2. Perform pre-use inspection and test to ensure powder-actuated tools are working properly. If tool is not working correctly it shall not be used until defects are corrected.
  3. Not load tools until ready for immediate use.
  4. Not leave loaded tools unattended.
  5. Not use powder-actuated tools without personal protective equipment.

### 3. Procedural Overview

- **Powder-actuated Tool Safeguarding Requirements-**
  1. Muzzle end of the tool must have a protective shield.
  2. Tools must be designed so that they cannot fire unless a guard is in place.
  3. Tools must be designed so that they cannot fire during loading or preparation to fire or if the tool is dropped.
  4. Tools must be designed so that they cannot fire unless pressed against the work surface.

### 4. Personal Protective Equipment

- Personal Protective Equipment needed for use with powder-actuated tools includes but may not be limited to:
  1. Safety Glasses/Goggles
  2. Face Shield
  3. Hearing Protection (Muffs or Plugs)
  4. Hand Protection

# Town of Raymond Radiation

## 1. Purpose

- To protect employees from being exposed to radiation.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.47, Radiation.

## 2. Responsibilities

- **Employer shall:**
  1. Provide controls to prevent any employee from being exposed to radiation, either ionizing or electromagnetic, in excess of acceptable limits as established by He-P 4001.
  - ~~2. Conspicuously post signs and/or barriers to identify and warn of radiation areas.~~
  3. Maintain records of the radiation exposure of all employees who are required to work in areas where radiation may be present.
- **Employee shall:**
  1. Follow practices set by the employer for the control of radiation exposure.
  2. Wear personal dosimeters as required by the employer.

## 3. Procedural Overview

- **General Requirements:**
  1. Post warning and/or danger signs where radiation may be present.
  2. Establish controls to prevent employee exposure.
  3. Monitor exposure through the use of personal dosimeters or other equally effective means.

# Town of Raymond

## Railings Policy

### 1. Purpose

- To ensure proper installation and safe construction of railings in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.48, Railings.

### 3. Responsibilities

- This policy shall not apply to scaffoldings or stairway railings.

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that railings are in place and maintained per the specific requirements listed in section 3 of this policy.
- **Employee shall:**
  1. Report any damaged or defective rails immediately and take the necessary steps to warn or protect the hazard or defect until repairs are made.

### 3. Procedural Overview

- **Railing Guidelines-**
  1. Railings shall be 42 inches in vertical height and shall consist of a top rail, and an intermediate (mid) rail.
  2. Railings over walkways or areas where persons could pass beneath shall be equipped with a toe board of 4 inches in height.
  3. Railings shall be constructed to withstand a load of at least 200 pounds in any vertical or horizontal direction.

# Town of Raymond

## Respiratory Protection Policy

### 1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.50, Respiratory Protection.

### 2. Responsibilities

- **Employer shall:**
  1. Minimize respiratory hazards through engineering, work-practice and administrative controls.
  2. Test any work area or work process to determine the necessity of respiratory protection for employees in those areas.
  3. Train supervisors and other affected employees in the selection, use and maintenance of respiratory protection.
  4. Provide fit testing of respirator protective equipment.
  5. Ensure that employees wear respiratory protection when required to do so.
- **Employee shall:**
  1. Follow practices set by the employer for proper selection, use and maintenance of respiratory protection.
  2. Use respiratory protection when deemed necessary by the employer.

### 3. Procedural Overview

- **General Requirements:**
  1. Issue respiratory protection based on hazardous conditions or potential hazards.
  2. Fit test employees expected to use respirators to ensure an adequate face-to-face piece seal.
  3. Employees with long facial hair such as beards are not permitted to wear respiratory protection.
- **Respiratory Protection Cleaning, Inspection and Maintenance:**
  1. Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use. Respirators for emergency use shall be inspected at least monthly.
  2. Disinfect and clean respiratory protection after use and check for damage.
  3. Store respirators in a clean and sanitary location when not in use.
- **Medical**
  1. It is recommended that employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

# Town of Raymond

## Rollover Protective Structure (ROPS) Policy

### 1. Purpose

- To protect employees from accidental rollover of mechanized equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.52 Rollover Protective Structures (ROPS).

### 2. Scope

- This policy does not apply to side boom pipe laying tractors or compactors or other equipment exempted by these requirements.

### 3. Responsibilities

- **Employer shall:**
  1. Only purchase equipment listed in Section 4 which is equipped with rollover protective structures.
  2. Retrofit existing equipment listed in Section 4 with appropriate rollover protective structures in accordance with manufacturer's guidelines.
- **Employee shall:**
  1. Wear seat belts whenever operating equipment with rollover protective structures.
  2. Report damage and defects to the rollover protective structures immediately.

### 4. Procedural Overview

- **General Requirements:**
  1. The following equipment shall have ROPS:
    - a. Rubber tired front end loaders
    - b. Rubber tired dozers
    - c. Wheel type agricultural and industrial tractors
    - d. Crawler tractors/dozers
    - e. Crawler type loaders
    - f. Motor graders
    - g. All rubber-tired scrapers
    - h. Fork lifts
  2. All operators of equipment equipped with ROPS shall wear a seat belt.

# Town of Raymond

## Safety Net Policy

### 1. Purpose

- To protect employees from fall hazards associated with elevated work surfaces.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.53, Safety Nets.

### 2. Responsibilities

- **Employer:**
  1. Train (or ensure equipment manufacturer training) of employees who will be responsible for set up of safety net systems.
  2. Evaluate elevated work surfaces for the application of personal fall arrest systems so that safety nets are a last resort for employee fall protection.
  3. Train employees in the proper use of personal fall arrest systems including proper selection, fit, inspection and application.
- **Employee:**
  1. Only employees trained by employer or equipment manufacturer are authorized to set up safety net systems.
  2. Work on elevated surfaces shall not commence until safety nets are properly installed.
  3. When employer requires personal fall arrest systems, or other fall protection systems, they shall only be used by employees who have been trained to do so properly.

# Town of Raymond

## Saws Policy

### 1. Purpose

- To protect employees from hazards associated with band saws, portable circular saws, radial saws, swing or sliding cut-off saws and table saws.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.54, Saws.

### 2. Scope

- This policy applies to Band Saws, Portable Circular Saws, Radial Saws, Swing or Sliding Cut-off Saws, and Table Saws

### 3. Responsibilities

- **Employer shall:**
  1. Ensure proper guarding of all saws.
  2. Provide proper guards for all saws.
  3. Provide training on safe use of all saws.
- **Employee:**
  1. Ensure that proper guards on saws are in place before use.
  2. Perform pre-use inspection of all saws.
  3. Not use any saw that cannot pass all parameters of pre-use checklist.
  4. Wear eye protection (personal protective equipment).

### 4. Procedural Overview

- All parameters of a saw checklist must be met before the saw may be used. If accommodations cannot be made so that the saw does meet those requirements it should be removed from service until fit for use.
- **Band Saw Pre-use Checklist:**
  1. All portions of the band saw are enclosed and guarded except the working portion.
  2. Band saw wheels are fully enclosed.
  3. The outside periphery of the enclosure is solid.
  4. The front and back are solid, wire mesh or perforated metal.
- **Portable Circular Saw Pre-use Checklist:**
  1. If the saw blade diameter is greater than 2 inches:
  2. It is equipped with guards above and below the base plate or shoe.
  3. Lower guard covers the saw to the depth of the blade.
  4. When pulled back and released, the lower guard springs back into its original position.

# Town of Raymond

## Saws Policy

- **Radial Saw Pre-use Checklist:**

1. The saw has an upper guard that fully encloses the upper half of the saw blade.
2. The sides of the blade are equipped with a guard that automatically adjusts to the thickness of the material.
3. A device that prevents material kick back is in place.
4. The saw has an adjustable stop that prevents forward travel of the saw beyond a desired point.
5. When pulled forward and released, the saw returns from its starting position on its own.

- **Swing or Sliding Cut-off Saw Pre-use Checklist:**

1. A hood that completely encloses the upper half of the saw is in place.
2. When the saw is pulled forward and released at any point in its travel distance, the saw returns to its starting point automatically.
3. If the saw is inverted, it has a hood that covers the portion of the blade that protrudes above the top of the table or material being cut. \*This parameter must only be met if the saw has an inverted set-up.
4. The limit stop, which prevents the saw from extending beyond front and back edges of the table, is in place and working properly.

- **Table Saw Pre-use Checklist:**

1. The hood covering the portion of the blade protruding from the table is in place and automatically adjusts itself to the thickness of the material being cut.
2. When a table saw is used for ripping, a device is in place to prevent material from kicking back at the operator.
3. The saws with feed rolls are protected with hoods or guards to prevent the hand of the operator from coming in contact with in-running rolls at any point.

### 5. Personal Protective Equipment

- Personal Protective Equipment typically required when using saws includes but may not be limited to:
  - o Safety Glasses/Goggles
  - o Dust Mask

# Town of Raymond Scaffolding Policy

## 1. Purpose

- To protect employees from hazards associated with the use of scaffolding equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.55, Scaffolds.

## 2. Scope

- The requirements of this policy must be met in addition to the requirements of RSA 277:3 and RSA 277:4.

## 3. Responsibilities

- **Employer shall:**
  1. Provide training to all employees designated to erect scaffolding equipment.
  2. Provide the workforce with scaffolding in proper working order, free of defects or other recognized hazards.
  3. Provide employees with personal fall arrest systems for use on all scaffolding equipment.
- **Employee shall:**
  1. Be permitted to erect scaffolding equipment once properly trained.
  2. Erect scaffolding equipment according to the guidelines in section 4 of this policy.
  3. Wear personal fall arrest equipment and any other personal protective equipment designated by the employer for use on scaffolding.
  4. Inspect all scaffolding equipment prior to use to ensure integrity.

## 4. Procedural Overview

- **Scaffolding set-up:**
  1. Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement.
  2. Only designated materials shall be use for footing.
  3. Scaffold height should not exceed four times the base width.
- **Planking:**
  1. All planking shall be scaffold grade or equivalent as recognized by approved grading rules for the species of wood used.
  2. The maximum permissible spans for 2 x 10 or wider planks are as follows:

## Town of Raymond Scaffolding Policy

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

3. The maximum permissible span for 1-1/4 x 9 inches or wider plank of full thickness is 4 feet, with medium loading of 50 p.s.f.
4. Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.
5. ~~Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches.~~
6. An access ladder or equivalent safe access shall be provided. **Employees are prohibited from climbing the outer structure of a scaffold!**

- **Mobile Platforms:**

1. Shall be tightly planked for the full width to the scaffold except for necessary entrance opening.
2. Platforms shall be secured in place.
3. Brakes or wheel chocks shall be set when a mobile platform is in use.
4. Employees shall not ride a mobile platform when it is being moved.

- **Tubular welded frame scaffolds:**

1. Shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally.
2. Cross braces shall be of such length as shall automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid.
3. All brace connections shall be inspected for security.

- **Fall Protection:**

1. Fall protection shall be selected and use in accordance with applicable Fall Protection Policy.
2. All employees working scaffolds shall be protected with a full body harness attached to a lifeline.
3. Lifelines shall be attached to substantial members of the structure, not to the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall.
4. In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be changed as the work progresses.

# Town of Raymond

## Spray Finishing Operations Policy

### 1. Purpose

- To protect employees from hazards associated with spray finishing operations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.56, Spray Finishing Operations.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all spray finishing booths are installed according to requirements in section 3 of this policy.
  2. Determine the application of personal protective equipment such as respirators in spray finishing operations.
- **Employee shall:**
  1. Adhere to all safe operating procedures for spray finishing operations identified in section 3 of this policy.
  2. Use personal protective equipment deemed necessary by employer for spray finishing operations.

### 3. Procedural Overview

- **Spray booth set-up and installation:**
  1. Spray booths shall be so installed that all portions are readily accessible for cleaning.
  2. The interior surface of spray booths shall be smooth and continuous without edges and otherwise designed to prevent pocketing of residues and facilitate cleaning and washing without injury.
  3. There shall be no open flame or spark producing equipment in any spraying area nor within 20 feet thereof, unless separated by a partition capable of stopping vapor travel.
  4. Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area shall be of explosion proof type.
  5. "No Smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.
- **Ventilation:**
  1. In conventional dry type spray booths, overspray dry filters or filter rolls shall ensure an average air velocity over the face of the booth of not less than 100 linear feet per minute.
  2. Electrostatic spraying operations may be conducted with an air velocity of not less than 60 linear feet per minute, or more, depending on the volume of the finishing material being applied and its flammability and explosion characteristics.
  3. Visible gauges or an audible alarm or pressure activated devices shall be installed to indicate or insure that the required air velocity is maintained.

# Town of Raymond

## Spray Finishing Operations Policy

- **Booth Cleaning:**

1. Filter pads shall be inspected and clogged filter pads discarded and replaced. Filter rolls shall be inspected to insure that the required air velocity is maintained.
2. All spraying areas shall be kept as free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary. Scrapers, spuds, or other such tools used for cleaning purposes shall be of nonspark material.
3. Residue scrapings and debris contaminated with residue shall be immediately removed from the premises.

- **Spray Chemical Storage:**

1. The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and shall not exceed a supply for one day or one shift.
2. Bulk storage of portable containers of flammable or combustible liquids shall be in accordance with Lab 1403.34.
3. Whenever flammable or combustible liquids are transferred from one container another, both containers shall be bonded and grounded to prevent discharge sparks or static electricity.

#### 4. Personal Protective Equipment

- **Personal Protective Equipment typically required for spray finishing operations includes:**

1. Appropriate fit tested respirator (cartridge type or in-line)
2. Tyvek coveralls
3. Eye protection
4. Other as deemed appropriate

# Town of Raymond

## Storage Policy

### 1. Purpose

- To protect employees from hazards associated with improper storage of materials in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.58, Storage.

### 2. Responsibilities

- **Employer shall:**
  1. Provide adequate storage areas for all tools, materials, debris etc. so that their presence in the workplace does not become a hazard.
  2. Ensure that employees are informed to the correct location for storage of all materials in the workplace.
  3. Where mechanical handling equipment is used, ensure the work area is set up to provide sufficient safe clearance for aisles, at loading docks, through doorways, and whenever turns or passage is made.
- **Employee shall:**
  1. Keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest haborage.
  2. Stack, block, interlock and limit in height all stored materials so that they are secure against sliding or collapse.
  3. Remove and/or control vegetation in storage areas when necessary.
  4. Store flammable and combustible.
  5. Never use stairs for storage.

# Town of Raymond

## Policy for Tanks with Open-Surfaces

### 1. Purpose

- To protect employees from hazards associated with tanks with open surfaces.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.59, Tanks with Open-Surfaces.

### 2. Responsibilities

- **Employer:**
  1. Train employees who work with open-surfaced tanks as to but not limited to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to those hazards.
  2. Provide employees who work with open-surfaced tanks with face shields or tight-fitting eye goggles and other personal protective equipment based on hazards present.
  3. Ensure that safety precautions identified in section 3 of this policy are observed.
- **Employee:**
  1. While working around open-surfaced tanks, follow safe operating procedures identified by employer.
  2. Use all personal protective equipment provided by employer for use when working around open-surface tanks.

### 3. Procedural Overview

- **Open-surface Tank Safeguards:**
  1. Ventilation shall be provided on tanks that pose inhalation hazards to employees.
  2. Ventilation shall reduce concentration of the air contaminant to the degree that a hazard to employees does not exist.
- **Employee Injury/Emergency Response Measures:**
  1. Where tanks containing liquids pose splash hazards to employees there shall be a supply of clean cold water.
  2. Water pipes must be provided with a quick opening valve and at least 48 inches of hose not smaller than 3/4 inch.
  3. At no time shall water pressure for eye washes exceed 25 p.s.i.
  4. Alternatively, deluge showers and eye flushes shall be provided.

# Town of Raymond, NH

## Temporary Alternative Duty (TAD)

### 1. Statement

- In compliance with RSA-281-A:23-b, the Town of Raymond will be providing 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 will be called upon to return to employment in a temporary alternative position. Such reassignment may be different duties or a different work schedule and may include assignment to a different department or position with the Town of Raymond.

### 2. Procedures

- The Town of Raymond Temporary Alternative Duty (TAD) 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.

#### Steps to be followed:

- a) The injured employee will pick up a physician's statement or certificate and a copy of their current position description from the coordinator of the TAD program (*designated by the Town Manager*) 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 TAD coordinator to request that a certificate and position description be mailed to the treating physician.
- b) The Town Manager will appoint a TAD Coordinator who will work with the employee, Workman's Comp. Representative and the department head to facilitate a safe return to work program.
- c) The employee will have the physician complete the form based on the findings during the initial examination.
- d) The employee will return the completed form to the TAD Coordinator immediately after seeking medical care.
- e) The TAD Coordinator may contact the treating physician if additional information is necessary once a release is granted by the employee
- f) After each subsequent office visit, the employee will bring updated information from the treating physician to the TAD Coordinator. A note will be sufficient in most cases.
- g) Additional modifications will be made to the return to work program as required. The TAD Coordinator will review the appropriateness of continuing the program or duty assignment.
- h) Steps (d) through (g) may be repeated for up to 12 weeks; or until such time as the employee is able to return to their normal position; or has been deemed to be permanently disabled.



# Town of Raymond

## Tire Cage Policy

### 1. Purpose

- To protect employees from the hazards of inflating, mounting and dismounting tires on split rims.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.60 Tire Cages.

### 2. Responsibilities

- **Employer shall:**
  1. Provide a safety tire rack, cage, or equivalent protection where staff work on split rim tires.
- **Employees shall:**
  1. Use tire cages whenever inflating, mounting or dismounting tires on split rims, or rims equipped with locking rings or similar devices.

### 3. Other

- Every effort should be made to eliminate the use of split rims.
- Should replacement not be practical, split rims should be replaced on a regular basis.



# Town of Raymond

## Toxic Substance Policy

### 1. Purpose

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.61 Toxic Substances, and N.H. RSA 277-A "Worker's Right to Know Act."

### 2. Responsibilities

- **Employer shall:**
  1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A "Worker's Right to Know Act."
  2. Keep a running inventory of all hazardous and toxic substances in the workplace.
  3. Determine the level of chemical hazards within the workplace.
  4. Replace chemicals with less harmful alternatives when applicable.
  5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
  6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
  7. Post appropriate signs and notices as required by N.H. RSA 277-A "Worker's Right to Know Act."
  8. Provide and require the use of appropriate personal protective equipment at no cost to employees.
  9. Maintain on file at the workplace material safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all material safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30-year period. All rights of access to material safety data sheets provided in this chapter shall apply to the full 30-year period.

#### Employee shall:

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer's guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

### 3. Procedural Overview

- **Material Safety Data Sheets:**
  1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.

## Town of Raymond Toxic Substance Policy

2. The Material Safety Data Sheets shall be kept on file in a convenient office location <note location(s)> and made available, upon request, for examination and reproduction.
3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
  - a) Identity of the substance as it is listed on the label;
  - b) The chemical's common name;
  - c) If the chemical is a mixture, the identity of the ingredients;
  - d) Physical and chemical characteristics;
  - e) Physical and health hazards including the primary routes of entry into the body;
  - f) Safe handling, use and disposal procedures;
  - g) Spill and leak precautions and procedures;
  - h) Emergency and first aid procedures; and
  - i) Name, address and phone number of the chemical manufacturer

- **Labeling Requirements:**

1. All hazardous and toxic substances must have a label containing the following information:
  - a) Identity of the substance
  - b) Name and address of the chemical manufacturer, importer, etc.
  - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

- **Training Requirements:**

1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
  - a) Any operations in their work area where hazardous chemicals are present;
  - b) Location and availability of Material Safety Data Sheets and lists of chemicals.
3. Employees will be trained in the following areas:
  - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
  - b) Physical and health hazards of the chemicals in their work area;
  - c) Methods employees can use to protect themselves from hazards in their work area;
  - d) Labeling systems;
  - e) How to use Material Safety Data Sheets

# Town of Raymond

## Toxic Substance Policy

### 4. Personal Protective Equipment

- Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes but may not be limited to:
  - o Goggles
  - o Face shields
  - o Safety glasses
  - o Chemical resistant gloves
  - o Aprons
  - o Appropriate Footwear



# Town of Raymond

## Traffic Control

### 1. Purpose

- To protect employees when working in or around vehicular traffic.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.62, Traffic Control.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that pedestrian and vehicular traffic is adequately controlled on every job site.
  2. Provide employees with appropriate personal protective equipment (PPE) and other safety devices needed to effectively and safely control traffic.
  3. Ensure that traffic control devices conform to applicable federal and state regulations or to applicable sections of Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
  4. Provide training to employees on safe and effective traffic control techniques.
- **Employee shall:**
  1. Follow practices set by the employer for the control of traffic.
  2. Use personal protective equipment like safety vest when in or around vehicular traffic.

### 3. Procedural Overview

- **General Requirements:**
  1. Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.
- **Protective Equipment:**
  1. All employees working in or around vehicular traffic shall wear, at a minimum, an ANSI Class II Traffic Vest.
- **Traffic Control Devices:**
  1. Flaggers shall use paddles with clearly visible Stop/Slow signals.
  2. Signs shall be erected in advance of the work zone to warn of possible hazards such as *flagger ahead*, *road work ahead*, and *be prepared to stop*.
    - The placement and spacing of signs in advance of a work area shall be adjusted according to vehicle speed as outlined in the Manual on Uniform Traffic control devices (MUTCD)
  3. Cones, Barricades and other devices shall be used to separate traffic lanes from work areas.
  4. Construction vehicles shall be equipped with adequate warning equipment (amber lights).

# Town of Raymond

## Trash Policy

### 1. Purpose

- To ensure that refuse is discarded properly in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.63, Trash.

### 2. Responsibilities

- **Employer shall:**
  1. Provide adequate receptacles for all types of discarded materials in the workplace.
  2. Establish a schedule identifying specific times at which refuse shall be emptied to ensure a clean and sanitary workplace.
- **Employee shall:**
  1. Remove all sweepings, solid or liquid wastes, refuse, and garbage in such a manner as to avoid creating a menace to health and safety.

# Town of Raymond

## Tree Care Operation Policy

### 1. Purpose

- To protect employees from the hazards associated with tree care operations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.64, Tree Care Operations.

### 2. Responsibilities

- **Employer shall:**
  1. Train all employees who engage in tree care operations in safe operating procedures for all equipment including saws, climbing equipment and personal protective equipment.
  2. Train employees in safe operating procedures for when tree care is performed around overhead power lines.
  3. Provide at no cost to employees, all personal protective equipment necessary for safe tree care operations.
  4. Provide, at no cost, chaps specifically designed to foul a moving chain whenever chain saws are used.
  5. Establish rescue procedures for all employees who work above ground level and administer training for such procedures.
- **Employee shall:**
  1. Use all personal protective equipment provided when performing tree care operations.
  2. Use all tree care equipment according to manufacturer's guidelines, employer training and the safety procedures identified in section 3 of this policy.
  3. Not perform any tree care operation or use any equipment unless authorized to do so.
- **Competent Person (Supervisor) shall:**
  1. Determine whether tree care operations can be safely performed in close proximity to energized power lines.

### 3. Procedural Overview

- **Personal Protective Equipment:**
  1. Head and eye protection meeting the following requirements shall be worn during all tree care operations:
    - a. The head protection worn shall contain the manufacturer's certification that it complies with ANSI Z89.1-1981.
    - b. When working in close 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 Z.1-1981.
    - c. Employees performing tree care operations must wear eye protection at all times.
  2. Climbing equipment must meet the following requirements:

## Town of Raymond Tree Care Operation Policy

- a. 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.
  - b. Saddle belts or safety belts used for climbing operations shall have forged support rings.
  - c. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type.
  - d. Forged support rings shall be designed so that the snaps will not become disengaged, or roll off accidentally.
3. Climbing ropes shall be used when working aloft in trees and meet the following requirements:
- a. When manila rope is used it must have a minimum diameter of 1/2 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.
  - b. Synthetic rope shall have a maximum elasticity of not more than 7 percent.
  - c. Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment.
4. When chain saws are used, chaps specifically designed to foul a moving chain shall be worn.

### • Brush Chippers:

1. Access panels used for maintenance and adjustment shall be closed and secured prior to operation of brush chippers.
2. Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in feed system must be retrofitted with an in feed hopper meeting the following requirements:
  - a) Not less than 85 inches (2.15m), measured from the blades or knives to ground level over the centerline of the hopper;
  - b) Shall have sufficient height on its side members so as to prevent personnel from contacting the blades or knives of the machine during normal operations;
  - c) Feed systems 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.

### • Powered Brush Cutting Saws:

1. When in operation, no except the operator shall be within 10 feet of the cutting head of the brush saw.
2. The power unit shall be equipped with a quick shutoff switch readily accessible to operator.

### • Chain Saws:

1. When operating chain saws the manufacturer's operating and safety instructions shall be followed.

# Town of Raymond

## Tree Care Operation Policy

2. Saws weighing more than 15 pounds that are used in trees shall be supported by a separate line, except when used from an aerial-lift device.
  3. Engines shall be stopped when saws are being carried.
  4. Saws need not be stopped between cuts during consecutive felling, bucking or liming or cutting operations on reasonably level ground.
  5. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations.
  6. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear.
- **Miscellaneous:**
    1. Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guardrails around the working area.

### 4. Personal Protective Equipment

- Other personal protective equipment typically required for tree care operations includes but may not be limited to:
  1. Gloves
  2. Safety Toe Footwear



# Town of Raymond

## Policy for Washing Facilities

### 1. Purpose

- To ensure available sanitary washing facilities at all permanent, non-mobile places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.66, Washing Facilities.

### 2. Scope

- This policy shall all places of employment except for mobile crews or normally unattended work locations.

### 3. Responsibilities

- **Employer:**
  1. Shall provide a sanitary location for washing.
  2. Shall provide a cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling in all washing facilities.
  3. Where individual disposable towels are provided, a place for disposal shall also be provided.



# Town of Raymond

## Welding and Cutting

### 1. Purpose

- To protect employees from hazards associated with the hazards of welding and cutting.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.67, Welding and Cutting.

### 2. Responsibilities

- **Employer shall:**
  1. Train all employees who will engage in welding and cutting operations in safe operating procedures.
  2. Provide employees with all necessary personal protective equipment including welding shields.
  3. When welding operations required 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.
  4. Shall keep Material Safety Data Sheets on file for all materials used for welding and cutting.
- **Employee shall:**
  1. Shall receive training from <employer> before performing any welding or cutting operation.
  2. Shall observe all safe operating procedures identified in section 3 of this policy when performing any welding or cutting operation.

### 3. Procedural Overview

- **Fire Prevention and Protection:**
  1. Fire extinguishers are required to be present in the immediate work area when welding or cutting.
  2. Isolation of welding and cutting, removal of combustible materials or fire watch must be performed when necessary to reduce fire hazards.
  3. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
  4. Combustible walls and building material shall be covered with non-combustible material; such as metal or concrete when location of welding or cutting creates a fire hazard in those areas.

# Town of Raymond

## Welding and Cutting

- **Welding and Cutting Tools:**

1. When welding in fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation.
2. 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.
3. 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.
4. 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.
5. Oxygen and fuel gas regulators shall be in proper working order when in use.

- **Employee protection:**

1. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
2. 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.
3. Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided.
4. Shall wear a flameproof welding apron whenever performing welding or cutting operations.
5. Gloves

# Town of Raymond

## Wire Ropes, Chains, and Rigging Equipment Policy

### 1. Purpose

- To protect employees from the hazards associated with the use of wire ropes, chains, and other rigging equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.69, Wire Ropes, Chains and Rigging Equipment.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure employees are trained in the proper and safe use of all wire ropes, chains and rigging equipment.
  2. Train employees in proper pre-use inspection of all wire ropes, chains and rigging equipment.
- **Employee shall:**
  1. Perform pre-use inspection of all wire ropes, chains and rigging equipment.
  2. Remove from service all fasteners, wire ropes, chains and rigging equipment found defective in pre-use inspection.
  3. Understand load carrying ability of all wire ropes, chains, and riggings.

### 3. Procedural Overview

- **Wire ropes, chains and rigging equipment use guidelines:**
  1. Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used.
  2. 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.
  3. When U-bolt wire rope clips are used to form eyes, the following table, number and spacing of U-bolt wire rope clips, shall be used to determine the number and spacing of clips:

Number of Clips			
Improved plow steel, rope	Drop Forged	Other Material	Minimum Spacing (inches)
1/2	3	4	3
5/8	3	4	3-3/4
3/4	4	5	4-1/2
7/8	4	5	5-1/4
1	5	5	6
1-1/8	6	6	6-3/4
1-1/4	6	7	7-1/2
1-3/8	7	7	8-1/4
1-1/2	7	8	9

### 4. Personal Protective Equipment

- Personal protective equipment typically needed when handling wire ropes and rigging includes but may not be limited to:
  - o Gloves
  - o Hard Hat



# Town of Raymond

## Woodworking Machinery Policy

### 1. Purpose

- To protect employees from the hazards associated with the use of woodworking equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.70, Woodworking Equipment.

### 2. Responsibilities

- **Employer shall:**
  1. Perform hazard assessment on all woodworking machinery to determine the necessity and application of machine guards.
  2. Provide woodworking equipment with guards that meet the requirements of Town of Raymond Machine Guarding Policy.
- **Employee shall:**
  1. Ensure that all guards are in place prior to operation of any woodworking equipment.
  2. Shall not operate any woodworking machinery with missing or damaged guards.

### 3. Procedural Overview

- **Woodworking machinery that requires guards-**
  - a) Table saws;
  - b) Swing saws;
  - c) Radial saws;
  - d) Band saws;
  - e) Jointers;
  - f) Tenoning machines;
  - g) Boring and mortising machines;
  - h) Shapers;
  - i) Planers;
  - j) Lathes;
  - k) Sanders;
  - l) Veneer cutters; and
  - m) Any other woodworking machinery that shows a need for guarding according to hazard assessment.
- **Power control devices:**
  1. Shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.
  2. Shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to make adjustments. (This shall not apply to constant pressure controls used only for setup purposes.)
  3. Operating treadles shall be protected against unexpected or accidental tripping.

# Town of Raymond

## Woodworking Machinery Policy

- Lockout/Tagout:
  1. Disconnect switches shall be capable of being locked out or tagged in the off position.
  2. On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power

### 4. Personal Protective Equipment

- Personal protective equipment typically required when using woodworking machinery includes but not limited to:
  - o Safety glasses/goggles
  - o Face shield
  - o Hearing protection (muffs or plugs)

# **Town of Raymond**

## **Hands Free Electronic Device Policy**

### **1. Purpose**

- The Town of Raymond's main focus and concern is to protect all employees of the Town while operating a town vehicle while on town business including personally owned vehicles being used for Town business. Therefore, there will be no use of hand held electronic devices capable of providing voice or data communication while driving or temporarily halted in traffic for a stop sign or traffic signal or other momentary delays. This policy will take effect on July 1, 2015.

### **2. Responsibility**

- 1. No person while driving a moving motor vehicle or temporarily halted in traffic or at a stop sign or traffic signal or other momentary delays shall use any hand-held mobile electronic device capable of providing voice or data communication including but not limited to: reading, composing, viewing, or posting any electronic message; or initiating, receiving, or conducting a conversation; or initiating a command or request to access the Internet; or inputting information into a global positioning system or navigation device; or manually typing data into any other portable electronic device. Any operator of a motor vehicle who holds a cellular telephone or other electronic device capable of voice communication in the immediate proximity of his/her ear while such vehicle is in motion is presumed to be engaging in a call within the meaning of this section.
- 2. "Driving" for the purposes of this section, shall not include when a person is behind the controls of a vehicle that has pulled to the side of or off the road at a location where it is legal to do so and where the vehicle remains stationary.
- 3. It shall not be an offense under the section for any person driving a motor vehicle upon a roadway:
  - a) To make use of a cellular telephone or other electronic device capable of voice communication to report an emergency to the enhanced 911 system or directly to a law enforcement agency, fire department, or emergency medical provider.
  - b) to use one hand to transmit or receive messages on any non-cellular 2-way radio

### **3. Procedures**

- 1. It is the policy of the Town of Raymond to provide all town vehicles with a Bluetooth enabled or other hands-free electronic device, or a similar device that is physically or electronically integrated into a motor vehicle, for such a purpose to send or receive information provided the driver does not have to divert his/her attention from the roadway. As used in this section, "hands-free electronic device" means a mobile electronic device that has an internal feature or function, or that is equipped with an attachment or addition, whether or not permanently part of such mobile electronic device, by which a user engages in conversation without the use of either hand: provided, however, this definition shall not preclude the use of either hand to activate or deactivate or initiate a function of the telephone.
- 2. Any person violating the Town of Raymond policy will be subject to discipline as outlined in the Town's personnel policies.
- 3. No person less than 18 years of age shall use a cellular or mobile telephone or other mobile electronic device, whether hands-free or not, while driving a motor vehicle in motion or temporarily stopped in traffic upon any roadway except to report an emergency to the enhanced 911 system or any public safety agency.



# Town of Raymond, NH

## Seat Belt Policy

### 1. Purpose

- To protect the employees of the Town while operating or as a passenger in a vehicle while on town business including personally owned vehicles being used for Town business.

### 2. Responsibilities

- All employees while operating or as a passenger in a vehicle while on Town business shall utilize the occupant restraint system (seat belt) which the vehicle has been equipped with.
- The use of seat belts while operating or as a passenger in any vehicle shall be utilized as prescribed by the manufacturer.
- No department head or employee shall disengage or otherwise disarm automatic seat belt systems or alarms in Town-owned vehicles.



# Town of Raymond

## Slip, Trip and Fall Policy

### 1. Statement

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.

### 2. Responsibilities

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 Raymond 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 Raymond 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, and fall related event if corrective action is not taken.

### 3. 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 operating in inclement weather conditions (i.e. ice and snow) shall wear steel toed work boots with lug traction provided by the Town of Raymond. 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.

### 4. Evaluation and Reporting

All slip, trip, and fall related incidents/injuries 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.



# Town of Raymond

## AED Response Procedure Policy

### Statement

Every year, according to the American Heart Association, approximately 220,000 people suffer cardiac arrest and only about 5 percent of them survive. Cardiac arrest is a condition in which abnormal heart rhythms called *arrhythmias* cause the heart's electrical impulses to suddenly become chaotic. When this occurs, the heart stops abruptly the victim collapses, and quickly loses consciousness. Death usually follows unless a normal heart rhythm is restored within a few minutes.

**Defibrillation**, (delivering an electric shock to the heart) is the only known treatment to restore normal rhythm. While Cardio Pulmonary Resuscitation (CPR) still remains an excellent technique to maintain a patient who has gone into cardiac arrest, without the use of a device to restore normal heart rhythm, the survival chances of the patient are quite small.

### EQUIPMENT:

Access Automatic External Defibrillators (AED's), located in wall cabinets, as follows:

1. Town Hall, main lobby next to Town Clerk Tax Collector Window (Unit #RFD1122)
2. Library main floor next to elevator, (Unit #RFD1124)
3. Public Works, front hallway to right of Recreation Department entrance (Unit #RFD 1121)
4. Highway Department Garage left wall after restroom (Unit # RFD1123)
  - A JLMC Representative will inspect the units annually as advised by the manufacturer.

### Responsibility

#### EMPLOYEE PARTICIPATION/RESPONSIBILITY:

Participation on the Town of Raymond AED Team is **voluntary**. All team members will receive initial training and certification in Adult CPR and AED, and required retraining and certification will be offered bi-annually.

**NH RSA153-A:31 Liability Limited.** – Any person who, in good faith and without compensation, renders emergency care by the use of an automated external defibrillator shall not be liable for civil damages for any acts or omissions unless the acts or omissions were grossly negligent or willful and wanton. Any person, association, corporation or other organization that acquires and maintains an automated external defibrillator for emergency care shall not be liable for civil damages other than for gross negligence or willful and wanton acts or omissions. This section shall not limit civil liability protection provided by any other law.

### Procedures

#### RESPONSE PROCEDURES:

When an emergency occurs, events happen very quickly, and time often seems to stand still. The following procedures are designed to try and bring some order to what may seem to be a chaotic situation. The steps listed below may be taken one-at-a-time, or they may be taken simultaneously by different people, depending entirely on circumstances. **In all cases, Town of Raymond employees are asked to use their best judgment and training to make the best decisions, keeping in mind their own safety and the health and safety of the victim(s).**

Upon notice of a medical emergency which requires an AED response, the first responder will do the following:

- Medical emergencies requiring an AED response may include, but not be limited to, reports of difficulty breathing, unconsciousness and heart attack. If there is any doubt, the AED Team should be activated.
- Upon hearing the call out for assistance AED Team members will respond and carry out the following duties:
- AED Team member(s) closest to the location of the emergency will report to the scene and immediately call 9-1-1 if that has not already occurred. The call should be placed from the location of the emergency, since the 9-1-1 dispatcher will have numerous questions about the condition of the patient. Other arriving team members will immediately begin patient care.
- The first Team member to pass an AED cabinet will retrieve the AED and bag of accessory equipment and report to the location. Both AED's should be taken to the location. The next team will assign an escort to lead emergency personnel to the location. This will allow for quicker passage of other responders, including the Fire Department.
- Remaining Team members will be assigned duties once on location. These may include:
  - Assist with patient care
  - Report to Main Entrance of building, to guide Raymond Fire Department personnel to the location within the building. If the incident is on the upper or lower levels, the Fire Department will need access to an elevator.

Once it is established that enough members of the Team are available on location, remaining Team members and other bystanders will be excused.

# Town of Raymond

## Vehicle Backing Policy

(PRIMEX - March 2015)

### 1. Statement

To establish safe practices to ensure department vehicles are safely moved when operating in reverse mode.

### 2. Responsibilities

- **Employer Shall:**

1. Make available a truck mirror adjustment station.
2. Provide uniform spotter backing signals and instruction.

- **Employer Shall:**

1. Before backing a department vehicle, the employee/driver shall ensure that the intended path is clear of hazards or obstructions.
2. The employee/driver shall make sure that one or more spotters shall be employed as guides in all situations where the driver does not have a clear vision of the path of travel.
  - a. A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the backing maneuver cannot be completed safely.
  - b. The spotter(s) shall be on the ground, to the rear of the vehicle, and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle.
3. If it is **essential** to back a vehicle with limited rearward visibility and **no spotter is available**, the employee/driver shall use mirrors and other equipment to improve safety while backing. **If warranted such area with pedestrians, stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and both sides.** After checking the area, the driver shall back the vehicle at slow speed and with extreme caution, prepared to stop immediately if necessary.

### 3. Procedures

- **Spotter Signals:**

1. **STRAIGHT BACK:** One hand above the head with palm toward face, waving back. Other hand at your side (left or right hand optional).
2. **TURN:** Both arms pointing in the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter.)
3. **STOP:** Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

- **Night Backing:**
  1. Signals will be the same. The spotter will attempt to remain in a well-lit area. A flashlight may be used, but at no time will it be directed toward the mirror.
- **Mirror Adjustment Station:**
  - a. **Set-Up:** A mirror adjustment station can be constructed in either a temporary or permanent fashion. If you have adequate clearances and property, a permanent station can be painted on an asphalt or concrete surface.  
If the space is not available, a temporary station can be set up simply using a tape measure, reflective tape and orange cones. *\*Driver operators of fire apparatus, heavy equipment and similar vehicles shall have their mirrors properly adjusted before use.*
  - b. **Set-Up Instructions:**
    1. Measure and mark a straight line 60 feet long by 6 inches wide (Line A).
    2. Measure and mark a straight line 10 feet long (Line B) at a 90-degree angle to the end of (Line A).
    3. Measure and mark a 5 feet by 8 feet area (Box C).
    4. For a straight truck or large van, (Box C) should be 30 feet below (Line B).
    5. Measure and mark a 5 feet by 8 feet area (Box D) 10 feet to the right of (Line A). For a straight truck or large van, (Box D) should be 65 feet below (Line B.)

INSERT DRAWING....



Backing accidents are some of the more common and costly vehicle crashes. And the sad fact is that almost none of the crashes are the result of insufficient skill, but rather the result of hitting something that wasn't seen, but could have been!

One of the biggest reasons for not seeing something while backing is because every vehicle, regardless of size, has **blind spots**. These are areas that can't be seen even with properly adjusted mirrors.



To avoid backing related crashes, try and use some of these simple strategies:

- Approach your vehicle from the rear; this way you will actually have a chance to see what may or may not be in your blind spot.
- Don't back up if you can avoid it. For example, back into a space after viewing it or pull forward into the next space in a parking lot.
- Back up in a shorter distance even if it means more steering. It's always better to travel less distance with a limited field of vision.
- Don't ever back up too fast. Your vehicle's steering is designed to work going forward. Backing too fast can cause the wheel to "snap" throwing your vehicle and you out of control.
- If you're not sure what may or may not be behind you..... **GET OUT AN LOOK!**





# Snow Plowing Safe Practices & Ideas

## Your Guide to Safe Winter Operations

Leveling the drifts for sleigh traffic was an early attempt to deal with snow in the streets. Ordinances in some cities required homeowners to clear their sidewalks of snow, but snow removal was not done on a citywide basis. And when the streets were cleared, it was often done by hired snow shovelers. As a result, wintertime travel in the early 1800's was still typically done on foot.

In the early 1900's motorization swept the country leading to motorized dump trucks and plows. With motorization and continued modernization of snow removal equipment and operations has come a host of new safety issues that remain today for public works agencies. Whether or not you're deploying only a few salt/sand trucks, or full mobilization of staff for a prolonged plowing event, managing safety is as important as choosing when to plow or when to apply salt.

### Employee Safety

Falls from icy equipment, back injuries from handling heavy snow plows, entanglement in power take-offs and spinners, head injuries from striking a windshield, to amputations from heavy cutting edges and steel chains are only some of the injuries snow plow operators commonly suffer when fighting snow. These problems are also magnified when these operators are fighting sleep. Working long hours in tough conditions adds to injury potential when operators are all too commonly fatigued.

One strategy that can be helpful in preventing one of the more common injuries, a slip & fall on ice, is to utilize footwear traction devices. One such device that has proven time and again to be effective is YakTrax®. These lightweight, compact devices fit over all kinds of footwear and afford 360 degrees of traction. In addition to YakTrax®, there are similar traction devices in footwear available that you may wish to consider. **YakTrax must not be used while driving or walking indoors!**

#### TYPICAL EMPLOYEE INJURIES

- Slips and falls from ice covered equipment and iced over parking lots and walkways.
- Back injuries from moving plows and lifting heavy steel cutting edges.
- Entanglements in power take-offs and spinners.
- Amputations from encounters with unforgiving heavy steel.
- Head injuries when involved in vehicle accidents or sudden stops.

**All made worse by operator fatigue!**

Back injuries account for thousands of lost workdays every year. These long-lasting and painful injuries can be prevented by having your employees use heavy equipment to help lift the plows into place as well as having them work in well lit, flat and properly maintained areas will help your staff to avoid debilitating back injuries.

And, though it should go without saying —**Wear Your Seatbelt!** Countless injuries occur each year when plows strike hidden manhole covers, curb edges and yes, other vehicles. Buckle up, in the big rig, in the pick-up or certainly in the sidewalk tractor.



*"It doesn't take a genius to figure out that the risk of falling is greatest on winter ice. At a cost of less than \$20 a pair, YakTrax® may be one of the cheapest preventatives going."*

*Newsweek — October 10, 2005*

## Vehicle Safety

By far, the most common snow plow accident is a backing accident, and the cost of these accidents combined can be staggering. Preventing backing accidents isn't tough in theory. Simply put, **backing accidents are the result of hitting something you didn't see, but should have.** In practice, however, it takes better driving habits, perhaps a break from tradition or the use of technology to guide our way.

Consider the number of times a plow truck needs to back while plowing a route. Does the truck back often? Does it back in traffic? If the answers to these questions is "yes", then it perhaps makes sense to re-examine how the route is plowed, since reducing or eliminating backing can reduce or eliminate the number of times a vehicle has to back up to perform its function can reduce or eliminate the problem.

Have backing technologies been considered? Cameras, radar sensors and more can all be helpful in eliminating that big blind spot behind the plow truck, effectively improving the driver's chance of seeing what may be lurking off the back bumper that they may not otherwise see.

## Driver Fatigue

Driver fatigue is often characterized by a diminished ability to work, loss of attention, slower reactions, poor response, deterioration of attention or alertness, and impaired judgment, none of which are good characteristics for an employee behind the wheel of a multi-ton snow plow in poor conditions. But we've all heard the stories of drivers who, all too often, have been behind the wheel of a plow in a drawn out storm event for 20, 30 or even 40 hours.

Some municipalities have implemented policies that limit the time a driver can be behind the wheel. Absent that approach, agencies and their employees should do all they can to manage this exposure because trying to stay awake through the night as snow pounds against the windshield is very difficult.

So what can you do to be better prepared for that "all-night plowing job?"

- \* **Get a good night's sleep the night before an anticipated storm.**
- \* **Come in off the road when you can't fight off the sleepiness!**
- \* **Take your time. Work carefully and deliberately.**
- \* **Take frequent breaks. Roll down the window for fresh air; get out and move round.**
- \* **Eat light protein foods such as chicken, turkey, fish, cooked beans and peas.**
- \* **Avoid high fat, high carbohydrate foods and eat smaller portions more often.**
- \* **No caffeine within the last four hours before going off duty.**

**ALCOHOL IS NOT TO BE CONSUMED BEFORE, DURING OR IMMEDIATELY AFTER SNOW PLOWING OPERATIONS!**

## Have a Plan

Due to the many variables and ever changing conditions in New Hampshire's weather, each storm and/or weather event may require a slightly different effort and/or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control strategy. Developing and following a snow and ice control plan can ensure that the municipality delivers a timely, cost effective, and safe response to the storm. These efforts will allow you to better control and improve your operations thereby, improving employee safety, reducing damage to equipment, and minimizing potential lawsuits alleging roads are poorly maintained.



*Please contact your Risk Management Consultant for more information on how to stay safe this winter at (800) 698-2364.*

**TOWN OF RAYMOND**

## Appendix A

D.O.L 1403

[illegible]

# TOWN OF RAYMOND

## Appendix A

D.O.L 1403

[illegible]

# Suggestion/Safety Report

Date of Incident	Safety Concern	Safety
Suggestion		

## Joint Loss Committee Members

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## APPENDIX I



Updated 3-2015  
Updated 3-2016  
Updated 11/2019

# **Town of Raymond, New Hampshire**

## **Joint Loss Management Manual**

### **Safety and Health Program**

(RSA 281-A:64, RSA 277, RSA 277-A, Lab 600 & 1400)  
(RSA/LAB on file with JLMC Secretary)

The Town of Raymond has published the attached Safety & Health Policy Manual and will distribute a copy of the entire manual to the Town Manager, each Department Head, as well as making a copy available for public viewing on the town's website at [www.raymondnh.gov/employment](http://www.raymondnh.gov/employment).

*By signing below, you are attesting that you have reviewed this Safety and Health Policy Manual and that you will read and discuss any questions with your department supervisor or department head.*

*Department Head: please turn this signature page to Administrative Services in the Town Office as this document will become part of the employee's personnel record. Thank You.*

I \_\_\_\_\_ employed at \_\_\_\_\_  
Print Name Department

am stating that I have reviewed a copy of the TOWN OF RAYMOND JOINT LOSS MANAGEMENT MANUAL SAFETY AND HEALTH PROGRAM implemented for the TOWN OF RAYMOND.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**If you have questions on any of the information within this manual,  
please contact any one of your JLMC Representatives:**

Maureen Smith – [msmith@raymondnh.gov](mailto:msmith@raymondnh.gov)  
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## APPENDIX I



# **Town of Raymond, New Hampshire Joint Loss Management Manual Safety and Health Program**

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*Department Head: please turn this signature page to Administrative Services in the Town Office as this document will become part of the employee's personnel record. Thank you.*

I \_\_\_\_\_, employee of \_\_\_\_\_,  
Print Name

am stating that I have received a copy of the TOWN OF RAYMOND JOINT LOSS MANAGEMENT  
SAFETY AND HEALTH PROGRAM implementation plan.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Employee Signature

If you have questions about this manual,  
please contact the following:

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3/2015  
3/2016  
11/2019

