

Town of Franconia

Safety and Health Program



2020

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Section One INTRODUCTION

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

A truly effective process provides the framework for safety to be integrated into the organization through planning and leadership. The Town of Franconia believes that a well-trained, team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Employees are encouraged to not only work safely, and report unsafe conditions, but to also take an active role in safety and health by participating on the Safety Committee.

Section Two MANAGEMENT COMMITMENT

The Town of Franconia values the health, welfare and safety of every employee and intends to provide a safe and healthy workplace. Accidents cause untold suffering and financial loss to our employees and their families.

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

- All injuries are preventable
- Working safely is a condition of employment
- All operating exposures can be safeguarded
- Training employees to work safely is essential
- Injury prevention saves money It should be known to all that management personnel are accountable for the success of the town safety program.

As an employee of the Town of Franconia you have a responsibility to yourself, family, co-workers and the community to understand and follow our safety process.

For any safety program to be successful all employees and management must be committed to the town's policies.

Section Three

RESPONSIBILITIES

Everyone has responsibilities regarding safety and health.

Top Management is ultimately responsible for the overall success of the program, but everyone has an important role.

- SUPERVISORS – Will ensure that each level of supervision and all employees are made aware of the elements of the safety program and are implemented. Assure that proper training is being provided, and that employees are working in a safe and healthy manner. Will take immediate action to correct any unsafe condition or action. Provide personal protective equipment, along with training for its use, and make certain it is worn when necessary. Assure that all machine guarding is in place and functioning properly. Promptly investigate and report all accidents and incidents. For violations of company safety and health procedures, issue warnings, per disciplinary procedures.
- EMPLOYEES – Will report all accidents and incidents to the supervisor. Report any unsafe conditions immediately. Obey all safety and health regulations as stated in the company safety program. Attend all safety training that may be required.
- SAFETY COORDINATOR/DIRECTOR - Will assist and advise all levels of management in establishing an effective safety program. Provide safety and health training for employees and committee members. Maintain accident and incident records. Plan and coordinate inspections, committee meetings, and training sessions; assist management in all areas of safety and health. Review and update rules and programs as needed.

Section Four

SAFETY AND HEALTH COMMITTEES

- SAFETY COMMITTEE

1. Purpose of the committee is to bring workers and management together in a cooperative effort to promote workplace safety. The Safety Committee has the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.
2. The Safety Committee shall be open to all employees and inclusive of no less than 4 members with equality of employee/employer representation
3. The Safety Committee must meet quarterly
4. The Safety Committee shall elect a chairperson yearly at the first quarter meeting
5. Duties of the Safety Committee are;
 - to advocate for safety programs for all
 - to review workplace accident and injury data
 - to provide an open forum for free discussion of problems and preventive measures
 - to arrange for health and safety inspections
 - to perform audits regarding the inspection findings
 - to instruct on how to recognize, control and eliminate unsafe conditions and practices
 - to ensure required training is provided for all
6. The Safety Committee shall keep minutes of all meetings, made available to all employees for their benefit and should be sensitive to issues that may have been discussed during the meeting.

Section Five

SAFETY STATUTES, RULES AND REGULATIONS

For all employees to understand their responsibilities for safety and health, it is very important that applicable statutes, rules and standards be implemented and communicated to employees.

PUBLIC SECTOR

- Lab 1400 rules, Administrative Rules for Safety and Health
 - Lab 600 rules, Safety Programs
 - RSA 277, Safety & Health of Employees
 - RSA 277-A, Employees Right to Know
 - RSA 281-A:64, Safety Provisions Enforcement agency: New Hampshire Department of Labor (NH DOL)
- Areas in which the public employers should develop an effective safety and health program can be found in the Lab 1400 rules. Examples:
- Accident Reporting Requirements- (Lab 1403.04)
 - Machine Guarding- (Lab 1403.36)
 - Personal Protective Equipment- (Lab 1403.43) PRIVATE SECTOR
 - Lab 600 rules, Safety Programs
 - RSA 281-A:64, Safety Provision Enforcement agency: New Hampshire Department of Labor (NH DOL)
 - (29 CFR 1910) General Industry Standards
 - (29 CFR 1926) Construction Standards Enforcement Agency
 - Permit Required Confined Space (29 CFR 1910.146)
 - Lockout/Tagout (29 CFR 1910.147 CFR)
 - Respiratory Protection (29 CFR 1910.134)

Section Six

DISCIPLINARY POLICY

Disregard for safety should be treated in the same manner as disregard for other employment rules such as attendance and quality. The Town intends to impose discipline in a progressive manner with the nature of the discipline determined by the severity or frequency of the offense:

1. Verbal warning by supervisor and re-training if necessary
2. Written warning placed in personnel file and mandatory re-training
3. Job suspension;
4. Dismissal.

It is important that these procedures be applied fairly and equally to all employees regardless of their longevity or work record.

Section Seven

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

The goal of all accident and incident investigation is to prevent a recurrence, not to find fault. Immediate supervisors, members of the Safety Committee, and other designated individuals shall perform the investigation in order to determine:

1. what happened?
2. why it happened?
3. what can be done to prevent it from happening again?

Employer shall:

- Record all accidents occurring in the workplace, no matter the severity
- Report all fatal accidents or accidents which result in the hospitalization of 3 or more employees, to the commissioner of labor within 8 hours of its occurrence, by calling the DOL at 603-271-6297
- Post emergency telephone numbers next to every phone throughout the facility
- Keep a log of all injuries and illnesses sustained by employees in the workplace
- Keep records available for use by the NHDOL inspectors upon request.

Employee shall:

- Report all accidents immediately to employer, no matter the severity
- Report all accidents to oneself and those you have witnessed using the Town of Franconia accident reporting form

Accident investigations should contain the following:

- Inspections of the scene by trained personnel;
- Interviews with witnesses as soon as possible after occurrence;
- Interview with the victim at appropriate time;
- Attempts to determine cause;
- Reports;
- Recommendations to prevent it from happening again;
- Photographs or sketches of the scene;
- Samples of chemicals, vapors etc., if required.

Section Eight

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

All employees must be aware of the training requirements for their jobs, as well as, the reasons for such training. No-one will be allowed to work with any hazardous equipment, or with any hazardous materials until they have been properly trained.

Some circumstances when additional training may be required include:

- All new employees;
- Employees who are transferred to other departments;
- Managers, supervisors and foremen;
- Outside contractors entering your facility;
- Employee disregard for safety rules and regulations;
- Whenever new processes or equipment are added;
- Employees who volunteer for special teams or committees such as emergency response teams;
- Safety Committee members

Section Nine

EMERGENCY EVACUATION AND RESPONSE PLANS

When dealing with emergencies such as fire, medical, hazardous material spill, or natural disaster, preparedness in the event of such an emergency is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response.

The specific plans for evacuation are described in each facility, indicating how employees leave the building and where they go after exiting. The method of alarm should be well defined and practice evacuation drills should be planned. Included in this plan should be the responsibilities of all supervisors, foremen and designated response teams.

In the event of a medical emergency

- Who notifies the ambulance?
- Are employees trained first aiders and supplies available on site?
- Who are the trained people?
- Who is designated to meet and direct medical help to the area where help is needed?
- Who from management must be notified?
- If an emergency is the result of accident, is the area safe?

Section Ten

WORKPLACE VIOLENCE

Workplace violence can strike anywhere, anytime, and no one is immune. Employees must be able to recognize the high-risk behaviors.

“No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances”.
NIOSH Director Linda Rosentock, M.D., M.P.H.

WHO IS AT RISK OF WORKPLACE VIOLENCE?

Factors that may increase the risk of violence for some workers are: exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.

HOW TO REDUCE THE RISK:

1. Assessing the workplace, identify methods for reducing the risk.
 - Implement engineering controls, administrative controls and training the employees to recognize dangerous situations.
 - Engineering Controls:
prudent cash-handling polices such as physical separation of workers from customers, good lighting, security devices, and any other controls to discourage would-be assailants.
 - Administrative controls:
Establish policies and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone else who can encounter employees.
 - Training employees to anticipate, recognize and respond to conflict and potential violence in the workplace
2. Public Sector: Town Offices
 - Clerk’s counter should be at a height even to customer.
 - Physical barrier separating customers and clerks with sliding window panels, banking windows, interior double hung windows, and wide counter space between customer and clerk.
 - No swinging doors to allow intruders behind the work environment.
 - Proper lighting in hallways, and parking lots.

Section Eleven

Safety and Health Assistance Resources

New Hampshire Department of Labor
PO Box 2230
Concord, NH 03302-2230
603-271-6850 or 603-271-7822

Occupational Safety & Health Consultation Services
New Hampshire Department of Environmental Services
29 Hazen Drive
Concord, NH 03301
603-271-2024

Safety & Health Council of New Hampshire
163 Manchester Street, Suite D
Concord, NH 03301
603-228-1401

Primex
NH Public Risk Management Exchange
46 Donovan Street
Concord, NH 03301
603-223-0685