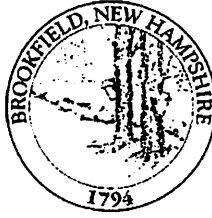


TOWN OF BROOKFIELD, NEW HAMPSHIRE
OFFICE OF THE SELECTMEN
267 Wentworth Road Brookfield, N.H. 03872
603-522-3688

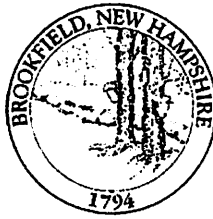
JOINT LOSS MANAGEMENT PROCEDURE MANUAL



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Town of Brookfield, New Hampshire Joint Loss Management Committee Policy

Purpose and Background Information

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

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

Responsibilities

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

I. Board of Selectmen

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

II. Supervisory Personnel

- Supervisors are leaders, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:
- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
 - B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process. (See *Exhibit C* for sample personnel policies).
 - C. Exhibit leadership, provide guidance and set the tone for safe behavior.
 - D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
 - E. Be actively concerned for the safety and health of their personnel. Leaders are accountable for the positive, successful performance of their people, as well as accidents, incidents, and near-misses which occur.

- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

III. Employees

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

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

Handling Injuries

Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this section.

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call for help!

- A. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc;
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- C. Ensure that first aid and emergency care is provided;
- D. Ensure that action is taken to prevent additional injuries (secure the scene);
- E. Notify the supervisor when practical;
- F. Follow reporting and investigation procedures.

II. Accident Reporting

- A. All accidents and incidents (near misses) are to be reported immediately to the Selectmen.
- B. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in **Part III, Accident/Incident Investigation**.
- C. The Selectmen will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC). Available http://www.labor.state.nh.us/workers_compensation_forms.asp
- D. The First Report of Injury Form (8-WC) will be completed and processed by the Selectmen within five calendar days. This individual will also complete any other required forms.
- E. Injuries requiring only first aid must also be reported following these guidelines.

III. Accident/Incident Investigation

The immediate supervisor, in conjunction with the joint loss management committee or other designated individual(s), shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury.

Guidelines for Conducting Investigations:

- A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- C. Interview the victim *when the timing is right*. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.
- D. Make objective recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

Inspections

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

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

I. Frequency

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

II. Guidelines for Correcting Unsatisfactory Conditions

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

III. Recordkeeping Guidelines

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

Education and Training

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

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

I. Types of Training

A. Introductory

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

B. Specific/On the Job

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

C. Follow-up

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

II. Recordkeeping

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

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

*Specific required programs

*Hazard Communication

*Blood Borne Pathogens

*Hearing Conservation

*Respiratory Protection

*Personal Protective Equipment

EXHIBIT A

Statement of Safety Policy

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

In pledging its full support of the safety process, the Selectmen recognize certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the Town of Brookfield 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.

As an employee of the Town of Brookfield, you have a responsibility to yourself, your family, your 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.

Your efforts will make the difference!

BROOKFIELD BOARD OF SELECTMEN

Ernest H. Brown, Jr, Chairperson

Clifton J. Camp

William A. Nelson

Date

EXHIBIT B

Seat Belt Policy

RATIONALE

1. Your welfare and safety is a consideration at all times.
2. The use of seat belts in all motorized vehicles has proven to be an important factor in both preventing, and reducing the severity of, personal injury in the event of vehicle accidents. This is especially true when the vehicle is equipped with airbags (SRS), or rollover protective systems (ROPS).
3. The New Hampshire Workers' Compensation statute, RSA 281-A, requires the use of appropriate personal protective equipment. Seat belts are considered to be personal protective equipment; therefore, the Town of Brookfield is charged under state law to require their use while on Town business. Available: <http://www.gencourt.state.nh.us/rsa/html/XXIII/281-A/281-A-2.htm>

POLICY

All Town of Brookfield employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to Town vehicles, personally owned vehicles, as well the vehicles of others, regardless of the presence of any supplemental restraint system (airbags).

In addition, passengers in vehicles operated by the Town of Brookfield staff while on Town business are required to wear seat belts. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts. Town of Brookfield employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

DISCIPLINE

Employees found to be violating this policy may be subject to discipline as outlined in the Town of Brookfield Personnel Rules and Policies.

EXHIBIT C

Discipline Policy

Discipline Procedures

The following establishes this organization's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

A. VERBAL WARNING - Any infraction of the rules, policies, or procedures will warrant a verbal warning from the employee's immediate supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include but not be limited to a written warning, suspension and / or discharge.

B. WRITTEN WARNING - Any subsequent or serious violation of the rules, policies, or procedures of the organization may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures and rules. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents

C. SUSPENSION - Any subsequent or serious violation of the rules, policies, or procedures of the organization may result in the suspension of the employee. A Selectman may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Board of Selectmen.

D. TERMINATION - Employees may be terminated from employment for a single serious violation of the rules, policies, or procedures, and/or for repeated violations of the rules, policies, or procedures. The employee shall be advised in writing of the recommendation to terminate. The authority, e.g. the Board of Selectmen, shall take action regarding the recommendation within fourteen (14) calendar days of its receipt.

In the case of Written Warning, Suspension or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

An employee need not have been suspended for any previous violations before being terminated.

EXHIBIT D

Joint Loss Management Committee Guidelines

I. Purpose and Intent

The Joint Loss Management Committee is not just another layer of forced bureaucracy. Their purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.

The Primex³ Risk Management Services Department Available on line: [<http://www.nhprimex.org/RiskManagement/Prime3.php>] continues to advocate the establishment of joint loss management committees. These guidelines may help to answer some of the inevitable questions associated with forming and operating a joint loss management committee. The variables that impact each employer's decisions are too numerous to allow "ironclad" information to be presented.

During the decision making process, consider the following points:

***Intent.** What is your intent? Are you trying to incorporate something into your safety process that will positively impact the health and safety of the employees? If so, you are probably on the right track.

***Effectiveness.** Will what you are contemplating doing work? If so, further consider it. If not, find something that will work. This is one area where the result may be more important than the process used to achieve it.

The 1994 Workers' Compensation reform legislation introduced the term "joint loss management committee" into our vocabulary. The purpose was to have a more descriptive name for what is intended to be a more balanced, comprehensive version of a safety committee. For many Primex³ members, the existing safety committee may be able to be transformed into a joint loss management committee.

II. Organization of Committee

A. Size:

Employers with 20 or fewer employees need a minimum of 2 members, while employers with more than 20 employees need a minimum of 4 members.

The size and structure of the committee will be impacted by the overall size of the organization and the services provided. The committee should be sized so that all members can be active, and special sub-committees can be appointed, if needed.

B. Membership and Structure:

1. Committees are required to have equal numbers of employer and employee representatives. (See the applicable definitions in the rules which start on page 3.10)

2. Employee representatives shall be selected by the employees according to the following guidelines:

A. Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;

B. Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group;

3. Committee members must be representative of the major work activities of the employer.

“Major work activities” is open to interpretation, but the easiest delineation would appear to be by department. However, work activities could easily cross departmental lines. For example, one representative of the administrative support activities (computer input, filing, etc.) can probably represent the interests of all employees involved in those operations.

4. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities;

5. The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives.

The law does not address the length of the term that the committee chair can or should serve. Therefore, the rotation between employee and employer representatives must only occur when the chairperson changes.

6. Our recommendation is that the chairperson change every two years. That gives someone a chance to “learn the ropes” and have an impact prior to the expiration of their term, yet also allows that required rotation to occur.

C. Sample Agenda

1. Call to order.
2. Roll call by secretary.
3. Introduce any visitors, if allowed.
4. Read minutes of previous meetings.
5. Review any new rules or regulations issued since last meeting, and/or any correspondence received.
6. Address any unfinished business.
7. Review any noted safe practices, behaviors, or ideas.
8. Review all personal and property accidents and “near misses” and define preventive measures to be taken.
9. Discuss safety inspections and recommendations to be submitted to the employer.
10. Bring up new business. Include any outside programs of interest.
11. Adjourn the meeting. Indicate date, time, and location of next meeting.

III. Duties and Responsibilities

A. General

1. Meet at least quarterly.
2. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.
3. Develop and disseminate to all employees a committee policy statement.
4. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
5. Review workplace accident and injury data to help establish the committee's goals and objectives.
6. Provide an open forum for free discussion of both accident problems and preventive measures.
7. Establish specific safety programs which include, but are not limited to, the following:
 - 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 of audits at least annually regarding the inspection findings;
 - Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 - Written response, by the employer, to recommendations made by the committee.
8. During the inspections, discover unsafe conditions and practices, and determine their remedies.
9. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices.
10. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
11. Assist with the identification of temporary, alternate tasks.

B. Recordkeeping

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

IV. Tips Offered By Those with Experience

A. Management

1. Personally accept responsibility for and be concerned with their own health and safe.
2. Recognize and commend safe, healthy behavior.
3. Fully support and commit to the safety and health process.
4. Fund the joint loss management committee in the budget to enhance the credibility of the process and committee.
5. Approve and issue written, comprehensive general safety and health policies programs and procedures and ensure that acceptance and enforcement is equal in all departments.
6. Make safety performance a part of the performance appraisal system.

B. Supervisors

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

C. Employees

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

D. Committee

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

Every entity, workplace, and employee is unique. This has to be recognized by everyone involved. "Off-the-shelf" program, policies and procedures, and "quick-fix" solutions will not be effective in the long term.

Compliance

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

Instructions for Using Recommendations Form

- 1 The Workers' Compensation statute requires the employer to respond to recommendations made by the joint loss management committee. A verbal response that is recorded in the committee's official minutes qualifies as a response.
2. The committee presents their recommendations to the appropriate parties on this form. Additional sheets can be used for sketches, additional supporting material, etc.
3. The employer representative responsible for acting on the recommendations provides written responses, and returns the form to the committee chair.

Guidelines

- * Keep the recommendations concise and action oriented. Begin them with action words (e.g. install, remove, repair, etc.)
- * Word the recommendation in such a way that it will be clear whether or not it has been completed.
- * Don't make this an exercise in paperwork. This form is purposely designed to be short. Don't create extra work.
- * Once completed, the form should be kept as a record of action taken. Keeping it with the committee minutes makes sense.
- * The committee can take responsibility for follow-up on uncompleted recommendations. If a target date six months hence is established, some means to revisit the issue should be established so that six months later, completion of the recommendation can be determined.

Joint Loss Management Committee
Recommendations

Committee: _____ Meeting date: _____ Date: _____

Rec. Number	Committee Recommendations
----------------	---------------------------

Rec. Number	Target Employer Response	Date
----------------	-----------------------------	------

Employer: _____ Representative: _____
Date: _____
Return responses to Committee Chair

Use additional sheets as needed

Page _____ of _____

Verbal Warning Note

I gave a verbal warning to

on this date for violating

The above named employee was advised that any further violations of this or other rules could result in further disciplinary action.

Name _____

Date _____

Written Warning

To:

From:

Date:

Subject: Written Warning

You are hereby given a written warning as called for in the Personnel Rules & Regulations and Department Work Rules for:

which is a violation/are violations of the following rules and regulations:

You are expected to improve your compliance with these rules and regulations forthwith.

Any further violations may result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

Selectmen Signature

Date: _____

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's Signature

Date: _____

Notice of Suspension

To:

From:

Date:

Subject: Notice of Suspension

You are hereby notified that you are suspended for _____ days with/without pay effective _____.

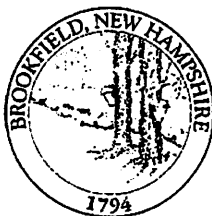
This action is the result of your violation of

in _____ that _____ you

This behavior does not comply with the standards of performance expected of you as an employee.

Selectmen Signature

Date:



TOWN OF BROOKFIELD HAZARDOUS AND 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 1403.36 **Hazardous and Toxic Substances**, and N.H. RSA 277-A **“Worker’s Right to Know Act.”** Available on line:
<http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XXIII-277-A.htm>

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.

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.
 2. The Material Safety Data Sheets shall be kept on file in a convenient office location at the Garage, and Town Hall 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;
 - a) The chemical's common name;
 - b) If the chemical is a mixture, the identity of the ingredients;
 - c) Physical and chemical characteristics;
 - d) Physical and health hazards including the primary routes of entry into the body;
 - e) Safe handling, use and disposal procedures;
 - f) Spill and leak precautions and procedures;
 - g) Emergency and first aid procedures; and
 - h) Name, address and phone number of the chemical manufacturer.

- **Labeling Requirements-**

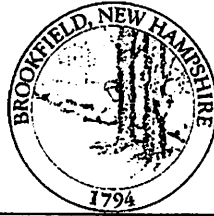
1. All hazardous and toxic substances must have a label containing the following information;
 - a) Identity of the substance
 - b) Name and address of the chemical manufacturer, importer, etc.
 - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must 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 and
 - e) How to use Material Safety Data Sheets.

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:
 - Goggles, Face shields, Rubber gloves and or Aprons



TOWN OF BROOKFIELD BLOOD BORNE PATHOGENS POLICY

1. Purpose

- To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.09, Bloodborne 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 bloodborne 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 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: CALL 911**
 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 bloodborne pathogens).

Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials.

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) 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. 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:
First Report of Injury

Submission Date:

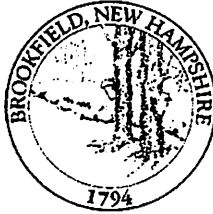
EMPLOYEE INFORMATION						
Employee Name (First & Last)			Gender	Hired Date		Hired in NH
Employee ID	Date of Birth	Age	Occupation when Injured			
Employee Address	Telephone	Wages per Hour	Hrs per Day	Days per Week	Average Weekly Earnings	

INJURY INFORMATION			
Injury Date / Time		Date Employer Notified of Injury	
Disability Began Date			
Claim Type		Full Wages Paid on Injury Date	
Accident Description			
Body part Injured		Cause of Injury	
Nature of Injury		Witness Name	Witness Phone
Has injured returned to work?	If so, what date?	If so, at what occupation?	If so, at what duty status?
Initial Treatment			
Initial Treatment Comments			
Name of Treating Physician		Name of Treating Hospital	Has injured died? If so, what date

EMPLOYER INFORMATION		
Employer Name		Employer FEIN
		Industry Code
Employer Contact Name	Contact Phone Number	Employer Business Address
Managed Care Provider		
Leased Employee? Client Company	OCIP/Wrap-Up Policy? Name of policy holder	

INSURER INFORMATION			
Insurance Carrier	Insurer Type	Policy Number	Telephone Number

SUBMITTER INFORMATION			
Submitter Name	Title of Submitter	Represents	Telephone Number



TOWN OF BROOKFIELD PERSONAL PROTECTIVE EQUIPMENT POLICY

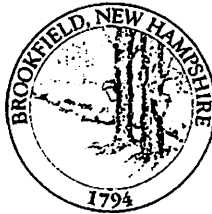
1. Purpose

- 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 **1403.53, 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.

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.).



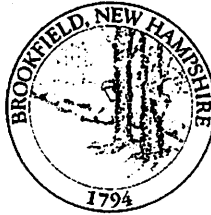
TOWN OF BROOKFIELD NOISE EXPOSURE POLICY

1. Purpose

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.51, 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 85 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 BROOKFIELD RESPIRATORY PROTECTION POLICY

1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.61, **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 Town of Brookfield for proper selection, use and maintenance of respiratory protection.
 2. Use respiratory protection when deemed necessary by employer.

3. Procedural Overview

- **General Requirements-**
 1. Issue respiratory based on hazardous conditions or potential hazards.
 2. 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.
 2. Disinfect and clean respiratory protection after use and check for damage.
- **Medical**

Employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.