

TOWN OF AUBURN

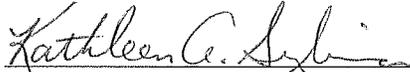
Statement of Safety Policy

The welfare and safety of our employees is of prime concern to management. Accidents result in unnecessary suffering and loss of wages, and all too often in permanent disability. Therefore, it is our policy to provide and maintain safe and healthful working conditions and to require safe work practices.

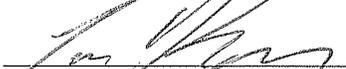
To assure that our best efforts are going toward the prevention of accidents, we have established a comprehensive Joint Loss Prevention Management Program.

Each of us shares a responsibility for the prevention of accidents and we expect that everyone will participate to the fullest to ensure that this will be a safe town in which to work.

AUBURN JOINT LOSS MANAGEMENT COMMITTEE


Kathleen A. Sylvia, Chair


Carrie Rouleau-Cote


Calvin Kapos


Bruce Phillips

AUBURN BOARD OF SELECTMEN

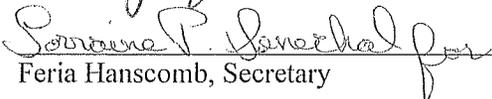

Russell C. Sullivan, Chairman

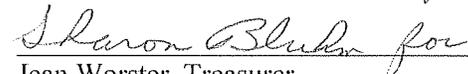

James F. Headd, Vice Chairman


Paul M. Raiche

AUBURN LIBRARY TRUSTEES

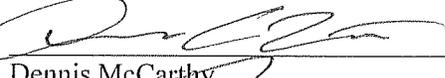

Nancy J. Mayland, Chair

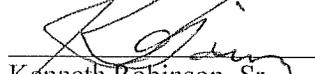

Feria Hanscomb, Secretary


Jean Worster, Treasurer

AUBURN POLICE COMMISSIONERS


David Dion, Chairman


Dennis McCarthy


Kenneth Robinson, Sr.

TOWN OF AUBURN EMPLOYEE SAFETY MANUAL

Section 1. PURPOSE

Every employee has the right to a workplace free from occupational safety and health hazards. A Joint Loss Management Program is designed to prevent accidents and illnesses, and is established jointly by employees and management. Unsafe acts, unsafe conditions and accidents all demonstrate a weakness in the management system. This manual provides the framework for safety to be managed like any other function through planning, organization, leadership, and control. A well-trained, well-disciplined and well-supervised employee in a safe and healthful environment is less likely to have an accident.

Section 2. AUTHORITY

As an employer with 10 or more full-time, part-time or seasonal employees, we are required by RSA 281-A: 64 to develop a current written safety program to help reduce the cost of worker's compensation insurance. A summary of this program is to be filed with the Department of Labor biennially on January 1st, using Safety Summary Form WCSSF.

Section 3. JOINT LOSS MANAGEMENT COMMITTEE

A. Purpose

The purpose of the Joint Loss Management Committee is to bring workers and management together in a cooperative effort to promote workplace safety. The committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs continuing education on the subject of workplace safety. The Committee shall develop a written safety program for submission to the New Hampshire Department of Labor.

B. Membership and Structure

The Committee shall consist as nearly as possible of equal representation of management and employees. Specifically: The Building Inspector/Code Enforcement Officer and the Fire Chief shall be permanent members and shall represent the employer. The Auburn Police Union shall designate a member who is a non-supervisory employees, while a second employee member from the Town Hall offices, Fire Department, Police Department (non-union), Library and Parks & Recreation, shall be chosen by ballot of the non-supervisory employees of those respective departments. Employee representatives shall be chosen on an annual basis and serve a one-year term on the Committee. Terms may be renewed as chosen by the employees.

The Committee shall elect a Chairman on an annual basis. Chairmanship shall be rotated between management and employees.

C. Meetings

The committee shall meet on a quarterly basis, (4) four times per calendar year, on a date and at a time and location to be determined by the Committee.

D. Duties

1. Accident Review

All accidents and subsequent recommendations for prevention will be reviewed and approved or returned for clarification. Any recommendations made will be followed through to completion, and communicated to other departments with similar exposures.

2. Inspections

The Committee may choose to conduct an inspection of a particular location/piece of machinery/job site. Any recommendations will be communicated to those responsible for implementing them.

3. Communication of Relevant Information

- a. Meeting Minutes - All minutes from the meetings will be available at the Town Hall.
- b. Suggestions - Committee members are expected to listen to safety suggestions from co-worker and present them to the Committee.
- c. Biennially, the Committee will complete the Safety Summary Form WCSSF and file with the Department of Labor by January 1st.

Section 4. GENERAL RULES REGARDING THE SAFETY AND HEALTH OF EMPLOYEES

Except where more stringent rules as outlined in this document may apply, the Town of Auburn accepts and adheres to the Department of Labor's ADMINISTRATIVE RULES FOR SAFETY AND HEALTH, Chapter LAB 1400.

Section 5. RESPONSIBILITIES

Note: For the Town of Auburn, Department Head and Supervisor are oftentimes the same person and the titles are used interchangeably in this document.

Employees shall be fully responsible for implementing the provisions of this program as they pertain to operations under their jurisdiction. The responsibilities listed are the minimum acceptable and should not be construed to limit individual initiative to implement more comprehensive procedures to control our losses.

A. Board of Selectmen / Library Trustees / Police Commission

1. Provide overall support, direction and commitment to the program.
2. Ensure that the personnel responsible for carrying out the provisions of this program have a copy of it, understand it, and are adhering to the rules and procedures outlined in the program.
3. Provide required resources including:
 - a. Funding - safety equipment; personal protective equipment; training and training materials.
 - b. Personnel - loss prevention consultants if and when required; safety information exchange between departments.
 - c. Time - review inspection/investigation reports; participate in training programs.
 - d. Others as needed.

B. Supervisory Personnel

Supervisors or department heads have the authority and responsibility to maintain a safe and healthful work place. Specifically, they will do the following:

1. comply with this program and applicable department procedures.
2. ensure that all employees within their jurisdiction comply with the program and follow all department procedures.
3. provide personal protective equipment, along with training for its use, and make certain that it is worn when necessary.
4. follow disciplinary procedures for violation of work rules.
5. educate employees within their jurisdiction in the accepted method for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required.
6. as necessary, but at a minimum of twice per year, meet with staff to review any accidents that have occurred and to discuss plans and ideas to improve loss prevention measures.
7. where accidents, incidents, or near misses have occurred involving the supervisor's staff, the supervisor shall review each incident to determine if additional preventative

measures can or should have been taken and discuss these measures with the staff to ensure future compliance.

8. include and evaluate an employee's safety record in each formal performance appraisal, recognizing good safety practices and discussing any specific safety deficiencies that need to be corrected.

C. *Employees*

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making the safety program work. Employees shall:

1. understand and follow all department safety procedures.
2. be informed of and practice established safe practices.
3. use and wear the required personal protective equipment as required by department policies and procedures issued by individual department heads.
4. report all unsafe acts and conditions to the supervisor.
5. operate only machines and equipment that they have been authorized and trained to operate.
6. follow all accident reporting procedures.
7. attend all safety training that may be required.

Section 6. HANDLING INJURIES, ACCIDENT REPORTING AND INVESTIGATION

A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment or any occupational disease arising out of and in the course of employment. There are definite State requirements for reporting these injuries, which are summarized in this section.

Naturally, the first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

1) *Handling Injuries*

Good judgment is a key factor in handling any injury. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question about the seriousness of an injury, call for help!

1. Employee will call the appropriate emergency service (medical, fire, and/or police) whenever those services are deemed necessary.
2. Employee will notify the supervisor of the incident as soon as possible.
3. Employee will follow reporting and investigation requirements outlined below.

2) *Accident Reporting*

1. All accidents or incidents will be reported immediately to the responsible supervisor.
2. Supervisors will insure that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC available through the Selectmen's Office, who is responsible for the reporting of all accidents & injuries).
3. The First Report of Injury Form will be completed and processed within twenty-four hours of notice by the department head to the Selectmen's Office. The department head will also complete any other required forms.

3) *Accident/Incident Investigation*

The immediate supervisor or other designated individual will investigate all accidents and incidents that occur within their jurisdiction. The purpose of the investigation is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required.

Guideline for Conducting Investigations:

1. Investigate the scene as soon as possible after the accident/incident, noting conditions, location of equipment, physical objects, and witnesses. Make notes, take pictures and draw sketches as needed.

2. Interview witnesses soon after the accident so the facts will be fresh in their minds.
3. Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.
4. Make recommendations for preventing similar occurrences.

Section 7. INSPECTIONS

Department heads and supervisors are responsible for conducting formal safety inspections and recording their findings. Employees should also inspect their work areas prior to the start of any job and address any identified unsafe conditions. Any unsatisfactory conditions are to be evaluated and corrected in an appropriate and cost effective manner. If correcting a condition will require major renovations and/or expenditures, review with the Board of Selectmen will be required.

a) Frequency

Inspections of the work area and equipment to identify potential safety hazards are to be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required, depending on frequency of use, location, and proximity to potential hazards. In all cases, department heads, supervisors and employees are expected to constantly be alert for unsafe acts and conditions, and to take necessary corrective action.

Guidelines for Correcting Unsafe Conditions

1. First and foremost, take the necessary action to prevent any injury (remove debris from a walkway or work area; post a warning sign, etc.).
2. If possible, take steps to permanently correct the hazard. Report all action taken to your department head/supervisor.
3. If a permanent solution to the identified problem is not immediately possible, take steps to prevent an injury that might result from it. Report the problem along with your recommended solution, if you have one, in writing to the person who has the authority to correct it.

Record Keeping Guidelines

1. Document the inspection. At a minimum, record the inspection date, location/piece of equipment, inspector's name, notes, list of unsatisfactory conditions noted, corrective actions taken, and a list of further recommendations. (*JLMC Self-Inspection Checklist attached*)
2. Keep a copy on file *with the Department Head*.

Section 8. SAFETY EDUCATION AND TRAINING

Safety education and training raise the employee's level of safety awareness.

A. Types of Training

1. Introductory

All new or transferred Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the Loss Prevention Management Program, and be made aware of the department's operating procedures and where they are located. When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the Safety Orientation and Employee Safety Responsibilities Forms (SEE FORMS), which will be included in the employee's personnel file.

2. Specific/On the Job

The supervisor will instruct employees in the proper method of performing each job, the hazards associated with each job, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the department's operating procedures, when changes in the job occur, or whenever deemed necessary by the supervisor. All employees shall be trained to know the location of fire extinguishers within their work locations and how to use them.

3. Follow-up

When the supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or a near miss.

B. Record keeping

1. Introductory training – Documents will be kept in the employee’s personnel file.
2. Specific training - Documentation of training provided for specific task (e.g. proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date and instructor’s name, and a list of those attending. The supervisor can keep these lists.

Section 9. EMERGENCY PROCEDURES

A. Emergencies – General

For emergencies including, but not necessarily limited to, serious injury, fire, or hazardous spills, call **911**. For fire, hazardous spills or other potentially dangerous conditions within buildings, in addition to calling 911, **EVACUATE THE BUILDING**.

Section 10. DISCIPLINARY POLICY FOR SAFETY INFRACTIONS

As a condition of employment, all employees are required to participate actively in department safety programs and follow safety regulations in the interest of on-the-job accident prevention. Willful disregard of safety practices, department rules, instructions, or the welfare of a fellow employee has no place in the workplace. This kind of behavior may lead to injuries, damage to equipment and/or poor productivity.

Disciplinary actions up to and including termination of employment will be taken in those cases where it is determined that disregard for safety practices has occurred. In the event that progressive discipline is appropriate, the following format will be followed.

First offense:	Oral warning with review of policy
Second offense:	Written warning with re-training of policy
Third offense:	Suspension
Fourth offense:	Termination of employment

Discipline Procedures

The following procedure establishes the Town’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 reviewed will be reviewed with the employee in order to reinforce understanding of the behavior expected. *(See forms attached)*

- 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 to the seriousness of the violation 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. After notifying the governing body of the employee: **Board of Selectmen, Library Trustees, or Police Commission**, the department

head may suspend the employee without pay for one day or duration decided upon by that governing body. Notify the Selectmen, in writing, of such suspensions.

- 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 department head must provide the Governing Body of the employee with written recommendation for the termination of an employee. The **Board of Selectmen, Library Trustees, or Police Commission** 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.

TOWN OF AUBURN
VERBAL WARNING NOTE

I gave a verbal warning to _____
(Employee Name)

on this date for violating _____
(Cite name of rule, regulation, or procedure)

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

Name _____
Department Head

Date _____

TOWN OF AUBURN
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.

Supervisor's Signature

I acknowledge receipt of the above. I certify that it was discussed with me.

Employee's Signature

Date

I acknowledge receipt of the above. I do not agree with the above.

Employee's Signature

Date

**TOWN OF AUBURN
Notice of Suspension**

To: _____

Date: _____

From: _____

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 _____

(Cite section of rule violated).

in that you _____
(Cite specifics of violation to include date(s), time(s), and action(s)).

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

(May wish to cite other warnings in here.)

Supervisor's Signature

I hereby acknowledge receipt of the above. I certify that it was discussed with me.

Employee's Signature

Date

**TOWN OF AUBURN
EMPLOYEE SAFETY RESPONSIBILITIES**

As an employee of the Town of Auburn, I am responsible to:

1. Observe all Town safety rules and apply the principles of accident prevention to my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly. I will fill out the required form provided by the department head and submit to the Selectmen's office.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Joint Loss Management Committee representative promptly.
4. Observe all hazard warnings and "No Smoking" signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs, or consume them while on the job.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Observe safe operating procedures for all equipment I am authorized to operate.
11. Follow proper lifting procedures at all times.
12. Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
13. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
14. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
15. Actively participate in the Town's efforts to provide a joint loss management program.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE EMPLOYEE SAFETY RESPONSIBILITIES FORM, AND THAT MY RESPONSIBILITIES WERE EXPLAINED TO ME.

Employee

Date

TOWN OF AUBURN
SAFETY ORIENTATION FORM

Employee's Name _____

Position _____

Date Hired _____

Circle: New Employee Transfer Rehire Seasonal Temporary
 Full-time Part-time

Circle Completed Items:

1. Purpose of orientation
2. Reporting accidents to supervisor immediately
3. Tour of facilities and equipment
4. First Aid Kit
 - A. Obtaining treatment
 - B. Location in facilities
 - C. Emergency telephone numbers
5. Potential hazards on the job
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies
 - A. Location of exits and evacuation routes
 - B. Use of fire fighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
7. The total safety program
 - A. Function of Joint Loss Management Committee
 - B. Introduction to Joint Loss Management Committee representative
 - C. Safety policies and procedures
8. Personal work habits
 - A. Proper lifting techniques
 - B. Horseplay, good housekeeping, no smoking policy
 - C. Safe work procedure
 - D. Proper use of equipment
9. Vehicle safety

We have discussed the items checked above. I will consciously try to perform my assigned duties safely.

Supervisor's Signature

Date

Employee's Signature

Date

TOWN OF AUBURN
INCIDENT / NEAR MISS INVESTIGATION REPORT

Supervisor _____
Employee _____
Date / Time _____
Location _____
Witnesses _____

INCIDENT DESCRIPTION

Part of Body Affected _____
Mechanism of Injury _____

ANALYSIS

Was the necessary protective equipment in use?	Yes	No	N/A
Were any unsafe conditions present?	Yes	No	N/A
Was all safety equipment in place?	Yes	No	N/A
Were all safety rules being followed?	Yes	No	N/A
Was the equipment in good working condition?	Yes	No	N/A
Was the employee performing an unsafe act?	Yes	No	N/A
Is this the employee's normal job?	Yes	No	N/A
Was the employee properly trained?	Yes	No	N/A

Explanation of Finding based on above ANALYSIS: _____

PREVENTION

Primary cause of the incident: _____

What corrective action(s) have or will be taken? _____

Date corrective action should be completed: _____

Improvement

Has work order been generated to correct deficiencies? Yes No
Date work order submitted _____ Date completed _____

Name _____ Date _____

To be filed with Dept Head & Safety Committee

APPENDIX A. SAFETY PRACTICES

- A – 1. Safety Equipment**
- A – 2. Blood Borne Pathogens**
- A – 3. Toxic Substances**
- A – 4. Flagperson / Traffic Detail**

A - 1. SAFETY EQUIPMENT

1. Purpose

- To establish a policy that requires employees to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

2. Responsibilities

Safety Equipment

Seat Belt Policy: During the operation of a town vehicle equipped with seat belts, the operator and passenger are required to wear seat belts.

Hard Hats: It is the policy of the Town to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. the ground person must wear a hard hat within the work area during the operation of all equipment, including backhoe, loader, and street sweeper.
2. when working in the vicinity of tree or brushwork operations.
3. when working below ground level, such as in lift stations, ditches, etc.
4. when other conditions warrant and/or when ordered to do so by a supervisor.

Safety Vest: Shall be worn when an employee is in flagging position and/or when working in a traveled right-of-way.

Safety Glasses/Goggles/Face Shield: Shall be worn when grinding, chipping, using air tools, weed whacking, brush/wood cutting, when within the work area of active construction sites, or under conditions which warrant the supervisor to require safety goggles being worn.

Safety Chaps/Fire Gear: Shall be worn when operating a chain saw or similar equipment.

Communicable Diseases: All possible precautions must be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or others.

Ear Protection: Shall be worn when occupational noise exposure exceeds the sound levels shown in Table 3 PERMISSABLE NOISE EXPOSURES, section LAB 1403.51 of the Department of Labor Administrative Rules for Safety and Health.

3. Penalties

- Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action up to and including termination.

A – 2. Blood Borne Pathogens

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.

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 devices(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

A – 3. Toxic Substances

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 **1403.57 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.
 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

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
 - Goggles
 - Chemical resistant gloves
 - Aprons
 - Appropriate Footwear

A – 4. Flagperson / Traffic Detail

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 1403.21, **Flagperson**.

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 flagperson is provided. For the purposes of this policy, a flagperson may be a civilian, firefighter or law enforcement officer, whether employee or volunteer.
 2. Provide appropriate training to any employee or volunteer who may serve as a traffic flagger.
 3. Provide designated flagperson(s) with highly visible warning garment with retro-reflective striping while flagging, and ANSI Type 2 vest at a minimum is recommended.
 4. Provide additional reflective warning garments or devices to flagpersons for nighttime flagging.
 5. Provide the flagperson with a combination Stop/Slow paddle at least 18 inches in width and letters that are at least 6 inches in height.
- **Employee/Flagperson 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)