

# Town of Henniker



## Employee Safety Program

Adopted by Board of Selectmen August 5, 2008

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**HENNIKER EMPLOYEE SAFETY PROGRAM  
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## **Section I INTRODUCTION**

Every employee desires and has the right to a workplace free from occupational safety and health hazards. The goal of the Henniker Employee Safety Program is to prevent, reduce and eliminate accidents and illnesses within the work environment. The program is designed to be effective throughout the planning, organization, leadership and day-to-day functioning of the Town of Henniker. The Employee Safety Program, as required by Title XXIII, RSA 281-A:64, is established jointly between employees and management. In addition to adhering to all policies and guidelines established within The Employee Safety Program, all employees are encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health by actively participating in and contributing to the ongoing implementation of the program.

## Section II STATEMENT OF COMMITMENT AND PURPOSE

The Town of Henniker 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, volunteers and their families resulting in unnecessary suffering, both physical and mental, disruption of work schedules, loss of wages, disability, and increased expenses. Therefore, it is the policy and responsibility of the Town of Henniker to provide and support an effective town-wide employee safety program.

The purpose of the Employee Safety Program is to provide safe working conditions for our employees and to provide a safe environment for our service to the public. The goal of the Employee Safety Program is to prevent, reduce and eliminate accidents and illnesses within the work environment.

Regard for the safety of our employees, volunteers, the general public, and our vendors is the responsibility of all levels of our organization. Therefore, the prevention of property damage, injury and illness is a goal well worthy of our achieving. A safe work place is a well-organized and efficient environment that enhances our professional service to the community.

We acknowledge that all management, supervisory and employee personnel must fully support the implementation of the Henniker Employee Safety Program and not impede or hinge the success of the Program, and that:

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

Each of us shares a responsibility for the prevention of accidents and we expect that everyone will participate to the fullest extent to ensure that the Town of Henniker continues to maintain high standards in regards to occupational safety.

Adopted by Henniker Board of Selectmen August 5, 2008

*Thomas Watman*

*Joseph Damour*

*Cheryl Morse*

*Leon Parker*

*Ronald Taylor*

## **Section III RESPONSIBILITIES**

Everyone shall be fully responsible for implementing the provisions of the Employee Safety Program within their respective jurisdictions. The responsibilities listed are minimal, and are not intended to limit any individual from initiating, creating and implementing more comprehensive procedures to control losses.

- A. **EMPLOYEES:** As members of the organization, employees are expected to exhibit safe behavior 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.
1. Understand and observe all work rules and regulations. If an employee does not understand a work rule or regulation, they must notify their immediate supervisor.
  2. Take immediate actions to correct unsafe acts and conditions, and inform the supervisor of actions taken.
  3. Wear required personal protective equipment, including seat belts.
  4. Operate only machines and equipment that they have been properly trained (licensed, if applicable) and authorized to operate.
  5. Follow all accident and incident reporting procedures.
- B. **SUPERVISORY PERSONNEL / DEPARTMENT HEADS:** Supervisors are leaders and they play an essential role in the success of this process. They have the authority and share the responsibility in maintaining a safe and healthful work environment and work practices, including the following:
1. Exhibit leadership, provide guidance and set the tone for safe behavior.
  2. Implement and model department-specific safety work practices that, at a minimum, comply with State of NH LAB 1400 Safety Rules.
  3. Ensure that all employees within their area of responsibility understand and comply with the Employee Safety Program and observe all work rules.
  4. Conduct an employee orientation by completing the Employee Orientation Signature Page (see Section XI).
  5. Educate employees within their jurisdiction in the following:
    - a. Nature of hazards involved;
    - b. Necessary precautions to be taken; and
    - c. Use of required personal protective equipment.
  6. Ensure that all employees within their jurisdiction have been formally trained on the operation of machinery and equipment prior to use.
  7. Meet with employees to review accidents that have occurred and discuss initiatives to minimize re-occurrence.
  8. Correct any unsafe conditions brought to your attention.
  9. Support the Safety & Loss Prevention Committee to enhance the credibility of the Employee Safety Program.
  10. Acquire any necessary safety equipment, protective gear and training as required.

11. Regularly conduct workplace inspections to identify and correct unsafe equipment, conditions or actions.
12. Include and evaluate an employee's safety record during formal performance evaluations.
13. Report accident, incidents and near misses as outlined in Section VII, Reporting and Recordkeeping.
14. Maintain an accessible stocked first aid kit at all times, including single-use disposable gloves.
15. Develop and post an emergency evacuation route specific to the department building.

## C. MANAGEMENT

1. Insure that all supervisors and employees are made aware of the town Employee Safety Program.
2. Correct any unsafe conditions brought to your attention.
3. Ensure that required resources are available when necessary including funding for safety and personal protective equipment.
4. Approve and issue written, comprehensive general safety and health policies, programs and procedures to ensure that acceptance and enforcement are equal in all departments.
5. Support the Safety & Loss Prevention Committee to enhance the credibility of the Employee Safety Program.
6. Respond in writing to recommendations made by Safety & Loss Prevention Committee.
7. Demonstrate overall support, direction and commitment. Actively participate in the process whenever possible.
8. Provide for regular inspection of all alarms, panic buttons, and monitoring systems to ensure proper functioning.
9. Designate, by name and title, the person responsible for reporting and recordkeeping duties as outlined in Section VII, Reporting and Recordkeeping.

## D. SAFETY / LOSS PREVENTION COMMITTEE:

**1. Statement of Purpose:** The purpose of the Safety & Loss Prevention Committee, as required by Title XXIII, RSA 281-A:64, is to bring workers and management together to work cooperatively to promote workplace safety, assist the employer and make recommendations for change. Committee responsibilities have been developed in order to comply with the guidelines set forth in the N.H. Code of Administrative Rules Chapter Lab 600.

### **2. Goals & Objectives:**

- a. Provides an open forum for free discussion of both accident problems and preventive measures.
- b. Encourages participation and suggestions from all employees.
- c. Meets no less than quarterly.
- d. Makes minutes of all meetings available to employees.

- e. Develops a committee policy statement, goals and objectives and disseminates them to all employees.
- f. Reviews workplace accident and injury data, including all Slips, Trips & Falls logs, to establish goals and objectives.
- g. Assists with accident investigations and makes recommendations for prevention of future occurrence.
- h. Shall be composed of a minimum of 4 members and be representative of the major work activities of the Town.
- i. Should be composed of equal numbers of employer and employee representatives whenever possible. Employee representatives are to be selected by employees.
- j. Elects a chairperson and rotates the position between employee and employer representatives.
- k. Establishes an annual inspection process to identify potential or existing hazards.
- l. Use the State of New Hampshire Department of Labor Administrative Rules for Safety and Health, Chapter LAB 1400 as a guide for annual inspections.
- m. Audits, no less than annually, the findings of such inspections.
- n. Communicates hazard identification and recommends action steps to department heads and management.
- o. Assists with identification of safety and health training for employees.
- p. Assists, upon request, with identification of temporary, alternate tasks.

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.

## **Section IV SAFETY AND HEALTH COMMUNICATIONS**

All employees will be required to read and acknowledge receipt of the written Safety Program. See “Signature Page.”

All unsafe conditions, incidents or accidents should immediately be reported to an immediate supervisor. All employees are welcome and encouraged to submit suggestions, concerns, or questions regarding safety to their immediate supervisor. Employees may also contact a member of the Safety & Loss Prevention Committee concerning any safety-related topic or concern. Such contact may be done anonymously, verbally or in writing. The committee will review concerns and make recommendations to the Town Administrator or Department Head accordingly. All employees are welcome to attend a committee meeting.

Minutes of all Safety & Loss Prevention Committee meetings will be made available to all employees through distribution to department heads and posting at Town Hall. In addition, the Safety & Loss Prevention Committee will distribute to each employee a committee policy statement, goals and objectives.

## **Section V TRAINING**

Safety education and training raises the employee’s level of safety awareness, and also provides management with an opportunity to demonstrate concern for the welfare of the employees.

All town employees will be oriented to the Employee Safety Program through the reading and understanding of the written program.

Employees will be instructed by the supervisor in the proper method of performing each job, the hazards associated with the job, the required personal protection equipment, and any necessary emergency procedures. This will be done upon hiring, when changes in the job occur, or whenever deemed necessary by the supervisor or employee.

Employees may only operate machines and equipment that they have been properly trained (licensed, if applicable) and authorized to operate.

Specific trainings, as identified by the employer, department head, supervisor or Safety & Loss Prevention Committee, may be offered periodically to enhance employee knowledge and understanding of various safety procedures.

## **Section VI**

### **EMERGENCY RESPONSE**

Everyone is expected to exercise sound judgment based upon circumstances. If there is any question or doubt about the seriousness of an emergency, call (9-1-1).

Department-specific evacuation plans are to be exercised in the event of a fire or similar need for evacuation. All personnel are to meet at a department-specific location as outlined in their evacuation plan.

Panic alarms may be provided in customer service areas, giving employees direct access to emergency response in the event of a threatening situation.

## Section VII REPORTING AND RECORDKEEPING

A. **ALL INCIDENTS:** All accidents, incidents, and near misses are to be reported to an immediate supervisor.

1. **Near Miss:** A near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. Although human error is commonly an initiating event, a faulty process or system invariably permits or compounds the harm, and is the focus of improvement. Other familiar terms for these events is a "close call", or in the case of moving objects, "near collision".

2. **Slips, Trips and Fall Prevention:**

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

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

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

III. ***Procedures:***

- a. A Slip, Trip and Fall Log shall be maintained at every public facility
- b. Unsafe conditions shall be reported to the appropriate contact for that location immediately for corrective action. If the conditions present an immediate threat to the safety of employees or the public, the employee will take reasonable steps to prevent injuries until the appropriate personnel arrive.
- c. Employees shall wear footwear appropriate for the conditions.
- d. It is recommended that employees wear slip-on traction devices such as YakTrax provided by the Town of Henniker when operating in inclement weather conditions (i.e. ice and snow). Employees shall follow the guidelines for use as set forth by the manufacturer.
- e. Sidewalks, parking lots, stairs, and other areas that employees and the public utilize shall be properly maintained to ensure that no tripping points, ice and snow build up, or other conditions that could contribute to a slip, trip, or fall exist.
- f. Interior hallways, stairs, floors, and other areas of foot travel shall be clear of obstructions such as boxes, power cords, frayed carpeting, or weathered matting. Proper signage shall be used to signal wet floors or hazardous conditions which could contribute to a slip, trip, or fall.

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

- B. **MINOR FIRST AID:** Each department is encouraged to maintain a First Aid Log. Minor injuries that require only first-aid should be recorded in the first-aid log to aid in potential investigations of loss-management claims.
- C. **INJURY:** Whenever an employee is injured or becomes ill due to work related causes, said employee shall notify his/her supervisor immediately and file a worker's compensation claim form within seventy-two (72) hours of said injury or illness. Such claims are to be filed with the Finance Director or, in his/her absence, the Town Administrator.
1. **Investigation:** All accidents where personal injury results shall be investigated and reviewed by the appropriate supervisor and Town Administrator. A written report must be executed by the supervisor or Town Administrator. In certain instances the Safety & Loss Prevention Committee may be asked to participate in the investigation. The intent of the investigation is to put in writing what happened, why it happened, and how such an incident can be prevented in the future. Interviewing of witnesses and victims as soon as possible after occurrence are highly encouraged. Photographs, sketches and samples may be taken.
  2. **State Notification:** For any injury requiring treatment beyond common first aid, the Town Administrator (or his/her designee) must complete a State of NH Department of Labor Employer's First Report of Injury form within five (5) calendar days of the employee's notice to the employer.
  3. **Annual Log:** An annual log is to be kept by the Town Administrator (or his/her designee) of all submitted Employer's First Report of Injury forms. This log must be made available for inspection upon request by the State of New Hampshire and must include, at a minimum:
    - a. Date of injury;
    - b. Name of employee;
    - c. Occupation of employee;
    - d. Description of injury/illness;
    - e. Whether lost time was involved;
    - f. Date employee returned to work.
- D. **DEATH OR HOSPITALIZATION:** In the event of any death or in the event that three (3) or more persons are hospitalized, the State of New Hampshire must be notified within eight (8) hours of the occurrence by calling (603) 271-6297, 271-6850, 271-3699, or 271-3170.
- E. **BIENNIAL REPORTING:** The Town Administrator (or his/her designee) shall file a Safety Summary Form every other year (biennially) on or before January 1st with the State of New Hampshire Department of Labor.

**F. TEMPORARY ALTERNATIVE / TRANSITIONAL DUTY WORK POLICY:**

- I. **Policy:** In compliance with RSA 281-A:23-b, the Town of Henniker will provide temporary alternative / transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.
- II. **Purpose:** The Town of Henniker adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury; to retain the knowledge and expertise of the employee and maintain the dignity and respect of the employee associated with their respective positions.

Temporary Alternative / Transitional Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 18 months. Once the transition stops, the department head, or his/her designee, will reevaluate the temporary/transitional program the employee is participating in.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

III. **Procedure:**

- a) The injured employee shall have the treating physician complete the NH Workers' Compensation Medical Form (75 WCA-1), based on the findings during the initial examination. Upon completion, the injured employee will be responsible for returning the form to his/her department head/designee.
- b) The department head/designee will work with the employee to facilitate a safe return to work program with limitations listed by the treating physician. If a job description, essential task analysis, is needed for the treating physician to determine limitations, the employee will notify the department head/designee. The department head/designee shall be responsible for providing that job description essential task analysis to the treating physician. If necessary, the department head/designee may contact the treating physician if additional information is needed regarding the employee's limitations.
- c) The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment, but in no longer intervals than thirty (30) days, and returning the form to his/her department head/designee.
- d) Additional modifications will be made to the temporary/transitional alternate duty program as necessitated by the treating physician's NH Workers Comp Medical Form. The department head/designee will be responsible for reviewing the appropriateness of continuing the program or duty assignments as necessary.
- e) Steps A through D may be repeated until such time as the employee is able to return to his/her normal position or has been deemed to be permanently disabled.

IV. **Appeals:**

Any grievance which claims a violation to this policy may be filed in accordance with the established grievance procedures.

The provisions of this TAD Policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities as adopted into law on February 8, 1994, and LAB 504.4. To extend that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations will prevail.

## Section VIII SAFETY STANDARDS AND RULES

- A. **GENERAL SAFETY STANDARDS:** Employees are to observe all town safety standards, rules, and polices and apply the principles of accident prevention in day-to-day duties. In addition, all department-specific Standard Operating Procedures are to be followed at all times, the more stringent safety standard always superceding other standards.
1. Observe all hazard warnings and No Smoking signs.
  2. Promptly report hazardous conditions (e.g. unsafe equipment, floors, materials) and unsafe acts to an immediate supervisor, Town Administrator, or member of the Safety & Loss Prevention Committee.
  3. Keep aisles, walkways and working areas clear of slipping/tripping hazards and observe good housekeeping habits.
  4. Know the location of fire/safety exits and evacuation procedures.
  5. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
  6. All department heads (or his/her designee) shall maintain a stocked first-aid kit, including single-use disposable gloves.
  7. Do not report to work under the influence of alcoholic beverages or drugs, nor consume them while on town property.
  8. Refrain from fighting, horseplay or distracting behavior.
  9. Observe safe operating procedures for all equipment that he/she is authorized to operate.
  10. Follow proper lifting procedures at all times.
  11. Do not wear frayed, torn or loose clothing, jewelry, or long, unrestricted hair near moving machinery or other sources of entanglement, or around electrical equipment.
  12. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.

**More stringent department-specific SOPs  
(Standard Operating Procedures)  
always supersede other safety standards.**

B. **ADMINISTRATIVE RULES:** All department heads are to have readily available a copy of State of New Hampshire Department of Labor Administrative Rules for Safety and Health, Chapter LAB 1400. The Lab 1400 Rules contain state safety rules that must be adhered to in all municipal places of employment. At a minimum, department heads are responsible for implementing department-specific Standard Operating Procedures in compliance with LAB 1400 rules. Whereas private companies are under the jurisdiction of OSHA for occupational safety, municipalities are under the jurisdiction of State Department of Labor for occupational safety. In addition, there may be other organizations that govern or guide occupational safety in various departments, such as fire, rescue, and police. In addition to department-specific Standard Operating Procedures, all departments shall comply with the written employee safety program policies.

C. **BLOOD-BORNE PATHOGENS:** All human blood and body fluids are to be treated as if known to be infectious. In responding to emergencies, disposable medical gloves must be worn. Hands must be washed after the removal of gloves. Personal protective equipment, such as eyewear, masks or splashguards, shall be worn when necessary.

D. **FLAG PERSONS:**

1. Flag persons must be certified except during emergency situations.
1. Flag persons must be provided at work sites on or adjacent to a roadway where signs, signals and barricades do not provide protection from traffic.
2. Flag persons shall wear a highly visible warning garment while flagging. During low-light or night-time conditions, the garment must be equipped with retro-reflectORIZED material that is visible through the full range of the flag person's body motions.
3. Flag persons must utilize a Stop/Slow paddle while flagging. The paddle must:
  - a. Be highly visible;
  - b. Be no less than 18" in height and width; and
  - c. Contain letters no less than 6" high.

F. **LOCKOUT / TAGOUT:** In the event that a piece of equipment or machinery must be serviced, the equipment must be isolated from all potential hazardous energy through the following lockout/tagout steps. Lockout/tagout of machinery and equipment protects employees while performing service or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

1. All affected employees are to be notified of the lockout/tagout and the reason.
2. Prior to performing maintenance, isolation or service to any machinery or equipment, all stored energy sources shall be locked out, released or rendered non-hazardous. Such energy sources include hydraulic systems, pneumatic pressure, springs, elevated machine members, rotating flywheels, and air, gas, steam or water pressure,

electrical, etc. Specialized lockout devices, such as padlocks, may be needed for effective implementation.

3. The equipment must then be tagged out by attaching a prominent warning tag to the equipment, or in immediate proximity, indicating that the locked-out device is not to be operated.
4. The operating buttons and controls should be tested to be certain the equipment will not operate. Only once such a test has been performed, and all operating controls are returned to the “neutral” or “off” position, is the equipment considered locked and tagged out.
5. Only the individual who is working on the equipment shall be allowed to remove the lockout device.

G. **PERSONAL PROTECTIVE EQUIPMENT:** The purpose of Personal Protective Equipment (PPE) and devices is to protect the eyes, face, head, respiratory tract and body extremities from potentially hazardous conditions. All employees exposed to hazards shall be properly equipped for personal protection. Department heads or their designee shall be responsible for assessing the hazards and providing the appropriate PPE. PPE includes safety goggles, respirators, life jackets, chaps, earplugs, hard hats, safety vests, etc. .

1. **SAFETY VESTS:** At a minimum safety vests must be rated ANSE Class II.
2. **EYE-WASH STATIONS:** An emergency eye-wash station shall be supplied in areas where employees are working with hazardous materials, chemicals, welding equipment, etc. Said station shall offer a minimum 15-minutes of continuous flow. The emergency eye-wash station shall be posted with a visible emergency-identification sign. Department heads or their designee shall periodically test the unit and maintain a log of testing dates attached to the station.
3. **NOISE EXPOSURE and HEARING CONSERVATION:** Adequate hearing protection (defined as properly-fitting earplugs or muffs) shall be provided and used when any employee is subject to noise at or in excess of 90 decibels, unless the use of such hearing protection would create an additional hazard to said person.

Noise level monitoring may be conducted to determine the need for protective equipment. Such monitoring equipment is currently available through the town Fire Department.

4. **RESPIRATORY PROTECTION:** Department heads (or their designee) shall insure that proper protective respiratory devices, based on the hazard to which the employee is exposed, shall be provided. Instruction on the selection, use and maintenance of respirators shall be provided. All respirators shall be maintained, checked, cleaned and disinfected regularly and stored in a sanitary manner. Emergency-use respirators shall be inspected monthly and after each use. Employees expected to wear respirators shall be fit-tested.
5. **WATER SAFETY:** Any employee working over or near water, where the danger of drowning exists, shall wear a properly-fitted personal flotation device (PFD).

- H. **POTABLE WATER**: A regular supply of potable water must be provided in all regular places of town employment. Potable drinking water that is contained must be able to be closed tightly and equipped with a tap.
- I. **SEAT BELTS**: All town employees are required to wear seatbelts while operating or riding in any vehicle or equipment while on town business. This applies to personally owned vehicles when being used for town business. In addition, passengers in vehicles operated by town staff while on town business are required to wear seatbelts. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seatbelts. Employees are forbidden from disengaging or otherwise disarming automatic seatbelt systems or alarms. *Source: Henniker Personnel Policies and Procedures Manual.*

## Section IX CONFINED SPACE ENTRY

- A. **DEFINITION.** Confined Space as defined in NH Lab 1402.02 and as used in this chapter, means a space that meets the following criteria:
1. Large enough and so configured that an employee can bodily enter and perform assigned work; and
  2. Has limited or restricted means for entry or exit; and
  3. Is not designated for continuous employee occupancy; and
  4. Contains or has a potential to contain a hazardous atmosphere; or
  5. Contains a material that has the potential for engulfing an entrant; or
  6. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
  7. Contains any other recognized serious safety or health hazard.
- B. **POSTING OF DANGER:** The employer shall post danger signs at confined spaces, warning employees and contractors of dangers.
- C. **TRAINING:** Per NH Lab 1403.14 (g), the employer shall provide training so that all employees whose job duties involve confined space procedures acquire the understanding, knowledge and skills necessary for safe performance of duties assigned to them.
- D. **IDENTIFYING DUTIES ASSOCIATED WITH JOB TITLES:** Supervisors shall identify employees as Attendant, Authorized Entrant, and Entry Supervisor and document that the employee can perform the job duties as required.
- E. **PERMIT:** A “Town of Henniker Confined Space Entry Permit” (see **Appendix A**), shall be:
1. Completed prior to entry;
  2. Posted at entry site for the duration of the entry;
  3. Maintained throughout entry with logging of meter readings;
  4. Cancelled once operation is complete; and
  5. Maintained by Department Supervisor for minimum of one (1) year.
- F. **EMERGENCIES:** All attempts should be made to avoid an emergency situation. If an emergency does arise the observer should first contact the Henniker Fire/Rescue by calling 911. Under no conditions should the attendant/observer enter the confined space. Rescue attempts should be made from outside the confined space whenever possible. Entry for rescue should be made only when sufficient help has arrived at the scene.

Always assume the presence of hazardous atmospheres when performing a rescue.

Never enter a confined space for rescue without a Self Contained Breathing Apparatus (SCBA).

When not possible to use a mechanical retrieval device and the employee wears a harness with a safety rope attached, there must be a sufficient amount of employees available to conduct a non-entry rescue.

## G. ATMOSPHERIC TESTING

1. **Continuous Monitoring:** Per NH Lab 1403.14 (c), conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space.
  - a. Prior to each confined space entry, the atmosphere shall be tested for the minimum acceptable levels as stated below. The test for oxygen concentration shall be made before test for other contaminants. The atmosphere shall be tested throughout the confined space prior to entry. Meter readings shall be recorded on the Entry Permit.
  - b. The space shall be monitored continuously when employees are in the confined space.
  - c. Test instruments shall be calibrated in compliance with manufactures instructions.
  - d. Only qualified personnel shall perform atmospheric testing.
2. **Testing for Conditions:** Per NH Lab 1403.14 (d), testing shall include testing atmosphere with a calibrated direct reading instrument, for the following conditions in order listed: 1) Oxygen; 2) Flammable gases and vapors; and 3) Potential toxic air contaminants.
  - a. **Oxygen content:** Anything outside the range of 19.5-23.5% oxygen content is considered hazardous. (Fresh air usually has an oxygen content of 20.9%).
  - b. **Flammable gases and vapors:** Combustible gas concentrations shall not exceed 10% of the lower explosive limit (LEL) of any combustible material existing or introduced onto the confined space. 10% is the alarm set point and any reading 10% or above LEL is considered hazardous atmosphere. When 10% or more of the LEL of combustible gas is detected in any confined space the following steps shall be taken:
    - i. All persons shall exit to a safe location.
    - ii. Call the Fire/Rescue Department by dialing 911 for assistance to ventilate the space.
    - iii. Do not enter space.
    - iv. Steps shall be taken to improve ventilation or reduce contaminants and increase frequency of gas testing to insure improvement of the air quality.
    - v. No work shall proceed in any confined space when the atmospheric level of combustible gas exceeds 10% of the LEL.
    - vi. All electrical apparatus, except those certified as intrinsically safe or explosion-proof, shall be disabled or removed until the gas concentration has been reduced to less than 10% LEL.
  - c. **Potential toxic air contaminants (toxic substances)**
    - i. Concentration shall not exceed 10 ppm hydrogen sulfide or 35 ppm carbon monoxide.
    - ii. Any other specific toxic substances that are suspected to be present should be tested for and no entry should be

made when levels constitute a threat of death, injury, acute illness, or disablement.

#### **H. OBSERVER / ATTENDANT:**

1. A trained observer shall be located so that communication can be maintained with persons in a confined space at all times.
2. The observer shall be physically capable of removing or extracting the worker in the event of an emergency.
3. Under no circumstance should the observer leave his station without an equally trained replacement or the worker exiting the confined space.
4. The observer should not enter the confined space for any reason.
5. The observer shall prevent the entry of any unauthorized or improperly equipped persons (including rescuers). Be aware rescuers may not recognize the hazards.

#### **I. RETRIEVAL SYSTEMS:**

6. Per NH Lab 1403.14 (f), all entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant/observer non-entry rescue. Workers shall remain attached to their retrieval device for the duration of the confined space work.
7. Rescue attempts should be made from outside the confined space, using the retrieval system attached to the worker.
8. Per OSHA 1910.146, a "Retrieval system" is defined as the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
9. Retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant (1910.146(k)(3)).
10. Retrieval systems shall meet the following requirements:
  - a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative (1910.146(k)(3)(i)).
  - b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52 m) deep (1910.146(k)(3)(ii)).

**J. IDENTIFYING PERSONAL PROTECTIVE EQUIPMENT (PPE) AND RETRIEVAL SYSTEM NEEDS:**

Department supervisors are responsible for:

- a. Conducting a job hazard analysis to identify the hazards
- b. Selecting and assigning the appropriate PPE and Retrieval Systems required for their work area.
- c. Documenting that employees have been trained in the selection, use and care of assigned PPE and Retrieval Systems.

*See also APPENDIX A - Confined Space Entry Permit*

## **Section X**

### **DISCIPLINARY POLICY**

**A. PURPOSE AND INTENT:** It is the Town of Henniker's policy to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and volunteers and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee and volunteer is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees and volunteers, we have established a written safety program. Violations of any rule cannot be ignored.

These rules are provided for your information and to minimize the likelihood of any employee or volunteer, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the town considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee and volunteer responsibility. For these reasons we use a progressive discipline model for handling disciplinary/ performance issues. This model is designed to bring deficiencies to the attention of the employee or volunteer in as non-confrontational a manner as possible. Department heads and/or supervisors are responsible for counseling employees or volunteers as problems occur involving adherence to the policies, procedures and rules of the town and departments.

**B. DISCIPLINE PROCEDURES:** The following establishes the town's disciplinary process for violations of safety rules and regulations only. Discipline may be initiated at any step in 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.

1. **Verbal Warning:** Any safety infraction 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(s), remedial action(s), and the consequences of further violations, which may include, but not be limited to, a written warning, suspension and/or discharge.
2. **Written Warning:** Any subsequent or serious safety violation 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 his/her deficiencies and potential action for further violation of the policies, procedures and rules. The employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents.
3. **Suspension:** Any subsequent or serious safety violation may result in the suspension of the employee. The department supervisor may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Town Administrator. The employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.
4. **Termination:** Employees may be terminated from employment for a single serious violation of the safety rules, policies or procedures, and/or for repeated violations of the rules, policies or procedures. An employee need not have been suspended for any previous violations before being terminated if the nature of the infraction is serious enough to warrant said action. The employee shall be advised in writing of the recommendation to terminate

and be given the opportunity to explain his/her actions prior to termination. The Board of Selectmen shall take action regarding the recommendation within fourteen (14) calendar days of its receipt.

A copy of all written warnings, suspensions or terminations shall be provided to Town Administrator.

## **Section XI SUBCONTRACTORS**

The responsibility to maintain a safe and healthy environment belongs to each employee of the Town of Henniker. To that end, the town asks that subcontractors conduct all operations in a manner which does not compromise the safety and/or health of any employee or citizen.

The following are the expectations placed on each subcontractor hired to perform work for the town:

- A. Comply with all applicable federal, state and local safety and health laws, regulations, administrative rules and agency directives.
- B. Comply with the town's rules, policies and procedures as outlined in its safety and health programs, guidelines and directives.
- C. Supply the town with copies of site-specific company safety programs and policies upon request.
- D. Provide information on any hazardous substances ordered or used on town property. Supply the town, upon request, with copies of Chemical Inventories and Material Safety Data Sheets (MSDS).
- E. Immediately report to the town all accidents and injuries that have occurred on town property. Report existing unsafe conditions to the town.
- F. Provide information about any anticipated and/or potential hazardous conditions which may result directly from work done by any subcontractor representative.
- G. Notify the town immediately in the event of an inspection and/or oral or written directive by a federal, state or local agency in regards to safety and/or health issues.

# Appendix A CONFINED SPACE ENTRY PERMIT



## TOWN OF HENNIKER CONFINED SPACE ENTRY PERMIT



Date of entry: \_\_\_\_\_ Expected duration of entry (minutes): \_\_\_\_\_

Name of person entering space: \_\_\_\_\_ Name of Attendant: \_\_\_\_\_

Location of confined space: \_\_\_\_\_ (include street address)

Purpose of entry: \_\_\_\_\_

Type of confined space: \_\_\_\_\_

Hazards of space to be entered: \_\_\_\_\_

Name of person currently serving as entry supervisor: (printed) \_\_\_\_\_ (signature) \_\_\_\_\_

Mode of communication to be used between Entrant and Attendant to maintain contact during entry: \_\_\_\_\_

Emergency & Rescue Services that can be summoned: Henniker Fire/Rescue by calling 911

<b>Pre-entry Checklist</b>				<b>Protective Equipment Used:</b>		
				YES	NO	N/A
Date of last calibration for gas meter: _____						
Date of last field calibration: _____						
	YES	NO	N/A			
1. Person entering space properly trained?	_____	_____	_____	_____	_____	_____
2. Attendant in place and trained?	_____	_____	_____	_____	_____	_____
3. Electrical equipment locked out?	_____	_____	_____	_____	_____	_____
4. Valves closed and tagged?	_____	_____	_____	_____	_____	_____
5. Atmosphere tested and results recorded below?	_____	_____	_____	_____	_____	_____
6. Atmosphere being monitored continuously?	_____	_____	_____	_____	_____	_____
7. Ventilation required?	_____	_____	_____	_____	_____	_____
8. Ventilation being provided continuously?	_____	_____	_____	_____	_____	_____
				Harness/Lifeline	_____	_____
				Tripod & Wincher	_____	_____
				Hard Hat	_____	_____
				Gloves Leather/Rubber	_____	_____
				Fire Extinguisher	_____	_____
				Ventilator	_____	_____
				Sign Package	_____	_____
				Traffic Control Cones/Flaggers	_____	_____
				Hearing Protection	_____	_____
				Eye Protection	_____	_____
				SCBA	_____	_____
				Other:	_____	_____

<b>Initial and Periodic Atmospheric Tests (Meter Readings)</b>									
Time Space Entered: _____				Time Space Exited: _____					
1. OXYGEN			2. COMBUSTABLES			3. TOXINS			
Time	%	Initials	Time	%	Initials	Time	%	Initials	
Pre-Entry	_____	_____	Pre-Entry*	_____	_____	Pre-Entry*	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Anything outside 19.5-23.5% Oxygen content = HAZARD			* 10% + L.E.L. = HAZARD			*Excess of 10 PPM hydrogen sulfide or 35 PPM carbon monoxide = HAZARD			

**Cancellation of Entry Permit**

\_\_\_\_\_ Operations covered by this permit have been completed.

\_\_\_\_\_ Permit cancelled due to conditions that arose in or near permitted space.

Explanation: \_\_\_\_\_

Problems encountered during entry operation: \_\_\_\_\_

Initials of person currently serving as entry supervisory (as listed on this permit): \_\_\_\_\_

Date: \_\_\_\_\_

**CANCELLED PERMITS TO BE MAINTAINED BY DEPARTMENT SUPERVISOR FOR MINIMUM OF 1 YEAR.**



**Appendix B**  
**NEW EMPLOYEE ORIENTATION**

This checklist is to be completed by the Supervisor and the new employee upon hire and filed with the Town Administrator's personnel files.

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_

- Issue copy of written Safety Program
- Explanation of Safety & Loss Prevention Committee
- First Aid Kit
- First Aid Log
- Reporting of all incidents or injuries
- Reporting of unsafe conditions
- Emergency Contacts/Phone Numbers
- Evacuation Procedures
- Fire Extinguisher Locations
- Emergency Exit Locations
- Designated Smoking Areas
- Explanation of Personal Protective Equipment (Use, Care, and Mandatory Use)
- Appropriate Clothing/Footwear for the Job
- Review Vehicle Safety and Seatbelt Policies
- Check Valid Drivers License (if applicable)
- Review any Special Hazards of Job

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have completed the above checklist with my supervisor. I have received the written Henniker Employee Safety Program and have had the opportunity to ask questions. I agree to abide by the written safety rules and procedures provided to me. In addition, I understand that violation of such policies could result in disciplinary action up to, and including, termination.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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**Appendix C**  
**SIGNATURE PAGE**

*Henniker Employee Safety Program*

I have received the written Henniker Employee Safety Program and have had the opportunity to ask questions.

---

Employee's Name (First, MI, Last)

Please print clearly.

---

Employee's Signature

---

Date

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