



POLICY AND PROCEDURE MEMO

SUBJECT: SAFETY PROGRAM

NO. 4.007

DATE: 3/18/2022

DocuSigned by:

Blaine Cox

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CITY MANAGER

I. STATEMENT:

It is the policy of the City to maintain a position of leadership in the prevention of accidents resulting in injuries to its employees. This policy requires establishing management responsibility, program administration to ensure periodic inspection, compliance, corrective actions, and medical administration to provide a safe workplace.

II. PROCEDURE

A. Joint Loss Management Committee

The Joint Loss Management Committee shall consist of various department managers and employees. The work team shall meet no less frequently than quarterly, and it shall select from its membership a chair who will serve for a one-year period, with the chair rotating between management and non-management employees. The committee shall review accident reports and make recommendations to the relevant department head and apprise the city manager of the overall status and progress of the city's safety program. The Joint Loss Management Committee shall:

1. Review employee accident/incident reports with the goal of preventing accidents from recurring.
2. Review trends in accident/incident report forms.
3. Inspect city facilities for potential unsafe conditions.
4. Make recommendations to management for improvements to policy, procedure, or workspace to improve safety based on review of accidents and inspections.

B. Responsibility of management and supervisory personnel

Management and supervision at all organizational levels shall have the prime responsibility for the safety of employees under their direction. This responsibility shall include:

1. Plan and lay out work methods and procedures, particularly those with which the employee may not be completely familiar.
2. Be present on jobs which are new or unique or infrequently done.
3. Conduct frequent stand up or 'tailgate' safety training meetings with employees.



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4. Give safety orientation training to new employees and provide specific training to employees in high-risk positions.
5. Enforce applicable safety rules and general safety orders.
6. Carry out the recommendations of the Department Safety Committee and the Joint Loss Management Committee.
7. Ensure that emergency evacuation and response plans specific to each department are created, kept up to date, and communicated to all employees.
8. Provide timely reports relating to accident occurrence, and accident trends.

C. Responsibility of employee

All employees, regardless of job title, are required as a condition of their employment to follow all established safety rules and standards which are established for the protection of themselves, their fellow employees, and the public. This responsibility shall include:

1. Accept accident prevention and safety as a personal matter and cooperate in the program by developing, and assisting in developing, safe work habits and by reporting hazardous working conditions.
2. Report all accidents immediately to employer/supervisor.
3. Suggest safety and health changes to management or the Joint Loss Management Committee.

D. Safety Rules and Regulations (Appendix A – G)

In order for all employees to understand their responsibilities for safety and health, the following statutes, rules and standards are implemented.

- Lab 1400 rules, Administrative Rules for the Safety and Health of Employees (Appendix A)
- Lab 600 rules, Safety Programs and Joint Loss Management Committees (Appendix B)
- RSA 277, Safety & Health of Employees (Appendix C)
- RSA 277-A, Toxic Substances in the Workplace (Appendix D)
- RSA 281-A:53, Workers' Compensation-Responsibility of Employer to Provide Vital Information (Appendix E)
- RSA 281-A:64, Workers' Compensation-Safety Provisions; Administrative Penalty (Appendix F)
- RSA 277:15-b, Reports of Death or Serious Injury (Appendix G)



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E. Discipline

Employees who choose not to comply with established rules and regulations for safety and health may face disciplinary action, up to and including termination.

F. Accident and Incident Reporting

Employees shall use the Joint Loss Management Committee Accident/Incident Report Form (exhibit A) to report all injuries to employees happening in the workplace, to include all relevant details except the name of the injured employee. Review of the accident incident report forms will occur at least quarterly and with the goal of preventing a recurrence.

Serious injuries must be reported to the NH Department of Labor within 24 hours and fatalities must be reported to the NH Department of Labor within 8 hours. Reports should be made by calling 1-800-272-4353. "Serious injury" is here defined as any injury which necessitates immediate treatment in a health care facility as an inpatient.

-END OF PROCEDURE-