

Chapter 175
SAFETY POLICY

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[History: Adopted by the Board of Selectmen as proposed by the Safety Committee on March 6, 1996; Adopted as revised by the Joint Loss Management Committee on June 11, 1997. Amendments noted where applicable.]

§ 175-1. Mission Statement

The purpose of the Peterborough Safety Committee is to bring Town Employees and management together in a cooperative effort to promote work place safety and training. The efforts of the committee will enhance employee relations, morale, health, and may provide financial savings in Worker's Compensation.

§ 175-2. Goals

The management of the Town of Peterborough recognizes the importance of our safety and health and is committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. The objectives behind this commitment are as follows:

- The safety and health of all Town of Peterborough employees is a value.
- All employees will be required to make their safety and that of their coworkers a priority.
- The goals of the Town of Peterborough's safety goals are to:
- Provide a safe and healthy environment for all Town employees.
- To have no lost time due to accidents.

With these goals in mind, the Town of Peterborough's Safety Committee Program will include:

- Providing adequate safeguards to the maximum extent that is possible.
- Conducting a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all safety and health standards.
- Training all employees in health and safety practices.
- Providing necessary personal protective equipment and instruction for its use and care where applicable.
- Investigating promptly and thoroughly every accident or incident to determine the cause and take appropriate actions to prevent any recurrence of the problem.

§ 175-3. Responsibilities

It shall be every employee's responsibility to watch for unsafe acts and conditions and to report these problems to supervisors.

The Town Administrator will have the overall responsibility for the coordination and implementation of the safety program. Will insure adequate resources are budgeted for the program and insure that emergency backup systems are properly maintained and in good working order.

Department Heads will develop and implement department specific safety policies and procedure. Will insure all employees are made aware of the elements of the safety program and that the program is implemented. Provide necessary support to assure a safe and healthy work environment. Take immediate action to correct any hazardous conditions or unsafe employee act. Assure employees have received the necessary training for performing their job safely.

§ 175-4. The Peterborough Safety Committee

The Peterborough Safety Committee shall consist of a least one member of each department. There will be both employees and management and a member of the public may be asked to serve.

The Peterborough Safety Committee will assist and advise the Town Administrator in establishing and maintaining the safety program.

- Review and update rules and programs as needed.
- Plan and coordinate inspections, committee meetings, and training.
- Maintain accident and incident records, reports and data.
- Conduct safety inspections to identify and eliminate unsafe working conditions.

§ 175-5. Health and Safety Inspections

The Peterborough Safety Committee will oversee the annual safety inspection of the Town of Peterborough facilities. The purpose of the inspection is to identify any potential hazards. A list of items may include, but is not limited to:

- General Housekeeping
- Means of egress and exit
- Fire hazards/extinguishers
- Ergonomic and workstation design
- Industrial hygiene (i.e. noise/air quality, etc.)

§ 175-6. Safety Audits and Corrective Actions

After the safety inspection, the Peterborough Safety Committee will prepare an audit of its findings. The audit will address provisions to correct or improve safety hazards or concerns found during inspection.

§ 175-7. Communication of Identified Hazards

The Peterborough Safety Committee will share the audit findings with senior management and all employees. The Peterborough Safety Committee will submit their findings and recommendation in writing to the Town Administrator. After the audit is reviewed by the Town Administrator it will be placed on department bulletin boards for all employees.

§ 175-8. Tracking Losses

The Peterborough Safety Committee will review insurance company loss records, first reports of injury, investigation reports, etc., in order to identify problem areas or concerns and to take corrective action to prevent the problems from reoccurring.

§ 175-9. Safety Rules and Regulations

- No employee will perform any task they feel to be unsafe.
- Each employee shall report all unsafe conditions and practices immediately to their supervisor.
- Smoking in unauthorized areas is strictly forbidden.
- Each employee shall cooperate with members of the Town of Peterborough's Safety Committee.
- Each employee shall use common sense and care to prevent injury to themselves and also to others.
- Deliberate destruction of the Town of Peterborough's property is not permitted.
- Working under the influence of alcohol and drugs is strictly forbidden.

- Each employee shall be responsible for putting equipment away when finished with their job.
- Each employee will keep aisles and exits clear at all times and practice proper housekeeping.
- Each employee shall immediately report any accidents, incidents, or injuries to their supervisor.
- Each employee shall use protective equipment when required.

§ 175-10. Disciplinary Policy

As a condition of employment, all employees are required to participate actively in Town safety programs and follow safety regulations in the interest of on-the-job accident prevention. Willful disregard of safety practices, rules, instruction or the welfare of fellow employees has no place in the Town of Peterborough. This kind of behavior may lead to injuries, damage to products or equipment, and production delays.

Disciplinary action up to and including termination of employment will be taken in those cases where it is determined that blatant disregard for safety practices has occurred. Discipline shall be in accordance with the Town Policy.

§ 175-11. Training

The Peterborough Safety Committee will plan and schedule periodic training on safety and health subjects. Each Department head should plan and schedule periodic training on safety and health subjects that meet specific department objectives.

§ 175-12. Communication of Safety Issues

This written safety policy, and any subsequent amendments will be posted on departmental bulletin boards. Minutes of the Peterborough Safety Committee will also be posted on the departmental bulletin board.

§ 175-13. Resources Dedicated to Safety

The Town of Peterborough will provide the resources necessary to comply with the goals and policies of the safety program.

§ 175-14. Emergency Response Procedures

In case of a fire emergency, immediately alert other occupants to begin evacuation according to plan. From a safe location, report the fire to the fire department by calling 911*. If the telephone has capability to preprogram the telephone for 911 it is recommended that this be done. In buildings that have automatic fire alarm systems connected to the fire department, the evacuation signal and notification of the fire department may be accomplished simultaneously by operating a fire pull box. If this method is used a follow up call should be made as soon as possible to provide further information. The fighting of fires with fire extinguishers is recommended (only if it can be done safely) and only after the occupants of the building have been alerted and the Fire Department has been notified.

* Employees should be aware that if their telephone needs to have a 9 for an outside line dialed or for the preprogram feature should be noted.

§ 175-15. Reporting an Accident

Employees shall report all accidents, injuries, near misses and property damage immediately to a supervisor. The employee or supervisor, upon report of injury, will immediately administer appropriate first aid or will ensure the injured person receives necessary medical attention. The supervisor or employee should assure that the area and/or equipment and environment where the accident has occurred is properly secured until the accident investigation has been completed. A first report of injury form should be filled out and sent to the Town Administrator through the department head within 24 hours of the incident. The Town Administrator must forward the first report of injury to the New Hampshire Department of Labor within 5 days of injury. The format will include information such as:

- injured employee information
- date and time of injury
- date and time of treatment

- parts of the body injured
- treatment given
- location of accident
- how the accident happened
- why the accident happened

§ 175-16. Accident Investigation

Most accidents are caused by a failure of people, equipment or environment. Accident investigations are conducted to determine how and why these failures occurred. By using the information found during an investigation, a similar or perhaps more serious accident may be prevented. Accident investigations are targeted towards accident prevention and are not conducted to place blame.

The safety committee will aid in accident and incident investigation. They will be guided by the following:

- Accident investigations have one primary goal; to prevent future accidents.
- All accidents resulting in an injury or any accident with the potential to have caused injury should be investigated by the Department Head.
- The primary objective is to find out exactly and completely how and why the accident happened.
- The secondary objective is, based on the facts, to establish what could have been done to prevent a reoccurrence.

A good accident investigation includes an investigation to get the facts; identification of the hazards or exposures involved; identification of the causes involved without placing blame; developing a plan of action which consists of physical and administrative controls; presenting the plan to management; and follow through.

The accident investigation:

- A. should be conducted as soon as possible after the accident has occurred at the site where the accident took place;
- B. photograph or sketch the accident scene;
- C. identify the people involved in the accident;
- D. interview witnesses separately and as soon as possible after the accident. Interview all witnesses who:
 1. saw the event (s) leading up to the accident
 2. saw the accident occur
 3. arrived at the scene immediately after it occurred

When conducting the interview:

- interview for fact, not fault
- ask non-leading questions
- test the information
- interview privately

Get complete information about the injured person and accident, including the job the employee was performing. Describe where the accident took place, including all environmental conditions at the time of the accident. Present the information and documentation to management so corrective actions can be taken to prevent a reoccurrence.

§ 175-17. Record Keeping and Posting

The Town of Peterborough shall keep on file in the Administration Office; first report of injury, safety inspection and audit findings; accident reports; insurance loss recourse training records; first aid treatment records; minutes of Joint Loss Management Committee; written responses from management regarding committee recommendations and investigation reports.

§ 175-18. Hazardous Materials

Each department that stores/utilizes hazardous material will develop and implement a written hazard communication program. This program will include:

- provision for container labeling
- collection and availability of material safety data sheets
- employee training program
- listings of hazardous material in each work area.
- provision for program to be available to all employees

§ 175-19. Personal Protective Equipment

All employees will wear personal protective equipment determined as necessary by their department heads.

§ 175-20. Sub-Contractors/Outside Service Providers

All Sub-contractors/Outside Service Providers are required to follow their own company's policies. In circumstances where there are no policies, all Sub-contractors/Outside Service Providers will adhere to the Town of Peterborough's safety policy while on Town property.

§ 175-21. Alternative Duty and Return to Work Programs

The Safety Committee shall assist the Department Heads with developing a temporary alternative work program to bring injured employees back to work. A temporary alternative duty program is a transitional collection of jobs or tasks that can be accomplished by an injured employee during his or her recovery from an injury. This may include modified tasks from the employee's existing job, or parts of jobs from other positions in the Town. The goal of light duty work is to meet the injured employee's restrictions until he or she can return to their full time job, or has been issued permanent restrictions by a medical professional.