



TOWN OF FREMONT NH

SAFETY

PROGRAM

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Fremont Board of Selectmen

Introduction to Statement of Safety Policy and Management Commitment

The Town of Fremont believes that every employee desires and has the right to a workplace free from occupational safety and health hazards. An effective safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

The Town of Fremont values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents could cause untold sufferings and financial loss to employees and their families. Our employees are an important part of this process.

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

In pledging its full support of the safety process the Town of Fremont Board of Selectmen recognizes certain obligations:

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

As an employee of The Town of Fremont, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potential hazardous conditions. Above all, we must exercise concern for others to help ensure everyone’s safety, well-being and productivity.

TOWN OF FREMONT BOARD OF SELECTMEN

/ s / Brett A Hunter, Chair

/ s / Leon F Holmes Sr

/ s / Gene Cordes

15 May 2014
Reviewed, updated and approved

Section I: Responsibilities

A. Management

The Board of Selectmen are the top leadership of Town Government, and oversee all municipal operations and the municipal budget. In their role, they are ultimately responsible for the overall success of our Safety Program.

Board of Selectmen shall:

1. Officially adopt the program and update it in accordance with Statute and the Town's needs.
2. Demonstrate overall support, direction and commitment, and actively participate in the process whenever possible.
3. Clearly communicate with all members of the Committee. Emphasize that the program is a joint effort among all departments. Active, motivated participation by each individual is critical to the Safety Committee's success.
4. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - a. Funding - safety equipment, personal protective equipment, training courses and materials.
 - b. Personnel - outside experts, loss prevention consultants, and inter-departmental liaisons.
 - c. Time - review and respond to inspection/recommendation/investigation reports; participate in training programs.
 - d. Support - encourage acceptance by everyone.
 - e. Other - as needed.
5. Respond, in writing, to recommendations made by the Safety Committee.
6. Provide training for members of the Safety Committee in workplace hazard identification and accident/injury investigation adequate to carry out the Committee's responsibilities
7. Ensure that sub-contractors follow all appropriate safety and health standards. Change is difficult to implement and manage, and not easily accepted by everyone; expect enthusiasm, reluctance and skepticism, and be prepared to "go the extra mile." Solicit input from and openly communicate with everyone.

B. Supervisors

Employees and volunteers with supervisory duties, whether first line Supervisors or Department Heads, have the authority and responsibility to maintain safe and healthful work places and practices. They play an essential role in the success of the process.

Supervisory Staff and Department Heads shall:

1. Ensure that all employees and volunteers within their area of responsibility understand and comply with the process and observe all work rules.
2. Ensure that all employees and volunteers within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
3. Exhibit leadership, provide guidance and set the tone for safe behavior.
4. Educate employees and volunteers within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
5. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive successful performance of their department as well as accidents, incidents, and near-misses that occur.
6. Regularly meet with Departments to discuss plans and ideas to bring about additional loss prevention measure. A review of accidents and near-misses, which may have occurred as well as positive actions, can also be conducted at this time.
7. In conjunction with the Safety Committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
8. Include an evaluation of an employee's safety behavior in each formal yearly review. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies. Leadership has little to do with title or where in the organization a position or individual fits. It has much to do with the tone and example you set for others.

C. Employees, Volunteers and Town Officials

As Employees, Volunteers and Town Officials of the Town of Fremont, we 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.

All Town Officials, Employees and Volunteers shall be fully responsible for implementing the provisions of this program within their respective departments. The responsibilities listed are minimums, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

Employees, Volunteers and Town Officials shall:

1. Create and maintain a safe working environment in all working aspects of employment by understanding and following all work rules and being informed of and observing safe practices.
2. Exhibit active concern for fellow employees and volunteers and the workplace.
3. Take immediate action to correct unsafe acts and conditions, and apprise the Supervisor / Department Head of action taken in writing.
4. Use and wear required personal protective equipment, as required by Department Policies and Procedures issued or approved by the Department Head and Board of Selectmen.
5. Not remove guards or other protective devices from machinery and equipment.

6. Follow all accident reporting procedures.
7. Assist Supervisors/Department Heads in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.

Section II: Fremont Safety Committee

A. Purpose:

The purpose of the Safety 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 and volunteers to return to work, and programs for continuing education of employees and volunteers on the subject of workplace safety.

B. Membership and Structure:

The Committee shall consist of six (6) members representing all functions of the Town's departments. The Highway Department, Fire Rescue Department, Police Department, Administration, Library, Buildings & Grounds/Parks & Recreation shall each have a representative at the Safety Meetings. Membership must be representative of supervisors and employees equally. Each person shall serve a one year commitment to the Committee.

The Committee shall elect a Chairperson, Vice-Chairperson and Secretary. The position will be rotated on an annual basis. The designated Safety Coordinator, which shall be the Town Administrator, will be the point of contact for insurance issues, safety matters and policy matters.

C. Meetings:

The Committee shall meet quarterly on a date, time and location to be determined by the Committee, or as needed or deemed by the Chairperson or the Board of Selectmen.

D. Duties:

1. Accident Review:

All accidents and subsequent recommendations for prevention will be reviewed after next subsequent meeting. Any recommendations 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 the Board of Selectmen.

3. Communication of Relevant Information

- a. Post the meeting(s) twenty-four (24) hours in advance
- b. Meeting minutes – all minutes from the meeting will be distributed to all departments, posted within six (6) days and maintained in a binder in the Selectmen's Office. Minutes will also be posted on the Selectmen's page of the Town website.
- c. Literature – as Committee members come across safety information/literature, it should be made available to others. A bulletin board will be maintained at each Town facility for the display of Safety Committee Minutes, safety posters and other safety educational material.

- d. Suggestions – Committee members need to listen to and present safety suggestions from co-workers to the Committee.

Section III: Safety and Health Standards

The Town of Fremont is subject to Laws and Regulations of the State of New Hampshire, including applicable NH Statutes and Administrative Rules promulgated by State Agencies, including the NH Department of Labor. Applicable items include Lab 1400 Rules; Administrative Rules for Safety and Health; Lab 600 Rules, Safety Programs; NH RSA 277 Safety & Health of Employees; NH RSA 277A, Employees Right to Know; NH RSA 281-A:64, Safety Provision; and NH RSA 155-A, State Building Codes. Additional safety standards are listed as an appendix at the rear of this manual.

Handling Injuries, Accident Reporting and Investigation

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

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental. All entities are encouraged to have emergency action plans in place and posted. A separate plan will be required for each work site. The following information provides some of the most basic information that such a plan would include:

A. Handling Emergencies

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

1. Know how to summon aid and/or initiate evacuation plan and procedures. Post proper procedures, plans and telephone numbers—know the location of telephones, etc.
2. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided. Call 911 in any emergency.
3. Ensure that first aid and emergency care is provided.
4. Ensure that action is taken to prevent additional injuries (secure the scene).
5. Employee will notify the supervisor as soon as possible.
6. Employee will follow reporting and investigation procedures.

B. Accident Reporting:

1. All accidents or incidents (near misses) are to be reported immediately to an immediate Supervisor.
2. The immediate Supervisor will complete the appropriate accident investigation forms following the guidelines in Part C below, Accident/Incident Investigation. The Supervisor shall then immediately notify the Town Administrator or a member of the Board of Selectmen.

3. The Town Administrator will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).
4. The First Report of Injury Form (8-WC) will be completed and processed by the injured employee (or Supervisor of employee is unable) within five (5) calendar days. This individual will also complete any other required forms.
5. Injuries requiring only first aid must also be reported to Supervisor / Department Head and logged in at the Selectmen's Office at the Town Hall following these guidelines.
6. All injuries and incidents requiring First Aid shall be recorded in the Town's First Aid log by the Town Administrator or Selectmen's Clerk as soon as possible after notification.
7. Within eight (8) hours after its occurrence, an employment accident which is fatal to one or more employees or which results in the hospitalization of three (3) or more employees, shall be reported to the NH Commissioner of Labor. Notification may be given by telephone by calling 603 271 6297, 603 271 6850, 603 271 3699, or 603 271 3170.

C. Accident/Incident Investigation:

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

D. Guidelines for Conducting Investigations

1. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses (make notes, draw sketches, and photograph as needed)
2. Interview the victim(s) and witnesses soon after the accident so that the facts will be fresh in their mind. Be sensitive to his/her physical and emotional condition. Be certain that they understand that no blame is being cast—you are simply trying to gather facts to prevent a recurrence.
3. Make objective recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

E. Inspections

All employees and volunteers have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they are also expected to take action to correct these observed conditions and actions. In addition to this continual vigilance by employees and volunteers, the Safety Committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

a. Frequency

1. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, bi-annually.

2. All employees and volunteers are expected to be constantly alert for unsafe acts and conditions, and take necessary corrective action.

b. Guidelines for Correcting Unsatisfactory Conditions

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

F. Record Keeping Guidelines:

1. Document each inspection; at a minimum, record:
 - a. Inspection date
 - b. Name of person(s) who conducted the inspection
 - c. Location/piece of equipment inspected
 - d. List of findings, both positive and negative
 - e. Any action taken
 - f. List of recommendations for further action.
2. File the inspection reports (whether satisfactory or unsatisfactory conditions were noted) with the minutes of the Safety Committee meetings at the Selectmen's Office. Members of the Safety Committee can effectively conduct inspections of a work area or site, or other interested employee groups.

When performing an inspection, it is important to watch not only for physical hazards (e.g. broken stair, cord across the aisle), but operational hazards (e.g. lack of an effective lockout/tag out program) and unsafe acts (e.g. wastewater employees and volunteers not washing before eating) as well.

G. Education and Training

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

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

1. Types of Training

- a. Introductory: All new or transferred employees and volunteers will receive a safety orientation/training that will help them to understand their responsibilities in the workplace, especially relating to safety and health, at the beginning of employment. As part of the orientation, the employees and volunteers will be told of their responsibilities under the Safety Committee Prevention Management Program and be given a copy of the work rules. When the Department Head that conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the Safety

Orientation and Employee Responsibilities Forms, which will be submitted to the Selectmen's Office for inclusion in the employee's personnel file.

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

c. Follow-up: Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive safe work methods and habits.

Employees must be sure to inquire if they have any questions, or do not understand any safety aspect of their job or workplace.

2. Record Keeping

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

- a. Introductory training - documents in the employee's personnel file.
- b. Specific training - include a brief description of the topic, date of the training, name and affiliation of instructor, list of attendees, forms indicating completion and understanding of the training.

Employers are encouraged to determine and document whether participants in a training session met the objectives of the program. Attendance at a session does not guarantee that knowledge was acquired. Utilizing the objectives of the training session in a conjunction with local policies and procedures, the employer should be able to determine whether the training satisfied the identified need.

3. Safety Equipment

Is to be determined by Department Heads/Selectmen and supplied by the Municipality. Once provided, equipment is to be used per training, and any deficiencies immediately reported for repair or replacement.

PENALTIES: Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment may be result in disciplinary action including termination in compliance with the Town of Fremont Personnel Policy and/or applicable Department Policies.

APPENDIX A

ADDITIONAL RESOURCES

These agencies can also be referred to for additional guidance:

NH Department of Labor
PO Box 2230
Concord NH 03302-2230
603 271 6850 or 603 271 7822

Occupational Safety & Health Consultation Service
NH Department of Environmental Services
29 Hazen Drive
603 271 2024

Safety & Health Council of New Hampshire
163 Manchester Street Suite D
Concord NH 03301
603 228 1401

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**Town of Fremont
Abrasive Grinding Policy**

1. Purpose

- To protect employees from hazards involved with using abrasive grinding wheels and equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.03, Abrasive Grinding**.

2. Scope

- This procedure applies only to fixed location bench and floor standing abrasive grinding machinery.
- Wheels used while within the material being ground and mounted wheels used in portable operations (2 inches in diameter and smaller) are exempt from requirements of this policy.

3. Responsibilities

- **Employer shall:**
 1. Ensure that grinding machines are properly installed.
 2. Ensure that grinding machines are equipped with safety guards consistent with this policy.
- **Employee shall:**
 1. Only use abrasive grinding machinery if all safety guards are in place; these include:
 - a) Guards that cover spindle end, nut, and flange projections;
 - b) Guards that protect the employee's face from flying particles ejected from work material;
 - c) Work rest, which must be adjusted within 1/8 inch from the grinding wheel and firmly attached.
 2. Wear eye protection any time an abrasive grinding wheel is in use.

4. Procedural Overview

- **Abrasive grinding workstation set-up:**
 1. Firmly attach all bench and floor standing abrasive grinding equipment to the surface which they sit.
 2. Ring test all abrasive grinding wheels by tapping the wheel surface with a metal object
 - a) If the wheel makes a ringing sound it is acceptable for use;
 - b) If it fails to ring, it is damaged and shall be disposed of.
 3. Attach abrasive grinding wheel to machinery in accordance with the manufacturer's recommendation.
 4. Adjust guards to protect spindle end, nut and flange projections.
 5. Adjust guards so that 65 degrees or less from the horizontal plane of the wheel spindle is exposed.
 6. Adjust guards so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch.
 7. Attach rigid work rest within a maximum clearance of 1/8 inch from the grinding wheel.
- **Abrasive grinding machinery use:**
 1. Wear eye protection.
 2. Check security of all guards.
 3. Check security of the work rest and assure that its maximum clearance is 1/8 inch from grinding wheel.
 4. Turn on grinding machine and perform work task.
 5. Turn off power when work task is completed.

- **Abrasive grinding machinery maintenance:**
 1. The Town's full-time Highway Department worker will be responsible for ring testing grinding wheels and checking maintenance of guards every year.

5. Personal Protective Equipment

- Personal protective equipment typically required for this operation includes:
 - Safety glasses/goggles
 - Face shield

ADOPTED: 06 September 2012

Town of Fremont
Accident Reporting Requirements & Recordkeeping Policy

1. Purpose

- To ensure that all accidents in the workplace are reported immediately and to the proper authorities.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.04 Accident Reporting Requirements** and **1403.46, Record Keeping**.

2. Responsibilities

- **Employer shall:**
 1. Record all accidents occurring in the workplace no matter how serious.
 2. Report all accidents which are fatal to one or more employees, or which result in the hospitalization of 3 or more employees, to the Commissioner of Labor within 8 hours of its occurrence. Notification of such accidents will be given by telephone by calling the New Hampshire Department of Labor at (603) 271-6297 or (603) 271-6850.
 3. Post emergency telephone numbers for ambulance service, hospital, or physician.
 4. Instruct all employees on dialing 911 in any emergency.
 5. Keep a log of all injuries and illnesses sustained by employees in the workplace. (See Appendix A)
 - The loss shall include:
 - a. Date of injury
 - b. Name of injured employee
 - c. Occupation
 - d. Injury/Illness Description
 - e. Lost time status
 - f. Date of return to work
 6. Keep records available for use by NHDOL inspectors upon request.
- **Employee shall:**
 1. Report all accidents immediately to employer (Supervisor) no matter how serious.
 2. Report accidents that happen to yourself, and those to which you are a witness, using the Town's insurance (Primex) accident reporting form.
 3. Call 911 for any fire, police, or medical emergency. Dispatch center numbers are also as follows:
 - Raymond Dispatch – Fire and Ambulance 895 2512
 - Rockingham County Dispatch – Police 679 2225

ADOPTED: 06 September 2012

**Town of Fremont
Air & Pneumatic Powered Tool Policy**

1. Purpose

- To protect employees from hazards associated with the use of air and portable pneumatic powered tools.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.06, Air Tools** and **1403.42, Portable Pneumatic Powered Tools**.

2. Responsibilities

- **Employer shall:**
 1. Ensure that all pneumatic powered tools are equipped with safety guards to prevent accidental disconnection of tools from their air supply.
 2. Provide eye protection for all employees engaged in the use of portable pneumatic and air tools.
- **Employee shall:**
 1. Only use tools that are properly connected to their air supply and secured to the hose or whip with a mechanical conductor.
 2. Only use pneumatic impact tools with safety clips or retainers.
 3. Use all air powered tools at manufacturer's safe operating pressure.
 4. Always wear eye protection when using air powered or pneumatic tools.

3. Procedural Overview

- **Air-powered tool set-up and use:**
 1. Put on eye protection.
 2. Check connectors, tools and hoses for recommended manufacturer operating pressure.
 3. Attach tool to air supply or hose.
 4. Secure safety clips or retainers to prevent attachments from being accidentally expelled.
 5. In the case of a hose exceeding 1/2 inch inside diameter, install a pressure release device at the air source or branch line to reduce pressure in case of hose failure.
 6. Turn on air supply only as high as recommended manufacturer operating pressure.
 7. Perform work task.
 8. Turn off air supply.
 9. Release excess pressure in hose and tool.
 10. Detach tool from hose.

4. Personal Protective Equipment

- **Personal Protective Equipment typically required for this operation:**
 1. Safety glasses or safety goggles.

ADOPTED: 06 September 2012

**Town of Fremont
Blood Borne Pathogens Policy**

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 device(s) into the same container.
 5. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
 6. 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 immediately.
 4. Fill out appropriate forms, which may include:
 - For Fire, Police, EMS:
 - a. Emergency Response/Public Safety Worker Incident Report Form
 - b. First Report of Injury
 - For Others:
 - a. First Report of Injury

ADOPTED: 06 September 2012

Town of Fremont
Chain, Cable, Rope & Hook Policy

1. Purpose

- To protect employees from the hazards associated with damaged or improperly used chains, cables, ropes and hooks.
- To assure compliance with New Hampshire Department of Labor Standard **1403.09, Chains, Cables, Ropes and Hooks.**

2. Responsibilities

- **Employer shall:**
 1. Ensure that all damaged chains, cables, ropes and hooks are replaced upon discovery of damage or wear.
 2. Ensure that employees are trained to recognize worn and damaged chains, cables, ropes and hooks according to manufacturers guidelines.
- **Employee/Competent Person shall:**

Visually inspect chains, cables, ropes and hooks on a daily basis before use.
Remove from service any chain, cable rope or hook meeting criteria in section 3 (inspection criteria).
Install any U-bolt wire rope clips in accordance with manufacturers guidelines.

3. Procedural Overview

- **Chain, Cable, Rope and Hook Inspection Criteria-**
 1. Must be visually inspected, before use for deformation, cracks, excessive wear, twists and stretch and defective gears.
 2. Remove from service any equipment meeting the above criteria for disposal or repair.
- **Crawler, Locomotive and Truck Crane Hoist Rope Provisions-**
 1. Must be free of kinks or twists.
 2. Must not be wrapped around the load.
- **U-bolt provisions-**
 1. U-bolt wire rope clips on hoist ropes must be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. The saddle portion of the bolts shall be on the load-carrying end.
 2. U-bolts must be installed according to manufacturers guidelines.
 3. Nuts on newly installed clips shall be retightened after the first hour of use.

ADOPTED: 06 September 2012

**Town of Fremont
Compressed Air Use Policy**

1. Purpose

- To protect employees from the hazards associated with use of compressed air for cleaning purposes.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.10, Chipguards, and 1403.12, Compressed Air Use.**

2. Scope

- This policy does not apply to concrete form or mill scale, or to areas where compressed air is used in fixed processes, such as attached to a machine.

3. Responsibilities

- **Employer:**
 1. Shall equip all processes involving compressed air for cleaning use with *chipguards* to protect employees against flying chips or other such hazards.
 2. Shall ensure that *compressed air* used for cleaning does not exceed 30 psi.
- **Employee:**
 1. Shall not perform any operation or process involving compressed air for cleaning use without the use of a chipguard in place.
 2. Shall not remove a chipguard from machinery unless authorized to do so.
 3. Shall not use compressed air for cleaning at pressures higher than 30 psi.

4. Personal Protective Equipment

- **Personal Protective Equipment typically required for use with compressed air includes:**
 1. Safety Glasses/Goggles
 2. Hearing Protection (Muffs or Plugs)

Adopted: 06 September 2012

**Town of Fremont
Compressed Gas Cylinder Policy**

1. Purpose

- To protect employees from hazards associated with compressed gas cylinder use and storage.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.12, Compressed Gas Cylinders**.

2. Responsibilities

- **Employer shall:**
 1. Provide an area for compressed gas cylinder storage meeting the following requirements:
 - a) Oxygen cylinders separate from fuel gas cylinders or combustible materials by a minimum distance of 20 feet; or
 - b) By a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.
 2. Train employees on proper use and storage.
- **Employee shall:**
 1. Ensure that valve protection caps are in place whenever compressed gas cylinders are transported, moved or stored, whether full or empty.
 2. Ensure that cylinder valves are in the closed position when work is finished and when cylinders are empty or moved.
 3. Ensure that compressed gas cylinders are in an upright and secure position except for short periods of time when cylinders are being carried or hoisted.
 4. During actual welding operation:
 - a) Cylinders must be kept far enough away so that sparks, hot slag or flame will not reach them; or
 - b) Protected by a fire resistant barrier; or
 - c) When the previous are impractical, fire resistant shields shall be provided, as required by NFPA 51B (Appendix A).
 5. Not use compressed gas for cleaning purposes.

3. Procedural Overview

- **Compressed Gas Cylinder Storage:**
 1. Turn cylinder valve to “closed” position after use.
 2. Secure valve protection cap.
 3. Store cylinder in a secure and upright position.
 4. Separate oxygen and fuel cylinders by distance (20 ft) or by a non-combustible barrier with a fire-resistance rating of at least 1/2 hour.
- **Moving Compressed Gas Cylinders:**
 1. Turn cylinder valve to “closed” position.
 2. Secure valve protection cap.
 3. Move cylinder to desired location (it may be laid down for carrying or hoisting).
 4. Secure cylinder in an upright position.
- **Cylinder use in welding:**
 1. Set up cylinder(s) in an upright and secure position far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so the sparks, hot slag, or flame will not

reach them. When this is impractical, fire resistant shields must be used, as required by NFPA 51B (Appendix A)

2. Turn cylinder valve to “open” position.
3. Perform welding or cutting operation.
4. Turn cylinder valve to “closed” position.
5. Store cylinder(s) in a secure and upright operation.

Adopted: 06 September 2012

**Town of Fremont
Ergonomic Policy**

1. Purpose

- To protect employees from ergonomic hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.18, Ergonomics**.

2. Responsibilities

- **Employer shall:**
 1. Evaluate the workplace for ergonomic hazards using job hazard analysis.
 2. Address any complaint made by employees that suggests the presence of ergonomic hazards in the workplace.
 3. Correct any ergonomically related problem in the workplace that has been determined to be the source of employee injuries and illnesses.
 4. Provide training for employees who might be subject to ergonomic exposures.
- **Employee shall:**
 1. Report all ergonomic related injuries and illnesses using the Town of Fremont accident reporting procedures.

Adopted: 06 September 2012

**Town of Fremont
Excavating & Trenching Policy**

1. Purpose

- To protect employees from hazards associated with excavating and trenching.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.19, Excavating and Trenching**.

2. Responsibilities

- **Employer shall:**
 1. Before excavation begins, contact utility companies to determine if there are underground utility installations in that area.
 2. Ensure that underground utilities are identified and marked prior to excavation.
 3. Supply employees with trench protective systems when necessary.
- **Competent Person (Supervisor) shall:**
 1. Inspect and evaluate the condition of all trenches and excavations prior to permitting employees to enter.
 2. Perform inspection at the beginning or each day and at least 3 to 4 times during the operation thereafter.
 3. Cease operation when weather or other conditions may affect the integrity of trench or excavation.
 4. Continue trenching or excavation operations once the conditions have been made safe according to the guidelines identified in section 3 of this policy.
 5. Evaluate proximity of trenching operations to retaining walls, utility poles, and other objects that may need support to prevent collapse or undermining.
- **Employee shall:**
 1. Follow the applicable procedures identified in Section 3 of this policy.

3. Procedural Overview

- **Before Excavation or Trenching Operation-**
 1. Contact utility companies to determine if there are any underground utility installations in that area.
 2. Identify and mark underground utility installations prior to operations.
 3. Competent person must inspect and evaluate the condition of trench or excavation prior to permitting employees to enter.
- **During Excavation or Trenching Operation-**
 1. Competent person must inspect and evaluate the trench or excavation 3 to 4 times during the work day.
 2. Use a trench protective system (e.g. trench box) or sloping of the ground to the appropriate angle of repose when walls and faces of trenches and excavations are 5 feet or more deep, or when, regardless of depth, there is a danger of cave in or moving ground.
 3. Trenches 4 feet deep or more must have adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
 4. When employees are required to enter a trench or excavation, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
 5. Support retaining walls, utility poles, or other objects which could collapse or undermine if not properly supported.

6. Wear/use appropriate personnel protective equipment.

4. Personal Protective Equipment

- Personal Protective Equipment typically required for this operation:
 - Hardhat
 - Safety Footwear
 - Gloves

Adopted: 06 September 2012

**Town of Fremont
Fire Protection Policy**

1. Purpose

- To ensure proper installation, placement and use of fire doors and fire extinguishing devices.
- To ensure compliance with sections of the National fire Protection Associations Life Safety Code (NFPA 101).

2. Responsibilities

- **Employer shall:**
 1. Ensure labeling of fire doors as such.
 2. Ensure use of self-closing devices on all fire doors except elevator and power operated dumbwaiter doors equipped with electric contacts or interlocks.
 3. Provide the appropriate fire extinguishers throughout the workplace for the conditions and hazards involved in that area.
 4. Train employees in the correct use of fire extinguishers and in hazards involved with early stage fire fighting.
- **Employee shall:**
 1. Not block a fire door, tie it in an open position, or otherwise prevent it from operating as designed.
 2. Never remove a label from a fire door.
 3. Only use fire extinguishers and other fire protection systems according to training provided by employer.
 4. Always call 911 in the event of any fire or other emergency.
 5. Never tamper with fire extinguishers, standpipe systems, or other fire protection systems.

3. Procedural Overview

- **Fire Doors:**
 1. Fire doors must be installed according to manufacturer's specifications.
 2. All doors must be installed with self-closing devices (with the exception of elevator and power operated dumbwaiter doors equipped with electric contacts or interlocks).
 3. All fire doors must be installed so that they automatically close in the event of a fire.
 4. **In the event that a fire door may be obstructed from functioning properly:**
 - a) Remove the obstruction immediately; or
 - b) If it cannot be removed, report the problem to <enter position or name>.
- **Fire Extinguishers:**
 1. Install extinguishers in conspicuous locations.
 2. Inspect extinguishers on a yearly basis by examining the service tag and general condition of the container:
 - a) In the event an extinguisher's maintenance is not up to date it must be recharged.
 - b) If any part of the extinguisher (pin, nozzle, handle or tank) is damaged or missing it must be serviced so it will work correctly.
 - c) Record all recharges and repairs done on extinguishers.
 - d) Carbon tetrachloride and soda acid fire extinguishers are prohibited from use as fire protection.
 3. Post signs as needed to better locate extinguishers in work areas where they are not conspicuous.

- **Other**

1. Specific questions and guidance can be obtained by contacting the authority having jurisdiction which is typically the Fremont Fire Department.

ADOPTED: 06 September 2012

**Town of Fremont
Flagperson Policy**

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.
 2. Provide appropriate training to any employee who may serve as a traffic flagger.
 3. Provide designated flagperson(s) with highly visible warning garment with retro-reflective striping while flagging, and ANST 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)

Adopted: 06 September 2012

Town of Fremont
Flammable and Combustible Liquid Policy

1. Purpose

- To protect employees from the hazards associated with the use, storage and handling of flammable and combustible liquids.
- To ensure compliance with sections of the National Fire Protection Association Code on Flammable and Combustible Liquids (NFPA 30).

2. Responsibilities

- **Employer shall:**
 1. Provide correct storage containers for flammable and combustible liquids used in the workplace.
 2. Have procedures in place to respond to the spill of flammable and combustible liquids.
 3. Provide a suitable fire control device or portable fire extinguisher at locations where flammable or combustible liquids are stored.
 4. Post conspicuous and legible signs that prohibit smoking in any area where refueling or servicing of containers containing flammable or combustible liquids takes place.
 5. Institute engineering, administrative or work practice controls to eliminate ignition hazards in areas where flammable or combustible liquids are handled, stored or used. Sources of ignition include but are not limited to:
 - a) Open flames;
 - b) Lightning;
 - c) Smoking;
 - d) Cutting and welding;
 - e) Hot surfaces;
 - f) Frictional heat;
 - g) Static;
 - h) Heat-producing chemical reactions; and
 - i) Radiant heat.
 6. Provide a portable fire extinguisher designated at least 6# BC within 75 feet of any refueling area.
- **Employee shall:**
 1. Handle, store and use flammable and combustible liquids according to manufacturer's guidelines and employer's policy.
 2. Only store flammable and combustible liquids in containers designed for that purpose.

3. Procedural Overview

- **Container requirements:**
 1. Portable containers in excess of one-gallon capacity shall have a self-closing lid and a pressure relief device.
 2. Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.
 3. Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected or bonded.
- **Outside storage:**
 1. Outside storage areas shall be graded in such a manner to divert spills away from buildings or other exposures, or be surrounded with curbs or dikes at least 6 inches high with appropriate drainage to a safe location for accumulated liquids.

- **Inside storage room requirements:**
 1. Be of fire resistive construction;
 2. Be liquid tight where walls join the floor;
 3. Have approved self-closing fire doors at all openings, at least 4 inch sills;
 4. Have ramps or depressed floors or open integrated trench which drains to a safe location;
 5. Have a ventilation system that provides at least six air changes within the room per hour; and
 6. In areas used for storage of Class I liquids, electrical wiring approved for use in hazardous locations.
- **Other**
 1. Specific guidance and information can be obtained by contacting the authority having jurisdiction which is typically the Fremont Fire Rescue Department.

ADOPTED: 06 September 2012

**Town of Fremont
Hand Tool Policy**

1. Purpose

- To protect employees from hazards associated with the use of hand held tools and hand held power tools.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.25, Hand Tools**.

2. Responsibilities

- **Employer shall:**
 1. Monitor the condition of all hand tools including those furnished by employees.
 2. If electric power operated tools are provided they must be double insulated, grounded or used with ground fault circuit interrupters.
- **Employee shall:**
 1. Only use hand tools that are in safe working order.
 2. Inspect hand tools prior to use to look for:
 - a) Cracked handles;
 - b) Loose heads;
 - c) Mushroomed heads on wedges, chisels or similar tools;
 - d) Broken screw driver tips;
 - e) Any other damage to hand tool that would make it unsafe for use.
 3. Remove any damaged hand tool from service until it can be fixed or dispose of the tool permanently.
 4. When using electric power operated tools, ensure the tools are double insulated, grounded or used with ground fault circuit interrupters.
 5. Wear appropriate safety glasses, face shields, ear protection, etc. while using hand tools or equipment that might produce flying materials or be subject to breakage.

ADOPTED: 06 September 2012

**Town of Fremont
Hoists Policy**

1. Purpose

- To protect employees from hazards associated with the operation of hoisting equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.26, Hoists.**

2. Responsibilities

- **Employer shall:**
 1. Ensure that all hoists are installed according to the manufacturer's specifications and limitations.
 2. Post rated load capacities, recommended operating speeds, and special hazard warnings or instructions on cars and platforms.
 3. Ensure that hoists are guarded according to the specifications listed in section 3 of this policy.
 4. Train employees on proper operating procedures for hoists.
- **Employee shall:**
 1. Operate hoists according to manufacturer's guidelines
 2. Not remove hoist safeguards unless energy sources are properly locked out.
 3. Not remove hoist safeguards unless authorized to do so.

3. Procedural Overview

- **Safeguarding requirements:**
 1. Protect hoistway entrances of material hoists with full width gates or bars.
 2. Hoistway doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car.
 3. Overhead protective coverings must be provided on the top to the hoist cage or platform.

ADOPTED: 11 January 2013

**Town of Fremont
Housekeeping Policy**

1. Purpose

- To protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.27 House Keeping**

2. Responsibilities

- **Employer shall:**
 1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
 2. Ensure that permanent aisles and passageways are appropriately marked.
 3. In wet processes, assure maintenance or drainage or provide false floors, platforms, mats or other dry standing places when practical to reduce slip and fall potential.
 4. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.
- **Employee shall:**
 1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
 2. Report hazardous conditions to your Supervisor for repair.
 3. Store materials and/or tools and equipment so it will not present a hazard.
 4. Dispose of trash at frequent intervals as established by the employer. This should be weekly to coincide with trash and recycling collections.
 5. Appropriately dispose of combustible materials at the end of each shift.
 6. Remove scrap with protruding nails and other debris from the work area immediately.

3. Procedural Overview

- **Clean-up:**
 1. Spills shall be cleaned up in a timely fashion.
 2. When necessary, warning signs must be put up in a spill area to warn employees.
 3. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.
- **Maintenance:**
 1. Damaged floor surfaces that present a hazard to workers shall be promptly reported to and repaired in timely fashion.
 2. In the event that a damaged floor surface cannot be repaired in a timely fashion, warning signs and/or barricades must be put up in the immediate area until repairs can be made.

ADOPTED: 06 September 2012

**Town of Fremont
Hygiene & Sanitation Policy**

1. Purpose

- To ensure a supply of safe drinking water to all places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.28, Hygiene and Sanitation**.

2. Scope

- This policy does not apply to mobile work crews so long as they have transportation or access to water and sanitary facilities.

3. Responsibilities

- **Employer shall:**
 1. Supply potable water at all places of employment.

4. Procedural Overview

- **Set-up:**
 1. Keep all potable water drinking containers equipped with a cap and closed at all times.
 2. Each container must have a tap from which water is drawn.
 3. If disposable cups are provided, they must be kept in a sanitary container and a receptacle must be provided for disposal of used cups.
- **Use:**
 1. Each employee must use a separate drinking container.
 2. If an employee uses a disposable cup, it must be disposed of in the provided receptacle.

ADOPTED: 06 September 2012

**Town of Fremont
Ladder Policy**

1. Purpose

- To protect employees from hazards associated with fixed ladder installations.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.30, Ladders (Fixed and Portable)**.

2. Responsibilities

- **Employer shall:**
 1. Ensure that all fixed ladder installations meet requirements listed in section 3 of this policy.
 2. Ensure that all portable ladders meet the requirements in sections of this policy.
 3. Provide stepladders with metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
 4. Train employees in proper inspection, use and set-up of ladders including wooden, metal and non self-supporting ladders.
- **Employee shall:**
 1. Perform pre-use ladder inspection, according to Section 3 of this policy, before placing any ladder into service.
 2. Remove from service any ladder that has developed defects and is unsafe for use.
 3. Tag or mark unsafe ladders with the words "Dangerous, Do Not Use." Dispose of any ladder that is not safe for operation.
 4. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
 5. Set up any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.

3. Procedural Overview

- **Fixed Ladder Installation Requirements:**
 1. Metal rungs must have a minimum diameter of 3/4 inch.
 2. Wooden rungs must have a minimum diameter of 1-1/8 inch.
 3. Rungs must be spaced uniformly no more than 12 inches apart.
 4. Rungs must be a minimum of 16 inches in length.
 5. Ladder side rails must extend 3 1/2 feet above the top landing.
- **Fixed Ladder Safeguards:**
 1. Ladders more than 20 feet in length must be equipped with safety devices such as cages, wells or fall protection systems.
 2. Ladders with cages must have a platform every 30 feet of travel.
 3. Ladders without cages must have a platform every 20 feet of travel.
 4. Cages on fixed ladders must extend at least 42 inches above the top landing.
 5. The bottom of the cage shall be not less than 7 feet nor more than 8 feet from the bottom of the ladder.
- **Portable Ladder Preuse Inspections:**
 1. Check joints between the steps and side rails to make sure they are tight
 2. Hardware fittings should be firmly attached
 3. Lubricate pulleys, locks and wheels when necessary.
 4. Look for cracks in wood ladders.

5. Check for frays in ropes of extension ladders. Replace worn or frayed ropes before use.
 6. Ensure that movable parts operate without binding or undue play.
 7. Look for bends or cracks in metal ladders.
- **Portable Ladder Use Precautions:**
 1. Always check for overhead power lines and maintain a safe distance from them when raising, lowering and using portable ladders of wood, metal or fiberglass.
 2. Always check ladder for load capacities before use.
 3. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
 4. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.

ADOPTED: 06 September 2012

**Town of Fremont
Lockout Policy**

1. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.32, Lockout**.

2. Responsibilities

- **Employer shall:**
 1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
 2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
 1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
 2. Lock all energy sources or switches in the “off” position prior to making any repairs.

3. Procedural Overview

- **Identify all forms of potentially hazardous energy:**
 1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees:**
 1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means:**
 1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device:**
 1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
 2. Attach the lock to the machine’s energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
- **Release all excess energy from machinery:**
 1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement of repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery:**
- **Remove lock:**
 1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
 2. Only the employee performing repair work may remove the lock and restart the machinery.
- **Restart equipment:**
 1. Ensure that people, tools, etc. are clear of machine before start up.

ADOPTED: 11 January 2013

**Town of Fremont
Medical Services Policy**

1. Purpose

- To provide for prompt medical attention to injured employees.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.36, Medical Services**.

2. Responsibilities

- **Employer shall:**
 1. Ensure that a medical chest (first aid kit) is available on site in accordance with new Hampshire RSA 277:6.
 2. Emergency phone numbers for ambulance service, hospital, or physician are posted throughout the facility.
- **Employee shall:**
 1. Follow practices set by the employer when dealing with medical emergencies.
 2. Shall notify the employer when supplies in the medical chest (first aid) kit are running low and need to be re-stocked.

3. Procedural Overview

- **General Requirements:**
 1. Maintain an up-to-date first aid kit in each workplace.
 2. Post emergency phone numbers throughout the workplace.
- **Medical Chest (RSA 277:6)**
 1. The medical chest (first aid kit) shall be free of expense to the employees.
 2. The medical and surgical chest shall contain plasters, bandages, absorbent cotton, gauze and all other necessary medicines, instruments and other appliances for the treatment of persons injured or taken ill upon the premises.

ADOPTED: 06 September 2012

**Town of Fremont
Mechanized Equipment Policy**

1. Purpose

- To protect employees from hazards associate with the operation of mechanized construction equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.37, Mechanized Equipment.**

2. Responsibilities

- **Employer shall:**
 3. Train employees in the safe operation of all mechanized equipment.
 4. Ensure that employees operate the equipment in a safe manner.
- **Employees shall:**
 1. Receive proper training before operating equipment.
 2. Conduct an inspection of the equipment before use.
 3. Report any hazards or unsafe conditions at once.
 4. Report any accidents or damage caused by or involving the mechanized equipment.

5. Procedural Overview

- **Traveling:**
 1. Operators shall not use any construction, earthmoving, or compacting equipment with an obstructed view to the rear unless:
 - a. A reverse signal (back up alarm) is operational and distinguishable from surrounding noise; and
 - b. Is backed with the use of a spotter/observer who communicates clearly with the operator that it is safe to do so.
- **Maintenance – Repair:**
 1. All suspended parts of said equipment (i.e. hoppers, dump bodies, buckets, booms) shall be blocked or braced before work begins below said components.

ADOPTED: 06 September 2012

**Town of Fremont
Noise Exposure Policy**

1. Purpose

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.38, Noise Exposure.**

2. Responsibilities

- **Employer shall:**
 1. Monitor noise levels in the workplace to ensure they do not exceed an 8 hour time weighted average of 85 db.
 2. Institute engineering and administrative controls to reduce employee noise exposures when necessary.
 3. Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
 4. Train employees in the correct fit and care of hearing protection devices.
 5. Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
 6. Keep records of sound level readings and employee training.
- **Employee shall:**
 1. Inform employer when exposure to excessive noise is suspected.
 2. Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.
 3. Wear provided hearing protection when employer deems necessary.

ADOPTED: 11 January 2013

Town of Fremont
Personal Protective Equipment Policy

1. Purpose

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.40, Personal Protective Equipment**.

2. Responsibilities

- **Employer shall:**
 1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
 2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
 3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
 4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
 5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
- **Employee shall:**
 1. Wear/use all personal protective equipment provided by the Town of Fremont.
 2. Wear/use all personal protective equipment according to manufacturer's guidelines.
 3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
 4. Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
 5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

ADOPTED: 06 September 2012

**Town of Fremont
Respiratory Protection Policy**

1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.47, Respiratory Protection**.

2. Responsibilities

- **Employer shall:**
 1. Minimize respiratory hazards through engineering, work-practice and administrative controls.
 2. Determine the necessity of respiratory protection for employees in risk areas.
 3. Train supervisors and other affected employees in the selection, use and maintenance or respiratory protection.
 4. Provide fit testing of respirator protective equipment.
 5. Ensure that employees wear respiratory protection when required to do so.
- **Employee shall:**
 1. Follow practices set by the employer for proper selection, use and maintenance of respiratory protection.
 2. Use respiratory protection when deemed necessary by the employer.

3. Procedural Overview

- **General Requirements:**
- Issue respiratory based on hazardous conditions or potential hazards.
- Fit test employees expected to use respirators to ensure an adequate face-to-face piece seal.
- Employees with long facial hair such as beards are not permitted to wear respiratory protection.
- **Respiratory Protection Cleaning, Inspection and Maintenance:**
 1. Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use. Respirators for emergency use shall be inspected at least monthly.
 2. Disinfect and clean respiratory protection after use and check for damage.
 3. Store respirators in a clean and sanitary location when not in use.
- **Medical**
 1. Employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

ADOPTED: 11 January 2013

**Town of Fremont
Safety & Health Requirement Policy**

1. Purpose

- To ensure that both employees and the employer take all necessary steps to ensure safe work practices and a safe work place.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.01, Safety and Health Requirements**.

2. Responsibilities

- **Employer shall:**
 1. Evaluate the workplace and work practices to identify any hazardous conditions causing or likely to cause death or serious physical harm to employees.
 2. Take all necessary measures to eliminate those conditions causing or likely to cause death or serious physical harm to employees.
 3. Train employees to recognize and avoid unsafe conditions and in the rules applicable to their work environment to control or eliminate any hazard or other exposure to illness or injury.
 4. Investigate any unsafe conditions in the workplace reported by employees within a reasonable amount of time.
- **Employee shall:**
 1. Follow all State of New Hampshire Department of Labor Administrative Rules for Safety and Health applicable to their own work practices.
 2. Not use any machinery, tool, material or equipment that does not comply with State of New Hampshire Department of Labor Administrative Rules for Safety and Health.
 3. Inform the Town of Fremont of any unsafe conditions or work practices in the workplace.

3. Procedural Overview

- **Hazard Assessment:**
 1. Observe an employee performing a specific job and break it down step by step.
 2. Review each step with the employee to confirm the accuracy of the analysis.
 3. Examine each step in the job sequence to determine the hazards involved or those that might occur.
 4. Review each step with the employee performing the job to determine whether the job could be performed in a different manner to eliminate hazards.
 5. Add or eliminate steps to the job, including adding of safety equipment, to reduce or eliminate the hazards involved with the job.
 6. Record the results of the hazard assessment and the procedures involved with each job for employee reference.

ADOPTED: 06 September 2012

**Town of Fremont
Saw Policy**

1. Purpose

- To protect employees from hazards associated with band saws, portable circular saws, radial saws, swing or sliding cut-off saws and table saws.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.51, Saws.**

2. Scope

- This policy applies to Band Saws, Portable Circular Saws, Radial Saws, Swing or Sliding Cut-off Saws, and Table Saws

3. Responsibilities

- **Employer shall:**
 1. Ensure proper guarding of all saws.
 2. Provide proper guards for all saws.
 3. Provide training on safe use of all saws.
- **Employee:**
 1. Ensure that proper guards on saws are in place before use.
 2. Perform pre-use inspection of all saws.
 3. Not use any saw that cannot pass all parameters of pre-use checklist.
 4. Wear eye protection (personal protective equipment).

4. Procedural Overview

- **All parameters of a saw checklist must be met before the saw may be used. If accommodations cannot be made so that the saw does meet those requirements it should be removed from service until fit for use.**
- **Band Saw Pre-use Checklist:**
 1. All portions of the band saw are enclosed and guarded except the working portion.
 2. Band saw wheels are fully enclosed.
 3. The outside periphery of the enclosure is solid.
 4. The front and back are solid, wire mesh or perforated metal.
- **Portable Circular Saw Pre-use Checklist:**
 1. If the saw blade diameter is greater than 2 inches:
 2. It is equipped with guards above and below the base plate or shoe.
 3. Lower guard covers the saw to the depth of the blade.
 4. When pulled back and released, the lower guard springs back into its original position.
- **Radial Saw Pre-use Checklist:**
 1. The saw has an upper guard that fully encloses the upper half of the saw blade.
 2. The sides of the blade are equipped with a guard that automatically adjusts to the thickness of the material.
 3. A device that prevents material kick back is in place.
 4. The saw has an adjustable stop that prevents forward travel of the saw beyond a desired point.
 5. When pulled forward and released, the saw returns from its starting position on its own.

- **Swing or Sliding Cut-off Saw Pre-use Checklist:**
 1. A hood that completely encloses the upper half of the saw is in place.
 2. When the saw is pulled forward and released at any point in its travel distance, the saw returns to its starting point automatically.
 3. If the saw is inverted, it has a hood that covers the portion of the blade that protrudes above the top of the table or material being cut. ***This parameter must only be met if the saw has an inverted set-up.**
 4. The limit stop, which prevents the saw from extending beyond front and back edges of the table, is in place and working properly.
- **Table Saw Pre-use Checklist:**
 1. The hood covering the portion of the blade protruding from the table is in place and automatically adjusts itself to the thickness of the material being cut.
 2. When a table saw is used for ripping, a device is in place to prevent material from kicking back at the operator.
 3. The saws with feed rolls are protected with hoods or guards to prevent the hand of the operator from coming in contact with in-running rolls at any point.

5. Personal Protective Equipment

- **Personal Protective Equipment typically required when using saws includes:**
 - Safety Glasses/Goggles
 - Dust Mask

ADOPTED: 11 January 2013

**Town of Fremont
Slip Trip & Fall Policy**

1. Purpose

- Keep safe, keep others safe. It is our responsibility to keep ourselves, fellow workers and visitors as safe as we possibly can for no one wants to be injured or see another be hurt.
 - Falls are one of the leading causes of unintentional injuries in the United States (NSC Injury Facts 2011).
 - Fatigue may contribute as a factor.
 - Adults 55 and older are more prone to becoming victims of falls.
 - Deaths from falls of 65 or older are four times that of all other age groups.

2. Responsibilities

- **Employer shall:**
 - 5. Evaluate the workplace for slip, trip & fall hazards.
 - 6. Address any complaint made by employees about such hazards in the workplace.
 - 7. Correct any related problem in the workplace that has been determined to be or could be the source of injuries.
- **Employee shall:**
 - 2. Report all related injuries, trip, slip and fall risks to supervisor and/or safety committee.
 - Common locations for falls:
 - Areas with high traffic or prone to wetness (or spills, ice, snow or rain)
 - Cluttered hallways
 - Doorways
 - Ladders
 - Ramps
 - Stairs
 - Unguarded heights and unstable or uneven work surfaces.
 - Prevention:
 - Clean up all spills immediately.
 - Move cords away from traffic areas and secure appropriately.
 - Use non-skid mats or secure rugs with carpet tape.
 - Frequently used items should be kept within reach.
 - Wear appropriate footwear.
 - Keep objects and furniture out of walkways.
 - Keep cabinet doors and drawers closed.
 - Remove tripping hazards.
 - Ensure adequate lighting.
 - Keep exterior walkways clear and clean.
 - Direct gutters away from pathways.
 - Never stand on a chair, table or surface with wheels.
 - Periodically check your surroundings.
 - Ladder Safety:

Keep three points of contact. Place on a firm and solid surface. Set ladder appropriately or spread accordingly. Always face the ladder & grip the rungs. Come down one rung at a time and do not over reach. Be careful with tools and stay between the rails. Tie down ladder if weather is inclement.

Reference; National Safety Council, OSHA and “Slip, Trip and Fall Prevention Guide” from Stanford University.

REVIEWED: 27 February 2014 / ADOPTED: 15 May 2014

**Town of Fremont
Storage Policy**

1. Purpose

- To protect employees from hazards associated with improper storage of materials in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.54, Storage**.

2. Responsibilities

- **Employer shall:**
 1. Provide adequate storage areas for all tools, materials, waste etc. so that their presence in the workplace does not become a hazard.
 2. Ensure that employees are informed to the correct location for storage of all materials in the workplace.
 3. Where mechanical handling equipment is used, ensure the work area is set up to provide sufficient safe clearance for aisles, at loading docks, through doorways, and whenever turns or passage is made.
- **Employee shall:**
 1. Keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest haborage.
 2. Stack, block, interlock and limit in height all stored materials so that they are secure against sliding or collapse.
 3. Remove and/or control vegetation in storage areas when necessary.
 4. Store flammable and combustible.
 5. Never use stairs for storage.

ADOPTED: 06 September 2012

**Town of Fremont
Toxic Substance Policy**

1. Purpose

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.57 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.

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
 - Rubber gloves
 - Aprons

ADOPTED: 11 January 2013

**Town of Fremont
Traffic Control Policy**

1. Purpose

- To protect employees when working in or around vehicular traffic.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.58, Traffic Control**.

2. Responsibilities

- **Employer shall:**
 1. Ensure that pedestrian and vehicular traffic is adequately controlled on every job site.
 2. Provide employees with appropriate personal protective equipment (PPE) and other safety devices needed to effectively and safely control traffic.
 3. Ensure that traffic control devices conform to applicable federal and state regulations or to applicable sections of Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
 4. Provide training to employees on safe and effective traffic control techniques.
- **Employee shall:**
 1. Follow practices set by the employer for the control of traffic.
 2. Use personal protective equipment like safety vest when in or around vehicular traffic.

3. Procedural Overview

- **General Requirements:**

Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.
- **Protective Equipment:**

All employees working in or around vehicular traffic shall wear, at a minimum, an ANSI Class II Traffic Vest.
- **Traffic Control Devices:**
 1. Flaggers shall use paddles with clearly visible Stop/Slow signals.
 2. Signs shall be erected in advance of the work zone to warn of possible hazards such as *flagger ahead*, *road work ahead*, and *be prepared to stop*.
 - The placement and spacing of signs in advance of a work area shall be adjusted according to vehicle speed as outlined in the Manual on Uniform Traffic control devices (MUTCD)
 3. Cones, Barricades and other devices shall be used to separate traffic lanes from work areas.
 4. Construction vehicles shall be equipped with adequate warning equipment (amber lights).

ADOPTED: 06 September 2012

**Town of Fremont
Trash Policy**

1. Purpose

- To ensure that refuse is discarded properly in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.78, Trash.**

2. Responsibilities

- **Employer shall:**
 1. Provide adequate receptacles for all types of discarded materials in the workplace.
 2. Provide adequate recycling receptacles and education on how to prepare recycled materials for collection.
 3. Establish a schedule identifying specific times at which refuse shall be emptied to ensure a clean and sanitary workplace.
- **Employee shall:**
 1. Remove all sweepings, solid or liquid wastes, refuse, and garbage in such a manner as to avoid creating a menace to health and safety.
 2. Recycle whenever possible in accordance with the Town of Fremont recycling contract.
 3. Know the trash collection schedule for the building(s) where he/she works.

ADOPTED: 11 January 2013

Town of Fremont
Washing Facilities Policy

1. Purpose

- To ensure available sanitary washing facilities at all permanent, non-mobile places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.62, Washing Facilities**.

2. Scope

- This policy shall all places of employment except for mobile crews or normally unattended work locations.

3. Responsibilities

- **Employer:**
 1. Shall provide a sanitary location for washing.
 2. Shall provide a cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling in all washing facilities.
 3. Where individual disposable towels are provided, a place for disposal shall also be provided.
- **Employee:**
 1. Shall follow good hand-washing practices at all times.
 2. Shall dispose of all hand towels in proper receptacles.

ADOPTED: 11 January 2013