



City of Laconia

Employee Safety Manual

Prepared By:

City of Laconia Safety Board

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References:

RSA 141G Notifications of Emergency Response/Public Safety Workers after Exposure to Infectious Disease

RSA 155-A, State Building Codes

RSA 277 Safety and Health of Employees

RSA 281-A:23-b Alternative Work Opportunities

RSA 281-A:64 Workers Compensation

Lab 500 Workers' Compensation Claims

Lab 600 Safety Programs and Joint Loss Management Committees

Lab 1400 Safety and Health of Employees

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Introduction

The City of Laconia is committed to providing the safest environment possible for our employees and the organization. Safety is essential to all City functions and every reasonable effort shall be made by the City to provide a safe workplace, safe equipment, proper materials, and to always establish and enforce safe operations.

Management Statement of Commitment

The welfare and safety of our employees is of the highest priority. Accidents result in unnecessary suffering, loss of wages, and, too often, permanent disability. Therefore, it is our policy to provide and maintain safe and healthy working conditions and to require safe work practices.

To assure that our best efforts are going toward the prevention of accidents, we have established a comprehensive safety manual. If you have suggestions or concerns, please forward them to the Safety Board.

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

Sincerely,



City Manager

Responsibilities

All Employees

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

Additionally, any employee witnessing a potentially unsafe act or condition has the responsibility to take action to mitigate the behavior or condition, if possible, and report the incident to the appropriate authority. Employees are required to exercise due care in the course of their work in order to prevent injuries to themselves and to their fellow worker, the general public and equipment entrusted to their care.

Employees shall:

- 1) Understand and follow all work rules. If you do not understand a work rule, it is your responsibility to notify your supervisor.
- 2) Wear required personal protective equipment including seatbelt.
- 3) Report all unsafe acts and conditions to the supervisor.
- 4) Operate only machines and equipment that they have been authorized and trained to operate by the supervisor.
- 5) Report all incidents to your supervisor immediately, and complete an Employee's Report of Accident or Injury form (see Forms section).
- 6) Report any motor vehicle citation or violation occurring in a City vehicle to your supervisor/department head.
- 7) Report any incident involving a City vehicle or equipment to the Laconia Police Department.

Supervisors

Employees with supervisory duties, whether they be first line supervisors or department heads, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will do the following:

- 1) Comply with this program and applicable work rules.
- 2) Ensure that all employees within their jurisdiction comply with the program and follow all work rules. Supervisors are expected to set the proper example.

- 3) Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules as applicable.
- 4) Meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
- 5) Educate employees within their jurisdiction in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required.
- 6) Report all unsafe acts and conditions to the supervisor.
- 7) Operate only machines and equipment that they have been authorized and trained to operate by the supervisor.
- 8) Report all incidents to your supervisor immediately, and complete a Supervisor's Report of Accident or Injury form (see Forms section).
- 9) Be accountable for accidents, incidents, and near-misses involving their staff, especially if it is determined that additional preventive measures can or should have been taken. A supervisor's capability to supervise is measured by the efficiency of his/her operation.
- 10) Include and evaluate an employee's safety record in each formal performance appraisal. This record may highlight specific performance deficiencies that must be recognized and corrected.
- 11) Report any motor vehicle citation or violation occurring in a City vehicle to your supervisor/department head.

Safety Board

The Safety Board shall:

- 1) Officially adopt the program and update at least every five years in accordance with New Hampshire Department of Labor regulations.
- 2) Provide overall support, direction, and commitment to provide safety in the workplace and reduce losses from accidents involving employees, vehicles and property.
- 3) Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established contracts, personnel policies, and procedures.

- 4) Provide required resources:
 - a) Funding (Safety Training Budget)
 - i) Training materials, safety literature, and outside training.
 - ii) Safety equipment and personal protective equipment, if sufficient funding is available, or make recommendations to Department.
 - b) Training
 - i) Outside experts, loss prevention consultants, and between departments for information exchange.
 - c) Time
 - i) Review inspection/incident investigation reports and make recommendations to prevent future incidents. Participate in training programs.
 - d) Compliance
 - i) The board will comply with all required duties outlined by the Department of Labor (NHDOL) Lab 603 for the purpose of carrying out the intent of RSA 281-A:64.

Safety Board Procedures:

- 1) Safety Board meetings will be held the first Thursday of every month.
- 2) The Safety Coordinator will ensure that a written reminder notice and agenda are prepared and distributed to members prior to the meeting. The safety coordinator will also maintain the safety board minutes and make them available for employee review.
- 3) The Safety Board shall elect a Chairperson from among its members which shall be rotated between employee and employer representative every five years.
- 4) No committee action can be taken without a quorum. A quorum is defined as the majority of the active membership.
- 5) Recommendations made by the Safety Board will be responded to either in writing or verbally and will be included in the committee's written minutes.
- 6) Non-members, departmental safety committees, or bargaining units who wish to have an issue reviewed by the Safety Board may submit their request through any employee or employer representative. The Safety Board member representative receiving the request will advise the Safety Coordinator of the request for potential inclusion on the next meeting agenda.
- 7) In order to promote city-wide safety and the open communication of safety related information, departments with safety committees shall maintain an open dialogue with employer and employee representatives on the Safety Board.

Safety Statutes, Rules and Standards

The New Hampshire Department of Labor (NHDOL) is the enforcement agency for the health and safety of public employees.

NHDOL Rule 1400, Administrative Rules for Safety and Health, shall be applicable to all public employees' workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased or used in connection with employee activity at a place of employment in the State. However, requirements under NHDOL Rule 1400 shall not preclude compliance with RSA155- A, the State Building Code or other state or federal laws, rules, regulations or codes.

If a conflict should arise between these rules and any other law, rule, regulation, code, or departmental policy, labor rules shall not supersede the more stringent requirements.

Addendum 1 contains NHDOL Chapter Lab 1400 Safety and Health of Employees.

Other notable statutes, rules or standards regarding safety include the following, many of which referenced herein: Lab 600 rules, Safety Programs RSA 155A, State Building Codes RSA 277, Safety & Health of Employees RSA 277A, Employees Right to Know RSA 281-A:64, Safety Provision

General Safety Practices (City Wide)

Electric Power and Hand Tools

Employees who use hand and power tools and are exposed to the hazards of falling, flying, abrasive and splashing objects must follow these practices. All electrical connections for these tools must be suitable for the type of tool and the working conditions (e.g. wet, dusty, flammable vapors). When a temporary power source is used, a ground-fault circuit interrupter shall be used.

Basic safety rules can help prevent hazards associated with the use of hand and power tools:

- 1) Keep all tools in good condition with routine maintenance.
- 2) Use the right tool for the job.
- 3) Examine each tool for damage before use and do not use damaged tools.
- 4) Operate tools according to the manufacturers' instructions.
- 5) Never carry a tool by the cord or hose.
- 6) Keep cords and hoses away from heat, oil, and sharp edges.

Housekeeping

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health. An orderly workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The following practices should be followed:

- 1) All floors shall be kept clean, dry, safely maintained and free from trip hazards.
- 2) All passageways, storerooms, and service rooms shall be kept clean and free of clutter.
- 3) Trash shall be disposed of at frequent intervals.
- 4) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.
- 5) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- 6) Where mechanical handling equipment is used, aisles that are not clearly defined shall be marked with reflective paint or tape; sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.
- 7) Washing facilities shall be maintained in a sanitary condition. Cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling shall be provided.

Ladders

The main hazard associated with using a ladder is falling. Whenever possible the three-point rule of climbing should be used when using any type of ladder. The three-point rule simply states that three body parts should be in contact with the ladder at all times. For example, you should have at a minimum both feet and one hand on the ladder or both hands and one foot on the ladder. This reduces your chances of falling significantly.

Fixed ladders shall comply with the following requirements in accordance with N.H. Code Admin. R. Lab 1043.32:

- 1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood.
- 2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart.
- 3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length.

- 4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel.
- 5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder.
- 6) Side rails shall extend 3-1/2 feet above the landing.

Portable Ladders:

There are three types of portable ladders: step, single, and extension. A stepladder is self-supporting and non-adjustable in length. A single ladder is a single, non-self-supporting and non-adjustable in length. An extension ladder is a non-self-supporting, adjustable in length portable ladder. Portable ladders can be constructed of wood, aluminum, and fiberglass materials.

All portable ladders receive one of four ratings, based on their maximum working load (the maximum weight they can safely support).

Rating	Working Load
Extra heavy duty (I-A)	300 pounds
Heavy duty (I)	250 pounds
Medium duty (II)	225 pounds
Light duty (III)	200 pounds

Portable ladders shall comply with the following requirements in accordance with N.H. Code Admin. R. Lab 1043.32:

- 1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- 2) Ladders shall be inspected prior to use and those which have developed defects shall:
 - a) Be withdrawn from service for repair or destruction.
 - b) Be tagged or marked as "Dangerous, Do Not Use."
- 3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.
- 4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing.
- 5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.
- 6) Ladders shall be safely stored when not in use.

The following general work practices should always be followed when using a portable ladder:

- 1) Inspect the ladder before use.
- 2) Never use a broken ladder.
- 3) Place the ladder on a secure footing.
- 4) Hold ladder in a secure position with a tie off at the top.
- 5) Extend ladder three feet above the point of support.
- 6) Place the ladder at a pitch so the distance is one quarter the working length of the ladder.
- 7) Face the ladder when climbing up or down.
- 8) Short ladders shall not be spliced together to make a longer ladder.
- 9) Never stand on the top step of a ladder. The third rung to the top is the highest an employee should climb on a ladder.
- 10) Use both hands when climbing or descending.
- 11) Never use a metal ladder while working near electrical equipment.
- 12) Never use a ladder for a purpose other than climbing (i.e. no work platforms).

Landscape and Grounds Safety

Landscape and horticultural services (which include professional lawn care, landscape construction and maintenance, tree care, and other plant care) are one of the highest hazard industries in the United States. Employees may face an array of different types of hazards while performing landscaping tasks. Among these hazards are motor vehicle and other equipment accidents; ergonomic injuries, such as back strains; exposure to noise, heat, cold, chemicals, and insects; amputations; slips, trips and falls; eye injuries; and electrocutions.

Gasoline-Powered Lawn Maintenance Tools:

- 1) Do not operate powered equipment on which you have not been trained.
- 2) Do not use gas powered tools that have parts that are loose, worn, cracked, or otherwise visibly damaged.
- 3) Tag damaged gasoline-powered tools "Out of Service" to prevent accidental start up or use.
- 4) Only use grip locations as specified by the manufacturer as a handhold when operating the unit.

- 5) Keep body parts and clothing away from the running engine and the cutting blade.
- 6) Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
- 7) Allow the engine to cool before covering or storing it in the storage shed.

Mowing:

- 1) Only the operator is permitted to ride on a riding mower or tractor.
- 2) Shift the riding mower or tractor into neutral before starting or shutting it off.
- 3) Do not place your hands or feet under the mower deck.
- 4) When operating a riding mower or tractor mow up and down the slope. Do not mow across a slope.
- 5) Keep the mower in gear when going down slopes.
- 6) Do not jump from a riding mower or tractor.
- 7) Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of a riding mower or tractor.

Line Trimming/Weed Eater/Brush Cutters:

- 1) Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.
- 2) When edging along roads, stay as close to the curb as possible.

Backpack Blowers:

- 1) Wear goggles when operating a blower.
- 2) Do not use the blower to clean yourself.
- 3) Do not direct the blower toward bystanders.

Fueling Gasoline Power Tools:

- 1) Turn the mower or gasoline powered tool off before fueling.
- 2) Do not smoke while fueling a mower or gasoline powered tool.
- 3) Wash your hands with soap and water if you spill gasoline on your hands.
- 4) Do not pour fuel into the tank of a running engine.

Lifting and Material Handling

One of the primary hazards associated with incorrect lifting and material handling is back injuries. Lifting is strenuous. It requires proper training and technique. By lifting with your large, strong leg muscles instead of the small muscles of your back, you can prevent back injuries and reduce low back pain.

There are five steps to follow when lifting an object:

- 1) Get close to the load. Get as close to the load as possible, as if you are hugging the object. Having the object close to your body puts less force on your lower back.
- 2) Maintain your curves. Keep yourself in an upright position while squatting to pick up.
- 3) Tighten your stomach muscles. Tightening your stomach muscles helps support the spine. Don't hold your breath while tightening the muscles.
- 4) Lift with your legs. Your legs are the strongest muscles in your body, so use them.
- 5) Pivot, don't twist. Turn with your feet, not your back. Your back isn't built for twisting from side to side.

If a load is too heavy to lift alone, ask for help. Pick one person to coach the lift. This way you lift and lower at the same time.

If a load is above your shoulders, use a step stool to elevate yourself until the load is at least chest level, preferably waist height. Pull the object close to your body and then lift. Remember to maintain your curves. Use your arms and legs to do the work.

Sources: National Institute of Occupational Safety and Health

Office Safety

Workplace accidents and injuries can happen anywhere, including in office areas. Common causes of office accidents include the following:

- 1) Slipping, tripping, and falling hazards.
- 2) Burning, cutting, and pinching hazards.
- 3) Improper lifting and handling techniques.
- 4) Improper office layout and arrangement.

Most office accidents may be prevented by good housekeeping practices, which is the responsibility of every employee.

Below are some general office safety guidelines:

- 1) Keep office area floors both neat and clean to avoid slipping, tripping, and falling hazards.
- 2) Keep storage areas in good order. Avoid overloading shelves and keep heavier items on lower shelves.
- 3) Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard.
- 4) Report or repair tripping hazards such as defective tiles or carpet.
- 5) Be careful of catching fingers in drawers or office machines. Turn off or unplug equipment when attempting maintenance, repair, or troubleshooting (e.g. unplug shredders).
- 6) Close and secure hand-operated paper cutters.
- 7) Use care when opening and closing file cabinets and desk drawers. Never leave drawers open when not in active use.
- 8) Consideration to ergonomic principals should be taken when setting up desks or other types of workstations.
- 9) Office desks, shelves, and chairs should not be used as a makeshift ladder.
- 10) Keep ergonomic principles in mind when acquiring office furniture.

Ergonomics can be defined simply as the study of work. More specifically, ergonomics is the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job. Adapting tasks, workstations, tools, and equipment to fit the worker can help reduce physical stress on a worker's body and eliminate many potentially serious, disabling work related musculoskeletal disorders (MSDs).

The City shall evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome, and back injuries, and make necessary workplace modifications to prevent recurrences.

Training will be provided for employees who might be subject to ergonomic exposures such as those listed above. Lab 1403.18 Ergonomics.

Slips, Trips, and Falls Prevention

Slips, trips, and falls exact a substantial toll in terms of death, personal injury and suffering, workers' compensation, loss in productivity, and civil liability.

Slips, trips, and falls are defined as:

Slip:

Too little friction or traction between the feet/footwear and the walking/working surface, resulting in a loss of balance. Slips are commonly caused by wet products or spills on walking surfaces; sloped, uneven, or muddy terrain; environmental conditions; mounting or dismounting vehicles and equipment; and loose and irregular surfaces.

Trip:

Foot or lower leg hits an object and the upper body continues moving, resulting in loss of balance. Stepping down to a lower surface and losing balance. Trips are commonly caused by uncovered hoses, cables, wires, or extension cords across aisles or walkways; clutter or obstacles in aisles, walkways, and work areas; and open cabinet, file, or desk drawer and doors.

Fall:

Occurs when too far off center of balance. Slips and trips often lead to falls which result in injuries. Falls may also result from improper use of equipment or ladders.

There are two basic types of falls:

- 1) Fall at the same level, i.e. a fall to the same walking or working surface or fall into or against objects above same surface.
- 2) Fall to lower level, i.e. a fall to a level below walking or working surface.

As indicated above, a variety of situations and conditions may increase the risk of a slip, trip, or fall. However, most situations and conditions are preventable through employee due diligence to address and report existing conditions.

City Safety Policies, Procedures, and Guidance

Confined Space Policy

Purpose: To inform employees of requirements for the establishment of written procedures to reduce the hazards and risks associated with entering and working in confined spaces. To ensure compliance with NHDOL 1403.14

Definition: The term “confined space” for the purpose of this policy and as defined by the NH Department of Labor Lab 1402.02 means any space that meets the following criteria:

- 1) Large enough and so configured that an employee can bodily enter and perform assigned work; and
- 2) Has limited or restricted means for entry or exit; and
- 3) Is not designed for continuous employee occupancy; and

- 4) Contains or has a potential to contain a hazardous atmosphere; or
- 5) Contains a material that has the potential for engulfing an entrant; or
- 6) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- 7) Contains any other recognized serious safety or health hazard.

The City of Laconia shall:

- 1) Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the New Hampshire Department of Labor Standard 1402.02 (See Appendix B).
- 2) Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
- 3) Train all involved employees in safe confined space entry operations.
- 4) Assign a **minimum** of 2 employees to entry operations.

Supervisor shall:

- 1) Ensure that an entry permit is accurately completed before allowing entry into a confined space.
- 2) Continually evaluate the entry and remove entrants should conditions warrant.

Employee shall:

- 1) Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically, this is done by “cracking” a cover or partially opening a door.
- 2) Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
- 3) Follow procedures outlined for entrants and attendants outline in 3. Procedural Overview.

Before Entry:

- 1) Determine if it is safe to open the space for eventual entry (e.g. open manhole cover).
- 2) Evaluate atmospheric hazards of confined space by first testing the internal atmosphere with a correctly calibrated direct reading instrument in this order:
 - a) Oxygen content.
 - b) Flammable gases and vapors.
 - c) Potentially toxic air contaminants.

- 3) If the confined space has been determined to have a hazardous atmosphere, Eliminate the hazardous atmosphere before entry using forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.
- 4) Identify and effectively control any physical hazards including, but not limited to:
 - a) Material with potential to engulf an entrant.
 - b) Internal configuration which could cause an entrant to become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross-section.
 - c) Fall hazards.
 - d) Electrical hazards (or other energy sources).
- 5) Establish means of communication between the employee entering the space and the space attendant (i.e. face-to-face, radio or other appropriate means).
- 6) Determine which types of PPE the entrant(s) should use based on hazards identified.
- 7) Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (e.g. tripod with retrieval mechanism and full body harness).
- 8) Complete the Confined Space Entry Checklist (see Forms section).

During Entry:

- 1) Attendant
 - a) One employee shall remain directly outside the space throughout the duration of the entry.
 - b) Remains in constant contact with the entrant.
- 2) Entrant
 - a) Enters space wearing appropriate personal protective equipment
 - b) Remains in constant contact with the attendant
- 3) Communication
 - a) Continual communication must occur between entrant and space attendant.
 - b) In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.
- 4) Air monitoring
 - a) Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
 - b) In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.

5) Ventilation

- a) If the space contained a hazardous atmosphere, forced air ventilation, making inert or flushing, shall remain throughout the duration of the entry procedure.
- b) In the event these measures fail, the entrant shall be retrieved from the space immediately using the designated rescue procedures.

After entry:

- 1) Replace the entrance cover securely.
- 2) Document the entry procedures using the Confined Space Entry Checklist (see forms section).

Welding Provisions for Confined Spaces:

- 1) In addition to the requirements in Lab 1403.14, all welding and cutting operations carried on in confined spaces shall be ventilated to prevent the accumulation of toxic substances or possible oxygen deficiency.
- 2) In such operations where it is impossible to provide such ventilation, air supplied respirators, or hose masks, which are labeled to indicate they are approved by Mine Safety and Health Administration (MSHA) for this purpose, shall be used.
- 3) In areas immediately hazardous to life, hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be labeled to indicate it is approved by MSHA.
- 4) Personnel using self-contained breathing equipment shall be specifically trained in their use.
- 5) Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within.
- 6) Oxygen shall never be used for ventilation.

Compressed Air Use Policy

Purpose: To protect employees from the hazards associated with use of compressed air for cleaning purposes and to ensure compliance with New Hampshire Department of Labor Standard 1403.10, Chipguards, and 1403.11, Compressed Air Use. 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.

The City shall:

Equip all processes involving compressed air for cleaning use with chipguards to protect employees against flying chips or other such hazards and shall ensure that compressed air used for cleaning does not exceed 30 psi. The employee shall not perform any operation or process

involving compressed air for cleaning use without the use of a chipguard in place. Employees shall not remove a chipguard from machinery unless authorized to do so.

Employees shall not use compressed air for cleaning at pressures higher than 30 psi.

Personal Protective Equipment typically required for use with compressed air includes:

Safety (glasses or goggles) and Hearing Protection (muffs or plugs).

Compressed Gas Cylinder:

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.

The City 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.

During actual welding operation:

Cylinders must be kept far enough away so that sparks, hot slag, or flame will not reach them; or are protected by a fire-resistant barrier; or when the previous are impractical, fire resistant shields shall be provided, as required by NFPA 51B (Appendix A). Employees shall not use compressed gas for cleaning purposes.

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.

Crane and Derrick Policy

Purpose: To protect employees from hazards associated with crane and derrick operation and to ensure compliance with New Hampshire Department of Labor Standard 1403.15, Cranes and Derricks.

The requirements specified in this standard for crane operation near power lines shall not apply where electrical distribution and transmission lines have been deenergized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

The City shall:

- 1) Comply with all manufacturer’s specifications and limitations for equipment use.
- 2) Ensure that employees receive proper training prior to operating cranes.
- 3) Ensure that rated load capacities, recommended operating speeds, and special hazard warnings or instructions are conspicuously posted on all equipment. These postings must be visible from the operator’s station.

Employee shall:

- 1) Visually inspect all equipment prior to its use, correcting any deficiencies.
- 2) Not use any crane or derrick if a discovered problem cannot be fixed.

- 3) Barricade all accessible areas within the swing radius of the rear of the rotating superstructure to prevent other workers from being struck or crushed by the crane.

Before Crane Operation:

- 1) Perform visual inspection of crane.
- 2) Correct deficiencies if necessary.
- 3) Identify all power lines and other electrical sources within the operating zone of the crane.

During Crane Operation:

- 1) Operate the crane according to rated load capacities, recommended operating speeds, and special hazard warnings or instructions identified by the manufacturer and posted in a location visible from the operator's station.
- 2) Cranes shall be operated so that no part or load is:
 - a) Within 10 feet of a line rated 50 kV or below;
 - b) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV, or;
 - c) Within twice the length of the line insulator, but never less than 10 feet.

Excavating and Trenching Policy

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

The City 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.

The 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 of 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 follow these procedures (as applicable):

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 in depth, 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 Personal Protective Equipment (PPE). PPE typically required for this operation:
 - a) Hardhat
 - b) Safety Footwear
 - c) Gloves

Machine Guarding Policy

(Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

Purpose: To protect employees from the hazards associated with machine operation and to ensure compliance with New Hampshire Department of Labor Standards 1403.07, Belt Sanding Machines; 1403.24, Guards; 1403.29, Jointers; 1403.33, Machine Guarding; 1403.34, Machinery in a Fixed Location; 1403.35, Mechanical Power Presses; 1403.48, Revolving Drums.

The City shall:

- 1) Evaluate all machinery in the workplace to determine if any hazards are present which may endanger or cause injury to employees.
- 2) Take necessary measures to guard any machine part, function or process that may cause injury.
- 3) Ensure that machinery designed for use in a fixed location is anchored to prevent walking or moving during normal operation.

Employee shall:

- 1) Operate machinery only when all necessary machine guards are in place and working correctly.
- 2) Must not remove any machine guard unless authorized to do so and has appropriately de-energized equipment.
- 3) Report all missing and malfunction machine guards to employer immediately upon discovery.

Machine Hazard Evaluation:

- 1) All of the following hazardous motions and actions must be safeguarded:
 - a) Rotating (including in-running nip-points)
 - b) Reciprocating
 - c) Transversing
 - d) Cutting
 - e) Punching
 - f) Shearing and Bending

Machine Guard Requirements:

- 1) All machine guards shall:
 - a) Prevent hands, arms, or any other part of a worker's body or clothing from coming in contact with dangerous moving parts.
 - b) Be secure so that they may not be easily removed or tampered with.
 - c) Protect objects from falling into moving parts of machinery.
 - d) Not create any new hazards due to its construction.
 - e) Not cause any interference for the machine process or the operator.
 - f) Allow for safe lubrication.
- 2) The following types of safeguards are acceptable forms of protection against the hazards of machinery operation:
 - a) Fixed, interlocked, adjustable, and self-adjusting guards.
 - b) Presence-sensing, pullback, and restraint devices.
 - c) Restraints.
 - d) Safety trip, two-handed, and two-hand trip safety controls.
 - e) Gates.

- f) Location and Distance.
- g) Automatic and semi-automatic feeding machinery.
- h) Automatic and semi-automatic ejection machinery.
- i) Any other method that protects against the hazards of machinery operation.

Special Provisions:

- 1) Guards for mechanical power transmission equipment must be made of metal or other rigid material.
- 2) Wood guards may be used in the wood working and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.
- 3) Any machinery designed for use in a fixed location must be securely anchored to prevent walking or moving during normal operation.
- 4) Mechanical Power Press Provisions
 - a) Point-of-operation guards must be used to prevent entrance of fingers or hands into the point-of-operation by reaching around, through, over and under the guard.
 - b) Guards must be placed over the treadle of foot-operated presses.
 - c) On presses with pedals, counterweights must have the path of travel of the weight enclosed.
 - d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.
- 5) Revolving Drum Provisions
 - a) Revolving drums, barrels, or containers must be guarded by an interlocked guard that prevents the drum from revolving unless the guard enclosure is in place.
- 6) Jointer Provisions
 - a) Hand fed jointers with a horizontal cutting head shall have:
 - i) An automatic guard which shall cover the section of the head on the working side of the fence or cage.
 - ii) A guard that covers the back of the cage or fence.
 - iii) A guard that automatically adjusts itself to cover the unused portion of the head and that remains in the contact with the material at all times.

Flagger Policy

Purpose: To establish a flagger policy as a City Policy and to designate responsibility for implementation and enforcement. These guidelines apply to all City employees who may be working in a work site on or adjacent to a highway or street where signs, signals, and barricades do not provide protection from traffic.

1. All training shall be in accordance with the American Traffic Safety Services Association (ATTSA).

2. The City recognizes that a flagger shall be provided at work sites on or adjacent to a highway or street where signs, signals and barricades do not provide protection from traffic as required by Lab 1403.21 of the Administrative Rules for Safety and Health, RSA 281-A & RSA 277.
3. A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with retro-reflectorized material that is visible through the full range of the flagger's body motions.
4. A flagger shall be provided with and shall use a combination Stop/Slow Paddle while flagging. The paddle shall be:
 - a. Highly visible
 - b. At least 18 inches in height and width.
 - c. The lettering at least 6 inches in height.

The Foreman or his designee will be responsible for ensuring that the above procedures are followed.

Woodworking Machinery Policy

Purpose: To protect employees from the hazards associated with the use of woodworking equipment and to ensure compliance with New Hampshire Department of Labor Standard 1403.66, Woodworking Equipment.

The City shall:

Perform hazard assessment on all woodworking machinery to determine the necessity and application of machine guards and provide woodworking equipment with guards that meet the requirements of the City of Laconia Machine Guarding Policy.

Employee shall:

Ensure that all guards are in place prior to operation of any woodworking equipment and shall not operate any woodworking machinery with missing or damaged guards.

Woodworking machinery that requires guards:

Table saws; Swing saws; Radial saws; Band saws; Jointers; Tenoning machines; Boring and mortising machines; Shapers; Planers; Lathes; Sanders; Veneer cutters; and any other woodworking machinery that shows a need for guarding according to hazard assessment.

Power control devices:

- 1) Shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.
- 2) Shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to adjust. This shall not apply to constant pressure controls used only for setup purposes.

- 3) Operating treadles shall be protected against unexpected or accidental tripping.

Lockout/Tagout:

- 1) Disconnect switches shall be capable of being locked out or tagged in the off position.
- 2) On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power

Personal protective equipment typically required when using woodworking machinery includes:

- 1) Safety glasses or goggles.
- 2) Face shield.
- 3) Hearing protection (muffs or plugs).

Safety Board Facility Inspections

Supervisors are responsible for conducting necessary safety inspections and recording their findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner.

- 1) Frequency:
 - a) Formal inspections of the work area and equipment are to be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.
 - b) Supervisors are expected to constantly be alert for unsafe acts and conditions and take necessary corrective action.
- 2) Guidelines for Correcting Unsatisfactory Conditions:
 - a) First and foremost, take the necessary action to prevent an injury, i.e. remove the tool from service, post a warning sign, etc.
 - b) If within your authority, take steps to permanently correct the hazard. Report all action taken to your department head/supervisor.
 - c) If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem and your recommended solution to the person who has the authority to correct it.

At least once annually, a specific safety and health facility inspection shall be performed by a department representative for the purpose of hazard identification to be audited by the Safety Board.

- 1) Safety Board members may perform inspections as needed.
- 2) The Safety Board will audit health and safety findings, recommendations, and corrective actions at least annually.
- 3) Recordkeeping Guidelines:

- a) Document the inspection. At a minimum, record the inspection date, location/piece of equipment, inspector's name, list of unsatisfactory conditions noted, action taken and a list of recommendations.
- b) If unsatisfactory conditions are noted, send a copy of the report to your department head/supervisor and keep a copy in your file.
- c) If no unsatisfactory conditions are noted, just keep the inspection report in your file.

4) Inspection Findings:

- a) The Safety Board will be kept informed of health and safety inspections and findings.
- b) Reports should be kept on file for a minimum of 3 years at facility by department representative. The Safety Board will keep a copy on file.

Infectious Disease Policy

(Includes Blood Borne Pathogens and other communicable diseases)

Purpose: To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes and to ensure compliance with the New Hampshire Department of Labor Standard 1403.08, Blood Borne Pathogens.

Overview: Blood borne pathogens are microorganisms such as viruses or bacteria that are carried in blood and other bodily fluids and can cause disease in people. Certain employees may be exposed to these, and other blood borne pathogens as part of their job duties such as emergency response/public safety workers. City employees that may encounter blood borne pathogens while performing their duties include paramedics, firefighters, police officers, lifeguards, wastewater workers, sewer workers, and janitorial/custodial workers.

Although many blood borne pathogens exist, the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) are two of the more dangerous. Additionally, although less dangerous, pathogenic organisms such as fecal coliforms or E. coli., which are much more common although not usually life threatening, can cause severe illness and should be protected against using appropriate personal protective equipment (PPE).

The New Hampshire Department of Labor Standard 1403.08 requires a “universal precautions” approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious in all situations where there is a potential for contact with blood or other potentially infectious material.

Definitions:

Blood borne disease means pathogenic microorganisms that are present in human blood and/or bodily fluids and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Critical exposure means contact of an employee's ruptured or broken skin or mucous membranes, including the eyes or mouth, with a person's blood or body fluids.

Emergency response/public safety worker means firefighters; police officers; employees of any prison, jail, corrections institution, or other detention facility where persons are held pending arraignment, adjudication, or disposition of a criminal charge or in protective custody, as defined in RSA 172-B:1, XIII; emergency care providers licensed under RSA 153-A; persons using wreckers as defined in RSA 259:126 for towing purposes; and other similar care providers, whether paid or volunteer.

Universal precautions mean an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious.

Responsibilities:

Departments which have “emergency response/public safety workers” or have job classification where employees have occupational exposure to blood or other potentially infectious materials such as wastewater and sewer workers will:

- 1) Train applicable employees in proper response procedures for situations involving blood and other potentially infectious materials.
- 2) Ensure universal precautions are observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- 3) Supply first aid and potentially infectious material clean-up kits as applicable. Clean-up kits may contain items such as:
 - 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 to scoop up absorbent and body fluid (e.g. two pieces of stiff cardboard).
 - e) Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. A 1:10 bleach/water mixture may be appropriate on some surfaces
 - f) Appropriately marked biohazard containers/bags for disposal of needles, sharps, bandages, or other potentially infectious materials.
 - g) Waterless, disinfectant hand cleaners.

Employees responding to emergencies or other situations where blood or body fluids are present should wear appropriate personal protection equipment (PPE). The applicable PPE required may differ but will typically consist of gloves, protective clothing, and face and eye protection.

Work procedures to include:

- 1) Protection measures when responding to a medical emergency or when you may likely be exposed to infectious material.
- 2) Safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious material.
- 3) Clean-up of blood or other potentially infectious material.

- 4) Disposal of infected or potentially contaminated waste must be properly disposed of by putting all waste into a “red plastic bag” clearly labeled “Bio-Hazard Waste” or by using a rigid, puncture-resistant container and properly sealing the bottle with duct tape and marking that it is not for recycle before disposing. Disposal of infectious waste in common trash containers such as barrels, trash cans, or dumpsters, even if the waste is contained in a properly marked compliant bag, is strictly prohibited by Federal Law.

Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids should include:

- 1) Washing the affected area immediately. If exposure involves the eye, flush with running water for approximately 15 minutes.
- 2) Reporting the incident according to appropriate workers compensation procedures for a work-related illness or injury.
- 3) Complying with the Notification of Possible Exposure to Infectious Diseases process as applicable. Note: The City’s Fire Department will assist with this process if needed.

Lockout and Tagout Policy

Purpose: The purpose of this policy is to protect employees and equipment from hazards associated with the unexpected activation, sudden release of stored energy, or inadvertent contact with energized equipment and to ensure compliance with the New Hampshire Department of Labor Standard 1403.35, Lockout.

General Information:

A lockout is a method of keeping equipment from being set in motion and endangering workers. In lockouts, a locking device is attached so that the equipment cannot be energized while it is being worked on. This method is required by Lab 1403.35 prior to any work which could subject the employee to potential injury from stored energy hazards to include but not limited to: hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical, and gravity.

In a tagout, the energy-isolating device is placed in the “safe” position and a written warning is attached to it.

Responsibilities:

Department/Division - Each department/division whose employees must perform servicing, maintenance and a repair or replacement activity that subjects the employees to potential injury from stored energy hazards shall:

- 1) Identify potentially hazardous energy sources within their department that require control, as well as the equipment and machinery that must adhere to the lockout and tagout procedures and establish written procedures.

- 2) Provide padlocks and other needed equipment to be used to lockout equipment when required.
- 3) Ensure that all lockout and tagout requirements are performed prior to performing work which could subject the employee to potential injury from stored energy hazards to include but not limited to: hydraulic pressure, pneumatic pressure, steam pressure, vacuum, electricity, mechanical, and gravity.
- 4) Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.

Employee - Each employee who must perform servicing, maintenance, or a repair or replacement activity that subjects the employee to potential injury from stored energy hazards shall:

- 1) Effectively disconnect and make non-hazardous forms of energy capable of causing injury during maintenance procedure.
- 2) Lock energy sources or switches in the “off” position prior to making repairs.

Written Procedure Guideline

Written procedures should include:

- 1) Identified potentially hazardous energy sources within department that require control, as well as the equipment and machinery.
- 2) Basic Rules for using lockout and tagout system procedure:
 - a) All equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such an operation could cause injury to personnel.
 - b) Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked and tagged out.
- 3) Sequence of Lockout and Tagout System Procedure:
 - a) Notify all affected employees that a lockout and tagout system is going to be utilized and the reason therefore.
 - b) Shut down machine or equipment if operating.
 - c) Operate the switch, valve, or other energy source(s). Stored energy (such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
 - d) Lockout and tagout the energy isolating devices with assigned individual lock(s) and tag(s). Specialized lockout devices may be needed for effective implementation.
 - e) Check to ensure that equipment will not operate.
- 4) Procedure for removing lockout device and tag (Lab 1403.35 Lockout – Only the individual who is working on the equipment shall be allowed to remove the lockout device).

Personal Protective Equipment Policy

Purpose: The purpose of the Personal Protective Equipment (PPE) Policy is to protect employees from exposure to work place hazards and the risk of injury through the use of PPE and to ensure compliance with NH Department of Labor (NH DOL) safety requirements. This policy is general in nature and recognizes other specific requirements may be needed based on specific hazards.

Definition: Personal Protective Equipment are specialized clothing or equipment worn by employees for protecting against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, e.g. eyes, head, face, hands, feet, hearing, etc.

Responsibilities:

Department/Division Heads shall:

- 1) Be responsible for assessing hazards and providing and requiring the use of appropriate PPE, where indicated, based upon their assessments, City and Departmental policies, requirements set forth by the NH DOL, and applicable collective bargaining agreements.
- 2) In Departments where employees furnish their own PPE, the Department shall be responsible for assuring its adequacy and ensuring that the equipment is properly maintained and in a sanitary condition.

Supervisors shall:

- 1) Have the primary responsibility for implementing and enforcing PPE use and policies in their work areas. This involves:
 - a) Providing appropriate PPE and making it available.
 - b) Ensuring employees are trained on the proper use, care, and cleaning of PPE.
 - c) Ensuring that employees properly use and maintain issued PPE.
 - d) Ensuring that defective or damaged PPE is disposed of and replaced. Please note this requirement is waived for safety footwear, as there is a separate policy specific to footwear.

Employees shall:

- 1) Properly use all PPE provided by the City, where such use is necessary and appropriate as specified by their supervisor, by policy, or NH DOL requirements.
- 2) Employees shall properly care for, clean, maintain, inspect, and notify supervisor of potential issues, as applicable, according to manufacturers' guidelines.
- 3) All City supplied protective apparel and equipment, excluding personal safety boots worn exclusively by the employee, is to be used and worn for conducting City business and is not to be used/worn for personal activities.

General Guidelines Personal Protective Equipment (PPE):

The following are general guidelines as to when PPE is required. City employees perform a vast number of specialized tasks which have specific safety equipment and PPE requirements

associated with them. In all cases, employees should adhere to specific requirements of the task being performed.

Head Protection:

Employee will wear head protection when working in areas where there is a potential for injury to the head from falling objects. Additionally, employees will wear head protection designed to reduce electrical shock hazards when exposed electrical conductors could contact head.

Eye Protection:

Employee will use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Hearing Protection:

Employees will use hearing protection when exposed to high noise levels. It is important to remember that there is no cure for noise-induced hearing loss caused by exposure to high noise levels. (Lab 1403.41)

Reflective Clothing (vests and belts):

Employees that are exposed to traffic or other hazards associated with low visibility will wear appropriate high visibility outerwear or equipment as applicable.

Buoyant Work Vests:

Employees working over or near water (wells, rivers, ponds, wastewater lagoons, etc.), where the danger of drowning exists, shall be provided with U.S. Coast Guard- approved life jackets or buoyant work vests. (Lab 1403.43)

Respiratory Protection:

Employees exposed to insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays shall wear appropriate respiratory protection.

Hand Protection:

Employees will wear appropriate hand protection/gloves and other protective clothing where there is exposure to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, and sharp objects.

Foot Protection:

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where employees' feet are exposed to electrical hazards.

- 1) Departments shall also stock a sufficient number of overshoes to provide protection on an as-needed basis for employees who may be exposed to cold and/or wet conditions on a limited basis, or provide an alternative to meet this requirement.
- 2) Departments shall also consider the need to stock ice-grippers, such as Yaktrax, to prevent slipping and falling hazards during icy conditions.

Seat Belt Policy

It is mandatory for all City employees while operating or riding in any moving vehicle or equipment so equipped to use seat belts. This also applies to any employee operating a privately-owned vehicle while conducting City business.

Each department will ensure seat belts in City vehicles or equipment are maintained in clean, accessible, and proper working condition. Defective units will be reported to the DPW for repair.

Exceptions to this policy may be made within each department by written policy of the Department Head and said exceptions will be limited. Departments with written exception to this policy will ensure a copy is submitted to the Safety Board for inclusion in the City's written safety plan.

Worker's Right to Know Act (Toxic Substances Policy)

The Worker's Right to Know Act is designed to ensure employees are made aware of the dangers and potential health hazards associated with the toxic substances they may be exposed to in the workplace. It takes into account that employees are often in the best position to detect symptoms of toxicity and have an inherent right to know the potential dangers they are exposed to so they may make knowledgeable and reasoned decisions. The Act also obligates employers to ensure available information is provided, and practical and feasible prevention measures are taken to protect employees from the risks of toxic substances in the workplace.

Purpose: The purpose of this policy is to take practicable and feasible measures to protect employees from the risks toxic substances may pose which they may be exposed to during the course of their employment by providing available information as to the nature and suspected hazards of such substances.

Definitions:

Safety Data Sheet (SDS) – Detailed information prepared by a manufacturer, producer or formulator of toxic substances as required by RSA 277-A:4. (eff. Jan. 1, 2016)

Toxic substances are defined as radioactive or other substances as defined in RSA 277-A:3.

Note: For the purpose of this policy the term toxic substance does not include substances which have been packaged for retail sale or which is contained in a product which has been packaged for retail sale.

General Procedures:

Each department shall:

- 1) Maintain a file of SDS documents for toxic substances to which employees may be exposed. The file must be available to employees for examination and reproduction, and a notice posted to that effect. A MSDS/SDS must be maintained on file for a period of at least 30 years after discontinuation. (RSA 277-A:5)

- 2) A department designee shall be assigned and responsible for obtaining and maintaining the data sheet system for his/her department or division location.
- 3) MSDS or SDS will be made available to all employees in their work area for review during each work shift. If SDS is not available or a new chemical or substance in use does not have an SDS, employee should immediately contact their supervisor.
- 4) Post a notice of the availability of the SDS for each toxic substance to which the employee may be exposed, and, upon request by an employee for an MSDS/SDS, supply such data sheet within 72 hours.
- 5) Post a warning notice in the work area consistent with RSA 277-A:5, II identifying each toxic substance, the hazards and symptoms of exposure, emergency first aid treatment, conditions for safe use, and procedures for leaks or fires.
- 6) Train each employee who is routinely exposed to toxic substances within one month of assignment as to:
 - a) The nature of the substances to which they will be exposed.
 - b) The potential risks involved.
 - c) Proper and safe handling procedures under all circumstances.
 - d) Employee rights under the Worker's Right to Know Act.
- 7) After attending the training session, each employee shall sign an attendance sheet to be maintained by the assigned department designee.
- 8) Prior to any new toxic substances being introduced into any department, employees of that department will be given information about the material and an opportunity to review all related SDS on file.
- 9) Each department head or designee shall verify that all containers of toxic substances received for use by employees are clearly labeled.
 - a) Labels shall clearly indicate:
 - i) Contents of the container
 - ii) Hazard warnings associated with the container contents
 - iii) The name and address of the manufacturer of the contents.
 - b) The department designee shall ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning. The labeling system will be reviewed every 12 months and update as necessary.
 - c) Exception: Portable containers for the immediate use of the employee who performs the transfer need not be labeled.

Each employee shall:

- 1) Handle, store and dispose of toxic substances according to manufacturer's guidelines or department directives.

- 2) Use personal protective equipment when the employer and/or Safety Data Sheets indicate that it is appropriate.
- 3) Not remove labels from containers of hazardous or toxic substances.

Disciplinary Policy

Violation of safety and health regulations/policies are handled as any other disciplinary matter, in accordance with the City Personnel Rules and Regulations and/or applicable collective bargaining agreements. Discipline is generally progressive in nature ranging from verbal warning to discharge depending on severity, frequency, and repetitive nature of the violation.

Accident and Incident Reporting

Incident Reporting

A supervisor conducts incident investigations with the primary focus to understand why the incident occurred and provide corrective actions. If possible, the investigation should occur when the facts are fresh in the memories of witnesses and employees involved in the incident. This should occur within 24 hours after the incident. If the employee is hurt or distressed about the event, the employee interview should be conducted when the employee is calm or medically fit. The investigation should describe the events that created the incident.

How to Conduct the Investigation:

- 1) Remove employees who might still be at risk for a similar incident.
- 2) Secure the scene with cones or a barricade.
- 3) Document the site by writing down observed conditions.
- 4) Photograph the site if needed for the investigation.
- 5) Document the names of witnesses to the incident for interview.
- 6) Identify the facts. Don't assume anything, opinionate or blame anyone.
- 7) Use the four P's to investigate and document:
 - a) People - the eyewitness or the ear (hearing) witness.
 - b) Parts - use words such as debris, guards and equipment.
 - c) Position - exact location of the people and parts, providing measurements.
 - d) Paper - records, codes, standards and blueprints provide strong, concrete data

Investigation Interview Steps:

- 1) Eliminate distractions and allow the proper timeframe for the interview.
- 2) Conduct the interview at the incident site.

- 3) Interview witnesses separately to get a full detail of their recollection of events without the influence from other witnesses.
- 4) Listen. During a typical interview, the interviewer should be talking 25 percent of the time, and the interviewee should be speaking 75 percent.
- 5) Ask open-ended questions. Show the importance of the employee and investigation. Ask for suggestions to solve the problem.
- 6) Complete the Incident Investigation Forms
- 7) The Incident Investigation Report should be provided with as much detail as possible. All events leading up to the incident are important in determining the main cause of the incident. Environment, behavior and procedures might also contribute to the incident and should be reviewed. Answer the following:
 - a) What machinery, equipment or conditions existed at the time of the incident?
 - b) Who was present?
 - c) What were the actions that led to the incident?
 - d) What did the employee and witness statements reveal about conditions or events?
 - e) What was the critical incident-producing event?

Corrective Action:

Providing corrective action is critical to any incident investigation and will help prevent future incidents. The first method is to eliminate or change the condition or operation that lead to the incident. If there is a safer method of performing the operation, it should be implemented. The second corrective action is to guard the employee from having contact with the operation.

Devices preventing physical contact with the human body represent the majority of machine guards. Use of personal protective equipment should be the last resort when the hazard can't be controlled by engineering or mechanical means. Personal protective equipment (PPE) effectiveness is not consistent unless the supervisor strictly enforces the use and training. The supervisor must instruct the employee in the use of the PPE required for that job. Warning the employee to "be careful" is not a corrective action and cannot be called training and education. Whatever corrective action taken; it should be documented.

Property Liability Accident Reporting

This procedure is to be used to document losses and claims against the City, which do not involve a Worker's Compensation incident. These include any event or occurrence which is reasonably likely to result in a claim against the City for property damage, personal injury, or negligence, and loss or damage to City property by vandalism, fire, theft, or other accidental cause.

Responsibilities:

Any employee having knowledge of any loss or claim shall: report it to his/her supervisor immediately.

Supervisor shall: complete a Supervisors' Report of Accident or Injury and submit it to the Department Head and Finance/Purchasing Department by the following working day.

Motor Vehicle Accident Reporting

Purpose: To outline procedures to be used for reporting motor vehicle accidents involving City-owned vehicles. It also applies to privately owned vehicles when an accident occurs while performing City related business.

Definition: Accident shall mean any event that results in injury or property damage attributable, directly or indirectly, to the motion of a motor vehicle or its load (RSA 259:1-a).

Employee directly involved in an accident will:

- 1) Stop and notify supervisor immediately of any accident that occurs on the job. If a supervisor is unavailable or the accident involved another vehicle or personal injury, the employee must contact the Police Department.
- 2) Complete an Employee's Report of Accident or Injury form located on the City intranet and City website or obtained by the Human Resources Administrator (also see Forms section).
- 3) Complete a State of New Hampshire Motor Vehicle Accident Report (DSMV400) if the accident was not investigated by police and the combined vehicle/property damage is in excess of \$1000. (RSA 264-25, Reporting Requirements) *The State of New Hampshire allows for non-reporting on personal driving records in incidences involving police officers, firefighters, ambulance drivers, and municipal public works or highway department employees while in the course of their official duties. RSA 264:33.*

Supervisor will:

- 1) Immediately:
 - a) Acknowledge the notification of accident.
 - b) Report to the scene of the accident to investigate if possible.
 - c) Notify the Police Department if accident involved:
 - i) Personal injury
 - ii) Death
 - iii) Combined vehicle/property damage in excess of \$1,000, as required by the State of New Hampshire
 - iv) Any other non-City owned motor vehicle
- 2) Ensure the exchange of applicable information to include:
 - a) Name
 - b) Address
 - c) Driver's License number
 - d) Registration number of vehicle
 - e) Name and address of each occupant
- 3) Ensure pictures are taken.

- 4) Notify, by telephone or e-mail, the Purchasing Department Representative (who is the person responsible to submit motor vehicle and property liability claims) no later than the next business day.
 - a) Complete and submit a Supervisor's Report of Accident or Injury form to Department Head or his/her designee and a copy to the Finance Department Representative (see forms section).

Police will:

- 1) Respond to all City vehicle-related motor vehicle accidents that fall within the following parameters:
 - a) All accidents involving any other privately-owned vehicle.
 - b) All accidents involving personal injury, death, or combined vehicle/property damage in excess of \$1,000.
- 2) Determine whether a State of NH Uniform Police Traffic Accident Report is required.
- 3) Indicate whether the accident occurred in the line of duty.
- 4) Determine "fault" or cause of accident when appropriate to do so.

Department Head will:

- 1) Ensure supervisor has complied with the applicable reporting and follow-up actions as required by this policy.
- 2) Ensure Supervisor's Report of Accident or Injury is completed and provided to the Finance Department Representative in a timely fashion.

Finance/Purchasing Department will:

- 1) Ensure proper submission of information to the City's Property/Liability insurer (see Forms section).
- 2) Forward a copy of the Supervisor's Report of Accident or Injury to the City's Safety Board Coordinator.
- 3) Forward a copy of the Employee's and Supervisor's Report of Accident or Injury to the City's Fleet Manager when appropriate.
- 4) Notify the DPW/Fleet Manager of the damage.

Fleet Manager will:

- 1) Ensure estimates for vehicular repairs are completed in a timely manner and forwarded to the Finance Department Representative.

Safety Coordinator will:

- 1) Review the Employee's and Supervisor's Report of Accident or Injury and log the report for auditing by the Safety Board.

- 2) Maintain a log of all motor vehicle accidents noting whether the accident was deemed (by the City's Motor Vehicle Accident Review Team) to be an "at fault" or "not at fault" accident on the part of the City employee(s) involved.
- 3) Perform follow-up actions as applicable.

Safety Board will:

- 1) Review claims on a regular basis and make recommendations to prevent future losses.
- 2) As soon as practicable after the Safety Board minutes are approved, the City's Safety Coordinator will distribute to all departments the approved minutes for posting.

Workers' Compensation Incident Reporting

General Information: The New Hampshire Department of Labor (NH DOL) has established specific responsibilities, forms, and procedures to report work-related illnesses and injuries.

A worker's 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 definite State requirements for reporting these injuries which are summarized in this Section.

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

Handling Emergencies:

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

- 1) If needed, call for emergency service 911.
- 2) See to it that first aid is provided.
- 3) Notify the supervisor.
- 4) Follow reporting and investigation requirements.

Accident Reporting:

- 1) All accidents or incidents are to be reported immediately to the responsible supervisor. Any incident involving a City vehicle will be reported to the Laconia Police Department immediately.
- 2) Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury. The supervisor will ensure that the injured employee completes the Employee's Report of Accident or Injury and the supervisor will complete the

Supervisor's Report of Accident or Injury. These will be forwarded immediately to the Personnel Specialist.

- 3) The First Report of Injury Form will be completed and processed by the Personnel Specialist. Personnel will also complete any other required forms.
- 4) Injuries requiring only common first aid must also be reported following these guidelines.
- 5) The employee will report any accident (personal/equipment/motor vehicle/exposure) or injury to his/her Supervisor immediately. A written report to Personnel must be filed within two (2) business days.

Designating Individuals as Workers' Compensation Reporters:

Department Heads must ensure claims are appropriately submitted and investigated within their departments. To help facilitate the electronic reporting process, Department Heads of large departments will designate specific individuals as a Workers' Compensation Reporter to submit to Human Resources the Employer's First Report of Injury and Supervisor's Accident Report.

The Human Resources Administrator will file claims with the risk carrier.

City Workers' Compensation Reporting Process

City's Standard Reporting Process: (*See Additional Special Reporting Requirements below if incident has resulted in a Fatality or Serious Injury necessitating immediate hospitalization.*)

Responsibility	Action
Injured Employee	<p>An employee injured while working must report the injury as soon as possible to a supervisor, even if the injury or illness is deemed to be minor. The employee must complete an employee accident form. The employee should turn the form into supervisor or department designated individual.</p> <p>An employee who receives medical care must advise their department as soon as possible of any medical disability or restrictions. They will also need to provide a copy of the NH Workers Compensation Medical Form (DOL Form 75 WCA-1) to their department to be forwarded to the Human Resources Department. This form is completed by the medical provider and is used to provide information regarding injured employees' work capabilities. The form serves to assist in determining if appropriate Temporary Alternate Duty for the injured employee is available.</p> <p>Injured employees who have been disabled from work for greater than three calendar days must contact the Human Resource Department as soon as possible.</p>

Responsibility	Action
Supervisor (Person in charge at time of incident)	<p>Immediately upon knowledge or notification of an incident involving an injury, the supervisor must enable employee to receive appropriate care; notify department's designated individual; and investigate what happened. See below for additional requirements if the incident results in a fatality or serious injury necessitating hospitalization.</p> <p>The supervisor must complete the Supervisor's Incident Report and submit it to the Department Head or individual designated as the Workers' Compensation Reporter. This report, as well as the other forms required to be completed, must be provided to the City's Human Resource Department within three (3) calendar days.</p> <p>Note: Supervisor should suggest local urgent care or occupational health care facilities options if situation does not appear to require emergency medical care.</p>
Human Resource Administrator	<p>The Human Resource Administrator must ensure that the report of injury is submitted electronically to Primex within five (5) calendar days of knowledge of the injury.</p> <p>Failure to file the Employer's First Report of Injury within five calendar days may result in a fine by the NH Department of Labor of up to \$2,500.</p> <p>If injury or illness requires medical attention, the City's Human Resource Department must be notified and this report must be filed as soon as possible.</p> <p>If it appears employee will be disabled from work, Human Resource Department must be contacted as soon as possible. In such instance, the City's current procedures for leave requests must also be followed.</p> <p>If an employee loses four days or more of work as a result of a work-related injury, a supplemental report of Injury must be filed within seven calendar days utilizing the City's Insurance Carrier Website in the following instances:</p> <ol style="list-style-type: none"> 1. If first report did not indicate disability (see Note); 2. Upon the employee's return to work after period of compensable disability; or 3. If the employee has a subsequent period of disability <p>Note: An Employer's Supplemental Report of Injury is not required if the initial report indicates the employee has been disabled from work until such time as the employee is released to return to work.</p> <p>The Department of Labor will be notified by insurance company when filed electronically.</p>

Responsibility	Action
Workers' Compensation Insurance Provider	Upon receipt of the accident report filing, the City's Workers' Compensation Provider will contact the employee and the City to verify the details of the incident disabling an employee from work and will process the claim in accordance with New Hampshire State Workers' Compensation Law.
Human Resources Department	<p>The Human Resource Administrator shall coordinate the workers' compensation claims process with the injured employee, supervisor, department, finance, and insurance company.</p> <p>The Human Resource Administrator will also review the Employee and Supervisor Incident Reports, and may request additional information as required for review by the Safety Board.</p> <p>The Finance/HR Department shall file an electronic Wage Schedule (DOL Form 76 WCA) for claims involving disability of four days or more.</p>
Safety Board	The Safety Board will review claims on a regular basis and make recommendations as necessary to prevent future losses.

Additional Special Reporting Requirements for Fatality and Serious Injury Incidents

- 1) Serious Injury Employment Incident:
 - a) A "serious injury" is defined as an incident that results in an amputation, loss or fracture of any body part, head injury, or internal injury that necessitates immediate hospitalization. Hospitalization is defined as "care in a hospital that requires admission as an inpatient and requires an overnight stay."
 - b) The Department Head should be notified as soon as possible upon learning of a serious injury to one or more of their employees.
 - c) Department Head should contact the Human Resources Administrator within 24 hours.
 - d) The HR Administrator will ensure within 24 hours the incident has been reported to Primex and include the following:
 - i) Date and time of injury
 - ii) Location of injury
 - iii) Cause of injury
 - iv) Place where the injured person was sent for medical evaluation or treatment; and
 - v) Place where the injured person was hospitalized.
- 2) Fatal Employment Incident:
 - a) The Department Head, City Manager, and Human Resource Administrator shall be notified immediately of an incident which is fatal to one or more employees.
 - b) The Human Resource Administrator shall ensure within 8 hours the incident has been reported the NH DOL and Primex.

- c) The following information shall be provided as fully as possible:
 - i) Date and time of fatality
 - ii) Location of fatality
 - iii) Cause of death; and
 - iv) Place where the body of the deceased person was sent.

Forms: The following are required forms to complete in regard to work related occupational injuries:

Employee's Report of Accident or Injury (City Form) - Located on the City's intranet, website, and in the Forms section.

Supervisor's Report of Accident or Injury (City Form) - Located on the City's intranet, website, and in the Forms section.

Temporary Alternate Duty

The City's TAD program is intended to provide meaningful transitional or temporary alternatives to normal employment activities for employees who have been released by a qualified medical provider to different or modified duties than their current position requires.

The City of Laconia will attempt to provide temporary alternative work opportunities to all employees temporarily disabled by injury or illness, whether work related or not. When an employee has been released to work by his/her treating physician or an independent medical provider with temporary restrictions/modifications to his/her regular duties, a temporary alternate duty assignment will be provided within the physician's restrictions, when possible. Such alternate assignments may involve different schedules, duties, or work locations. In addition, the following shall apply:

- 1) Temporary alternative work shall be limited and transitional in nature. For the purpose of this provision, transitional means the duty elements are variable as the employee's work capacity increases.
- 2) The City shall advise employees that there is a written alternative work program in place and that there are established procedures to obtain alternative work in the event of an on-the-job injury.
- 3) The City's Class Specifications shall serve as an outline of each position that details present requirements and essential functions of each job within the organization at the time of injury if lost time or restrictions are involved.
- 4) The City shall provide the treating physician with the appropriate class specification of the position with an essential task analysis as soon as possible after the injury occurs if lost time or restrictions are involved. The employee shall be responsible to obtain needed medical information that will enable the employee to gradually increase their duties to bring the employee back to their original position.

- 5) The City shall attempt to offer a position, as approved by the treating physician, and the employee shall demonstrate a reasonable effort to comply when possible.
- 6) TAD assignments will be assigned based on the availability of suitable transitional work within the physician's restrictions. Employees requiring TAD with a work-related injury or illness will receive priority, as TAD work is required by statute.

The Temporary Alternate Duty program will not apply to cases of permanent disability whereby the employee is, and will be, unable to return to his or her previous position.

Procedures:

Each employee shall report and request sick leave use, disability insurance claims, and/or worker's compensation claims through the established department and City procedures and forms. The Human Resources Department shall communicate with the employee and the department to facilitate leave, claims processing, and TAD in accordance with applicable laws, guidelines, and contracts.

- 1) Each employee is responsible for obtaining and submitting the required physician's certification in a timely manner. The Human Resources Department designee will facilitate leave and claims processing and work with the employee and department representative to facilitate a safe return to work.
- 2) The employee will inform their physician that the City has a TAD Program.
- 3) Employee is responsible for obtaining and submitting the required physician's certification to the Human Resources Department designee as soon as possible so that appropriate work within his/her work restrictions may be identified.

The information required to facilitate a return to work and temporary alternate duty includes:

- 1) The extent and expected duration of the employee's temporary disability.
- 2) Physician's assessment of the employee's capacity to perform modified or alternative duties.

The employee is responsible for keeping their supervisor or department representative advised of their work status.

- 1) The department representative or supervisor will work with the Human Resources designee to assist in returning the employee to TAD work.
- 2) The Human Resources Department designee may contact the treating physician if additional information is necessary and provide the physician a NH Workers Compensation Task Analysis or other information that may facilitate the TAD process.

- 3) After each subsequent office visit, the employee will submit an updated medical certification. Additional modifications will be made to temporary alternate duties if possible and as required.
- 4) Employee's progression toward returning to their primary job classification will be re-evaluated in approximately 4 to 6-week intervals. Provided positive progress is being made, TAD may continue until the employee is able to return to his/her primary job classification, or employee is deemed permanently disabled.
- 5) If an employee refuses to work temporary alternative duty assignment after being cleared to perform work with modifications, the Workers' Compensation carrier will be notified of the refusal, which may result in a potential reduction or termination of benefits under the NH Workers' Compensation statute.

Training Requirements for Safety & Health

In order to ensure employees are educated on job hazards, proper job operating procedures, and required personal protective equipment, departments will train employees through various methods depending on the job task. These include: on the job training, job instructional training, and regular reviews of safety topics. Training will be given to all new employees, employees transferring jobs or performing new tasks, and as needed or to reinforce the employee's knowledge. Some duties that expose the employee to specific hazards have their own training requirements. These exposures and training requirements are defined by regulation or policies. Examples include: confined space entry, lockout/tag out, hazardous materials, etc.

New Employee Orientation Training

All employees will be given orientation training to include: review of the general safety rules, reporting accidents, requirements for reporting unsafe conditions or actions, and review of the drug and alcohol policy. Specific training will be provided to employees as it relates to their job duties. Safety training will be conducted prior to performing work duties for which safety training is required.

On-the-Job Training (OJT):

OJT will be performed as necessary. This training method is used for a job that can easily be demonstrated to the employee. The trainer will demonstrate the job and observe the employee performing the same operations. The employee will confirm their knowledge by safely performing the job.

Job Instructional Training (JIT):

Similar to On-the-Job Training, JIT utilizes training aids such as videos, handouts, or equipment manuals. A detailed Job Safety Analysis may also be used for more hazardous jobs that require special training. This training process will be carried out as follows:

- 1) Explain job steps. The trainer will determine how much is known about the job/task through discussion with the employee.

- 2) The trainer will demonstrate the task while the employee watches and asks questions. All safety concerns and key points are emphasized at this time:
 - a) Explain personal protective equipment, if required (e.g. gloves, safety glasses, face shield, etc.).
 - b) Review equipment controls (e.g. gauges, speed controls, settings, emergency stops, etc.).
 - c) Review materials, parts and tools.
 - d) Review safety devices (e.g. emergency stop buttons, guards, light curtains, etc.).
 - e) Identify hazards associated with the job and individual tasks.
 - f) Review typical incorrect methods and unsafe practices.
- 3) The employee performs the task safely, under supervision of the trainer.
- 4) The trainer has the employee explain steps as the task is performed. This ensures the employee understands how and why the task is done safely and accurately.

Refresher Training:

Training of employees can be performed at any time based on employee needs as determined by the supervisor. Accident trending, near miss incidents, or as a means to heighten employee awareness are all reasons for conducting training.

Facility Evacuation Plan Guidelines

Purpose: To set guidelines that will assist in the development of written evacuation plans for City Facilities in case of an emergency.

An emergency evacuation plan is a written document designed to facilitate and organize employer and employee actions during workplace emergencies. A well-developed emergency evacuation plan and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

- 1) All City facilities routinely occupied by 10 or more City staff members, and all areas of public assembly, will have a written emergency evacuation plan. City facilities with fewer than 5 employees may communicate their plan orally.
 - a) Consider type of emergencies that may be reasonably expected in the workplace.
 - i) Fire
 - ii) Bomb threat
 - iii) Chemical spill
- 2) Written evacuation plans should, at a minimum, address:
 - a) Means and methods of reporting emergencies that require the facility to be evacuated (i.e. fire and smoke).
 - i) Consider alarms/communication systems etc., and how alarms will be activated.

- ii) A facility emergency evacuation exit strategy to include the evacuation of employees or visitors who may need assistance to exit facility (i.e., how to get out of the building). Consider the following when planning:
 - (1) Exit locations (Are exits easily located?)
 - (2) Exit markings (Are exits clearly marked?)
 - (3) Exit route maps (Are maps needed?)
 - (4) How will you assist visitors during evacuation?
 - (5) Do you need an area of rescue to accommodate staff or visitors that may be wheelchair bound?
- iii) Procedures to be followed by employees who must secure critical information, resources, or perform critical operations before they evacuate. Consider the following when planning:
 - (1) Are there critical systems that need to be shut down?
 - (2) Do you have irreplaceable documents that must be secured?
 - (3) Do you have cash or other valuable resources that must be secured?
 - (4) Do you have flammable or combustible chemicals you should plan special procedures around?
- iv) A procedure to account for all employees after an emergency evacuation has been completed. Consider the following when planning:
 - (1) Where will employees meet once out of the building?
 - (2) How will you know if everyone has made it out of the building?
 - (3) Who will speak with emergency responders when they arrive?
- v) How employees and visitors will be informed of the evacuation plan procedures. Consider the following when planning:
 - (1) How should the plan be made available?
- vi) How often the plan should be tested to ensure it is viable. Consider the following when planning:
 - (1) Annually? Bi-annually? When changes occur?
 - (2) Will facility employees require special training (i.e. fire extinguisher training or first aid training)?
- b) Names or job titles of persons who can be contacted at the facility regarding the plan.

3) Copies of the written evacuation plans should be forwarded to the Safety & Training Coordinator for inclusion in the City's written safety plan.

Safety and Health Communication

All safety policies and procedures will be made readily available to all employees and a copy of this safety manual will be given to all employees upon orientation. Supervisors will ensure all employees are notified of applicable safety policy changes and procedures and safety related committee activities.

The Safety Board minutes will be posted in departments for easy access to employees.

Employees are required to notify their supervisor of unsafe acts or conditions and encouraged to provide safety suggestions.

Workplace Violence Prevention

The City of Laconia is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur during business hours or on its premises. We also encourage individual departments to plan or determine additional procedures that meet their unique needs.

All employees should be treated with courtesy, dignity, and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Unauthorized weapons and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Laconia. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated except when applied to police staff operating within the scope of their duties. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, color, disability, religious affiliation, national origin, political opinions, race, age, or any characteristic protected by federal, state, or local law.

If an act or altercation constitutes an emergency, call 911 or 9-911 immediately. All threats of or actual violence, both direct and indirect, shall be reported as soon as possible to the Police Department and City Manager. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. Supervisors will work with the Police Department to ensure appropriate precautionary measures are taken.

Do not place yourself in unnecessary peril. Should you hear or witness a commotion or disturbance near your workstation, report it to a supervisor or the police immediately. You should also report all suspicious individuals or activities to a supervisor or the Police Department as soon as possible.

The City will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may place employees on administrative leave, either with or without pay, pending investigation.

Any employee determined to be responsible for threats or actual violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to, and including, termination of employment.

The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential conflict. The City is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

The City also encourages employees to seek assistance by utilizing the City's Employee Assistance Program (EAP) as soon as a problem arises. The EAP's assessment and referral services can help with resolving personal problems that can lead to poor performance, or conflict and associated stress. Information on the EAP can be obtained on the City's intranet, through your supervisor, or by contacting the Human Resources Department.

Workers' Compensation Chapter 281-A: Safety Statutes

The Workers' Compensation Division administers and enforces the provisions of RSA 281-A, including the enforcement of coverage requirements for all employers, the oversight of the level of medical and wage replacement benefits to be paid to injured workers, conducts hearings on contested claims, and monitors insurance carriers and claim administrators to ensure the prompt payment of benefits and delivery of services. The City contracts a Workers' Compensation carrier to provide medical treatment payment and wage replacements as required under this law.

Additionally, the City uses this written safety program as well as other policies, procedures, personal protective equipment, training, and other safeguards to provide our employees with safe employment as outlined by this law.

Employees also have requirements as well as benefits under this law to include, but not limited to, promptly notifying the City of an occupational injury or disease. Employees should follow the Workers' Compensation Incident Reporting procedures as outlined in this safety plan, provide completed Workers' Compensation Medical forms, and follow the City's Temporary Alternate Duty policy when applicable.

Safety and Health Program Updates

City of Laconia Safety Board

January 1, 1992

Revised: December 1997

Revised: April 2006

Revised: May 2009

Revised: December 2013

Revised: December 2016

Revised: August 2018

Revised: May 2024

Addendum: CHAPTER Lab 1400 SAFETY AND HEALTH OF EMPLOYEES

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

PART Lab 1401 SCOPE OF RULES

Lab 1401.01 Scope. This rule is intended to carry out the intent of RSA 281-A:64 and RSA 277:16 by establishing procedures and rules for workplace safety inspections.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1401.02 Applicability. These rules shall be applicable to all public employees' workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased by the state of New Hampshire or by any political subdivision of the state, including all places used in connection with employee activity at a place of employment in the State. The following requirements shall not preclude compliance with RSA 155-A, the State Building Code, or other state or federal laws, rules, regulations, or codes. If a conflict should arise between these rules and any other applicable law, rule, regulation or code, these rules shall not supersede the more protective requirements.

[Source](#). #8796, eff 1-11-07 (from Lab 1401.01); ss by #10809, eff 4-9-15

PART Lab 1402 DEFINITIONS

Lab 1402.01 "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.02 "Confined space" means a space that meets the following criteria:

- (a) Large enough and so configured that an employee can bodily enter and perform assigned work;
- (b) Has limited or restricted means for entry or exit;
- (c) Is not designed for continuous employee occupancy; and
- (d) Is potentially hazardous because it:
 - (1) Contains or has a potential to contain a hazardous atmosphere;
 - (2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.03 “Fixed location” means all buildings, offices, garages, or other permanent structures which serve as a regular place of employment.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New.](#) #8796, eff 1-11-07 (formerly Lab 1402.04); ss by #10809, eff 4-9-15

Lab 1402.04 “Flagger” means all personnel, including uniformed police officers, who conducts temporary traffic control (TTC) on roads where 2 lanes of vehicle traffic have been reduced to one lane.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New.](#) #10809, eff 4-9-15

Lab 1402.05 “Hospitalization” means care in a hospital that includes admission as an inpatient and an overnight stay.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

[New.](#) #12904, eff 10-23-19

Lab 1402.06 - 1402.09 - EXPIRED

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH

Lab 1403.01 Safety and Health Requirements.

- (a) Each employer shall furnish to each of its employees employment and a place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.
- (b) Each employee shall comply with all safety rules and regulations that are applicable to the employee's own actions and conduct.
- (c) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
- (d) The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of these rules shall be prohibited.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.02 Abrasive Blasting. The employer shall ensure compliance with the following requirements:

- (a) Blast cleaning nozzles shall be equipped with an operating valve which shall be held open manually. A support shall be provided on which the nozzle may be mounted when not in use; and
- (b) Blast cleaning enclosures shall be exhaust ventilated in such a way that a continuous inward flow of air shall be maintained at all openings in the enclosure during the blasting operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.03 Abrasive Grinding. The employer shall ensure compliance with the following requirements:

- (a) Abrasive wheels shall be used only on machines provided with safety guards;
- (b) The following shall be exempt from the safety guard requirements:
 - (1) Wheels used while within the material being ground; and
 - (2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter;
- (c) Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size 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;

(d) Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections;

(e) An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8 inch;

(f) Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move; and

(g) All abrasive wheels shall be closely inspected and ring-tested before mounting to insure that they are free from defects.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.04 Accident Reporting Requirements for Fatality and Serious Injury.

(a) Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.

(b) The reporter shall include the following information:

- (1) Date and time of fatality;
- (2) Location of fatality;
- (3) Cause of death; and
- (4) Place where the body of the deceased person was sent.

(c) Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.

(d) The reporter shall include the following information;

- (1) Date of injury;
- (2) Time of injury;
- (3) Cause of the injury;
- (4) Place where the injured person was sent for medical evaluation or treatment; and
- (5) Place where the injured person was hospitalized.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15; ss by #12904, eff 10-23-19

Lab 1403.05 Aerial Lifts.

- (a) This section shall not apply to fire fighting apparatus.
- (b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made by a competent person in accordance with the manufacturer's and owner's instructions.
- (c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
- (d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.
- (e) When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
- (f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.
- (g) An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
- (h) During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.06 Air Tools. The employer shall ensure compliance with the following requirements:

- (a) Pneumatic power tools shall be secured to the hose or whip with a locking mechanical connector to prevent accidental disconnection;
- (b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled;
- (c) The manufacturer's safe operating pressure for all fittings shall not be exceeded; and

(d) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.07 Belt Sanding Machines. The employer shall ensure that belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.08)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.08 Blood Borne Pathogens. To eliminate or minimize employee exposure to human body fluids or infectious waste, the employer shall ensure that the following safety work practices shall be followed:

(a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens;

(b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed; and

(c) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.09)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.09 Chains, Cables, Ropes, and Hooks. The employer shall ensure compliance with the following requirements:

(a) Chains, cables, ropes, and hooks shall be visually inspected daily by a competent person, for deformation, cracks, excessive wear, twists and stretch, and defective gear shall be replaced or repaired;

(b) Hoist ropes on crawler, locomotive, and truck cranes shall be free from kinks or twists and shall not be wrapped around the load; and

(c) All U-bolt wire rope clips on hoist ropes shall be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. Clips shall be installed in accordance with the clip manufacturer's recommendation. All nuts on newly installed clips shall be retightened after the first hour of use.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.10)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.10 Chipguards. The employer shall ensure that protective shields or barriers shall be provided in operations involving cleaning with compressed air, to protect personnel against flying chips or other such hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.11)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.11 Compressed Air Use. The employer shall ensure that compressed air used for cleaning purposes shall not exceed 30 psi. However, this limitation shall not apply to concrete form or mill scale, or to areas where compressed air is used in a fixed process, such as attached to a machine.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.12)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.12 Compressed Gas Cylinders. The employer shall ensure compliance with the following requirements:

(a) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored;

(b) Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved;

(c) Compressed gas cylinders shall be secured in an upright position at all times, except if necessary for short periods of time when cylinders are actually being hoisted or carried;

(d) Cylinders shall be kept far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided, as required by NFPA 51B and Saf-C 6008;

(e) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour; and

(f) Compressed gas shall not be used for cleaning purposes.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06
(formerly Lab 1403.13)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.13 Concrete, Concrete Forms, and Shoring. The employer shall ensure compliance with the following requirements:

(a) Employees shall not work above vertically protruding reinforcing steel, unless it has been protected to eliminate the hazard of impalement;

(b) Powered and rotating-type concrete troweling machines that are manually guided shall be equipped with a deadman-type operating control; and

(c) Formwork and shoring shall safely support all loads imposed during concrete placement. Drawings or plans of jack layout, formwork, shoring, working decks, and scaffolding systems shall be available at the jobsite.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED 10-09-06
(formerly Lab 1403.14)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.14 Confined Space Entry.

(a) The employer shall evaluate the workplace to determine if any areas are confined spaces as defined under Lab 1402.02.

(b) If an area is found to be a confined space, the employer shall meet the following requirements:

(1) The employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of, and the danger posed by, the confined spaces;

(2) A minimum of 2 employees shall be assigned to the work activity involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation;

(3) Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space;

(4) Testing required by (b) (3)-above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions in the order listed:

- a. Oxygen content;
- b. Flammable gases and vapors; and
- c. Potential toxic air contaminants;

(5) The employer shall establish and implement the means, procedures and practices required to eliminate or control hazards and make the confined space safe for conducting entry operations including purging, making inert, flushing or ventilating the confined space;

(6) Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant /observer non-entry rescue;

(7) The employer shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them; and

(8) A procedure shall be implemented which shall require a written permit evidencing that the above steps were taken prior to entering a confined space.

(c) The training in (b)(7) above shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective and any other equipment necessary for safe entry.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.15)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.15 Cranes and Derricks. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the manufacturer's specifications and limitations as supplied by the manufacturer;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment and complied with. Instructions or warnings shall be visible from the operator's station;

(c) Equipment shall be inspected by a competent person before each use and during use, and all deficiencies corrected before further use;

(d) Accessible areas within the swing radius of the rear of the rotating superstructure shall be barricaded to prevent employees from being struck or crushed by the crane;

(e) No part of a crane or its load shall be operated:

- (1) Within 10 feet of a line rated 50 kV or below;

- (2) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV; or
- (3) Within twice the length of the line insulator, but never less than 10 feet; and

(f) The requirements of the above shall not apply where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.16)

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.16 Disposal Chutes. The employer shall ensure compliance with the following requirements:

- (a) Whenever materials are dropped more than 20 feet to any exterior point of a building, an enclosed chute shall be used; and
- (b) When debris is dropped through holes in the floor without the use of chutes, the area where the material is dropped shall be enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edges of the opening above. Warning signs of the hazard of falling material shall be posted at each level.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.18)

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.17 Dock-boards. The employer shall ensure that, dock-boards, meaning metal plates used to bridge the gap between a loading dock and truck over which industrial trucks travel to load or unload shall meet the following requirements:

- (a) Dock-boards shall be strong enough to carry the load imposed on them;
- (b) Dock-boards that are portable shall be anchored or equipped with devices which shall prevent their slipping. They shall have handholds or other effective means to allow safe handling; and
- (c) Wheel chocks or other devices shall be provided to prevent railroad cars from being moved while dock-boards are in position.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.19)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.18 Ergonomics.

(a) Each employer shall evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and make necessary workplace modifications to prevent recurrences.

(b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.22)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.19 Excavating and Trenching. The employer shall ensure compliance with the following requirements:

(a) Before excavation, underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area;

(b) A competent person as defined in Lab 1402.01 shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter;

(c) The inspection shall be performed at the beginning of each day and at least 4 times during the workday thereafter, and include the following:

(1) Attention shall be given when adverse weather conditions might affect the condition of the excavation or trench; and

(2) If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirement of (d) below have been met to safeguard the employees;

(d) The walls and faces of trenches 5 feet or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground;

(e) In excavations which employees might be required to enter, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation;

(f) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps in the protected area of the trench. The exit shall be located so as to require no more than 25 feet of lateral travel; and

(g) Excavations near retaining walls, utility poles and other objects that are supported by compacted soil shall be supported at all times to prevent their collapse or undermining.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.23)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.20 Exits.

(a) Every building designed for human occupancy shall be provided with exits sufficient to permit safe escape of occupants in case of emergency.

(b) In hazardous areas, or where employees might be endangered by the blocking of any single means of egress due to fire or smoke, there shall be at least 2 means of egress remote from each other.

(c) Exits and the way of approach and travel from exits shall be maintained so that they are unobstructed and are accessible at all times.

(d) All exits shall discharge directly to the street or other open space that provides safe access to a public way.

(e) Exit doors serving more than 50 people, or at high hazard areas, shall swing in the direction of exit travel.

(f) Exits shall be marked by clearly visible, suitably illuminated exit signs. Exit signs shall be distinctive in color and provide contrast with the surroundings. The word "EXIT" shall be of plainly legible letters, not less than 6 inches high.

(g) Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely mistaken for an exit, shall be identified by a sign reading "Not An Exit".

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.25)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.21 Fall Protection.

(a) This section shall not apply to stairways, ladders and scaffolds, cranes and derricks or steel erection.

(b) The employer shall ensure that each employee on a walking/working surface with an unprotected side or edge which is 4 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

(c) The requirement in (a) above shall apply to the following surfaces:

(1) Hoist areas;

(2) Holes;

(3) Form-work and reinforcing steel;

(4) Ramps;

- (5) Runways and walkways;
- (6) Excavations;
- (7) Bricklaying;
- (8) Working above dangerous equipment;
- (9) Roofing work;
- (10) Pre-cast concrete erection;
- (11) Wall openings; and
- (12) Other walking/working surfaces.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.29)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.20)

Lab 1403.22 Flagger. The employer shall ensure compliance with the following requirements:

- (a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flagger shall be provided;
- (b) A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with high visibility material that is visible through the full range of the flag person's body motions; and
- (c) A flagger shall be provided with and use a combination Stop/Slow paddle while flagging that is:
 - (1) Highly visible;
 - (2) At least 18 inches in height and width; and
 - (3) With lettering at least 6 inches in height.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.32)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.21)

Lab 1403.23 Flammables and Combustible. The employer shall ensure compliance with the following requirements:

- (a) Flammable liquids shall be stored only in containers designed for that purpose;

- (b) Portable containers in excess of one gallon capacity shall have a self-closing lid and a pressure relief device;
- (c) 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 shall be prohibited;
- (d) Precautions shall be taken to prevent the ignition of flammable vapors;
- (e) Automatic overhead extinguishers or portable fire extinguishers shall be available at locations where flammable or combustible liquids are stored;
- (f) Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas;
- (g) A portable fire extinguisher designated at least 6# BC shall be located within 75 feet of any refueling area;
- (h) Flammables such as draperies, curtains, area rugs, and other similar furnishings and decorations in educational facilities shall not be permitted unless treated with fire-retardant coatings; and
- (i) Artwork and teaching materials in educational facilities shall be permitted to be attached directly to walls. Such materials shall not exceed 20 percent of the wall area in buildings not protected throughout by an approved supervised automatic sprinkler system and 50 percent of the wall area in buildings protected throughout by an approved supervised automatic sprinkler system.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.33)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.24 Floor Openings and Open Sides. The employer shall ensure compliance with the following requirements:

- (a) Every stairway and ladder way floor opening shall be guarded by a standard railing on all exposed sides except at the entrance. The entrance to ladder way openings shall be guarded to prevent a person from walking directly into the opening;
- (b) Every hatchway and chute floor opening shall be guarded by a hinged floor opening cover equipped with standard railings to leave only one exposed side or by a removable railing with toeboard on not more than 2 sides and a fixed standard railing with toeboards on all other exposed sides; and
- (c) Every floor hole into which persons can accidentally walk shall be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover capable of supporting at least twice the weight of employees, equipment, and materials that might be imposed on the cover at any one time. All covers shall be secured to prevent accidental displacement and shall be marked with the word "hole" or "cover" to provide warning of the hazard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

(formerly Lab 1403.34)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.22)

Lab 1403.25 Forklift Trucks and Powered Industrial Trucks. The employer shall ensure compliance with the following requirements:

- (a) If at any time a powered industrial truck is in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition;
- (b) Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit;
- (c) Fork trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator;
- (d) The brakes of highway trucks and trailers shall be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while fork trucks are entering or leaving; and
- (e) Employers shall verify that the above equipment shall be operated by competent individuals as defined in Lab 1402.01.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.35)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.23)

Lab 1403.26 Guards. The employer shall ensure that guards for mechanical power transmission equipment be made of metal or other rigid material. Except that wood guards may be used in the woodworking and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.37)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.24)

Lab 1403.27 Hand Tools. The employer shall ensure compliance with the following requirements:

- (a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees;
- (b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs; and

(c) Electric power operated tools shall either be double-insulated, grounded, or used with ground fault circuit interrupters.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.38)

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (Lab 1403.25)

Lab 1403.28 Hoists. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the hoist manufacturer's specifications and limitations as to the proper use and installation of the equipment, whether at a portable or fixed location;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be visibly marked on cars and platforms;

(c) Hoistway entrances of material hoists shall be protected by full width gates or bars;

(d) 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; and

(e) Overhead protective coverings shall be provided on the top of the hoist cage or platform.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.39)

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.26)

Lab 1403.29 Housekeeping. The employer shall ensure compliance with the following requirements:

(a) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas;

(b) Combustible scrap and debris shall be removed from work areas at least daily;

(c) Trash shall be disposed of on a regular basis, and at other times when necessary;

(d) All places of employment, passageways, storerooms, and service rooms shall be kept clean and in sanitary condition; and

(e) All floors shall be kept clean, dry, safely maintained, and free from trip hazards.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06
(formerly Lab 1403.40)

New. #8796, eff 1-11-07 (formerly and moved by Lab 1403.28); ss by #10809, eff 4-9-15 (from Lab 1403.27)

Lab 1403.30 Hygiene and Sanitation. The employer shall ensure compliance with the following requirements:

- (a) A supply of potable water shall be provided in all places of employment;
- (b) Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap;
- (c) Every employer shall provide and maintain sanitary and hygienic toilet facilities; and
- (d) The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.41)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.28)

Lab 1403.31 Jointers. The employer shall ensure compliance with the following requirements:

- (a) Each hand-fed jointer with a horizontal cutting head shall have an automatic guard which shall cover the section of the head on the working side of the fence or cage, and a guard which shall cover the back of the cage or fence; and
- (b) A jointer guard shall automatically adjust itself to cover the unused portion of the head, and shall remain in contact with the material at all times.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.42)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.29)

Lab 1403.32 Ladders. The employer shall ensure compliance with the following requirements:

(a) Fixed ladders shall comply with the following requirements:

- (1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood;
- (2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart;
- (3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length;
- (4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel;
- (5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder; and
- (6) Side rails shall extend 3-1/2 feet above the landing.

(b) Portable ladders shall comply with the following requirements:

- (1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position;
- (2) Ladders shall be inspected prior to use and those which have developed defects shall:
 - a. Be withdrawn from service for repair or destruction; and
 - b. Be tagged or marked as "Dangerous, Do Not Use";
- (3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping;
- (4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing;
- (5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors; and
- (6) Portable ladders shall be safely secured when not in use.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.45)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.30)

Lab 1403.33 Lasers. The employer shall ensure compliance with the following requirements:

(a) Only employees who have had training by the employer or equipment manufacturer shall be assigned to install, adjust, and operate laser equipment;

(b) Employees shall wear appropriate eye protection designed to safeguard against potential exposure to laser light greater than 0.005 watts (5 milliwatts);

(c) Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended, such as during lunch hour, overnight, or at change of shifts, the laser shall be turned off;

(d) Employees shall not be exposed to light intensities above the following:

- (1) Direct staring - 1 micro-watt per square centimeter;
- (2) Incidental observing - 1 milliwatt per square centimeter; and
- (3) Diffused reflected light - 2-1/2 watts per square centimeter; and

(e) Employees shall not be exposed to microwave power densities in excess of 10 milliwatts per square centimeter.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.46)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.31)

Lab 1403.34 Liquefied Petroleum Gas (LPG). The employer shall ensure compliance with the following requirements:

- (a) Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators which are designed for use with LPG;
- (b) Every container and vaporizer shall be provided with one or more safety relief valves or device;
- (c) Containers shall be placed upright on firm foundations or otherwise firmly secured;
- (d) Portable heaters shall be equipped with an automatic device to shut off the flow of gas in the event of flame failure;
- (e) Storage of LPG within buildings shall be prohibited; and
- (f) Storage locations shall have at least one portable fire extinguisher, designed 20#BC.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.47)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.35 Lockout The employer shall ensure compliance with the following requirements:

(a) All stored energy hazards including but not limited to the following shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury:

(1) Hydraulic pressure;

(2) Pneumatic pressure;

(3) Steam pressure;

(4) Vacuum;

(5) Electricity;

(6) Mechanical; and

(7) Gravity.

(b) Padlocks shall be made available to employees for the purpose of locking-out equipment when required.

(c) Only the individual who is working on the equipment shall be allowed to remove the lockout device.

(d) Lockout devices shall indicate the identity of the employee applying the device(s).

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.48)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.32)

Lab 1403.36 Machine Guarding. The employer shall ensure compliance with the following requirements:

(a) Machine guarding shall be provided to protect employees from hazards such as those created by point of operation, nip points, rotating parts, flying chips and sparks.

(b) Machine guarding shall comply with the following requirements:

(1) The guard shall be such that it cannot pose an accident hazard in itself; and

(2) Point of operation guarding devices shall be so designed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

(c) Machines which require point of operation guarding shall include:

(1) Guillotine cutters;

(2) Shears;

(3) Alligator shears;

- (4) Power presses;
- (5) Milling machines;
- (6) Power saws;
- (7) Jointers; and
- (8) Forming rolls and calendars.

(d) Special supplemental hand tools shall be used for placing and removing materials within the danger zone of the machine.

(e) Except as allowed by (i) below, Guards shall be required within 7 feet of the floor or working platform to protect from the following machinery:

- (1) Fan blades;
- (2) Belts;
- (3) Pulleys;
- (4) Sprockets;
- (5) Chains;
- (6) Flywheels;
- (7) Shafting;
- (8) Shaft projections;
- (9) Gears;
- (10) Couplings; and
- (11) Rotating or reciprocating parts.

(f) Flywheels protruding through a working floor shall be guarded.

(g) Where both runs of horizontal belts are 7 feet or less from the floor or working surface, the guard shall extend at least 15 inches above the belt.

(h) Safety sleeves shall be required to guard couplings with bolts, nuts, or set screws extending beyond the flange.

(i) Belts, pulleys, and shafting located in rooms used exclusively for power transmission apparatus shall not be required to be guarded when the following requirements have been met:

- (1) The basement, tower, or room occupied by transmission equipment is locked against unauthorized entrance; or
- (2) The route followed by the oiler is protected in such a manner as to prevent accidents.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.49)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.33)

Lab 1403.37 Machinery in a Fixed Location. The employer shall ensure that machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they do not move in normal operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.50)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.34)

Lab 1403.38 Mechanical Power Presses. The employer shall ensure compliance with the following requirements:

(a) The employer shall provide and ensure the usage of point-of-operation guards or properly applied and adjusted point-of-operation devices, per the manufacturer's recommendation, to prevent entry of hands or fingers into the point-of-operation by reaching through, over, under, and around the guard on every operation performed on a mechanical power press. This requirement shall not apply when the point-of-operation opening is 1/4 inch or less;

(b) A guard shall be placed over the treadle of foot-operated presses;

(c) Pedal counterweights, if provided on foot-operated presses, shall have the path of travel of the weight enclosed; and

(d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.51)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.35)

Lab 1403.39 Medical Services. In addition to the requirement for a medical chest required in RSA 277:6, the employer shall ensure emergency telephone numbers for ambulance service, hospital, or physician shall be posted throughout the facility.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.21)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.36)

Lab 1403.40 Mechanized Equipment. The employer shall ensure compliance with the following requirements:

- (a) All construction equipment in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. All defects shall be corrected before the vehicle is placed in service;
- (b) No employer shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless:
 - (1) The vehicle has a reverse signal alarm distinguishable from the surrounding noise level; or
 - (2) The vehicle is backed up only when an appointed observer signals that it is safe to do so; and
- (c) Heavy machinery, equipment, or parts thereof which are suspended or held aloft shall be blocked to prevent falling or shifting before employees are permitted to work under or between them.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.53)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.37)

Lab 1403.41 Noise Exposure. The employer shall ensure compliance with the following requirements:

- (a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in Table 3, Permissible Noise Exposures. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- (b) When engineering or administrative controls fail to reduce the noise level to within the levels of Table 1400.1, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- (c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Table1400.1 Permissible Noise Exposure

	Sound Level
	dBA Slow
Duration Per Day, Hours	Response
8	90

6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.54)

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.38)

Lab 1403.42 Overheads and Gantry Hoists and Cranes. The employer shall ensure compliance with the following requirements:

- (a) All functional operating mechanisms, air and hydraulic systems, chains, rope slings, hooks, and other lifting equipment shall be visually inspected before each use by the operator;
- (b) Complete inspection of the crane shall be performed at least once per year;
- (c) The inspection shall include the following:
 - (1) Identifying deformed, cracked, corroded, worn, or loose members or parts; and
 - (2) Ensuring the good working order of the following:
 - a. Brake system;
 - b. Limit indicators;
 - c. Power plant; and
 - d. Electrical apparatus;
- (d) Overhead cranes shall have stops at the limit of travel of the wheels; and
- (e) The rated load of the crane shall be plainly marked on each side of the crane as follows:
 - (1) If the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block; and
 - (2) The marking shall be clearly legible from the ground or floor.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.55)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.39)

Lab 1403.43 Personal Protective Equipment. The employer shall ensure compliance with the following requirements:

- (a) The employer shall assess the hazards and provide and require the use of appropriate personal protective equipment where indicated based upon that assessment;
- (b) Where employees furnish their own personal protective equipment, the employer shall be responsible to, assure its adequacy and, to ensure that the equipment is properly maintained and in a sanitary condition;
- (c) Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests; and
- (d) Emergency eye wash/shower stations shall be tested periodically and testing records shall be maintained by the employer.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.56)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.40)

Lab 1403.44 Portable Abrasive Wheel Machinery. The employer shall ensure compliance with the following requirements:

- (a) Abrasive wheels shall be used only on machines provided with safety guards.;
- (b) The following shall be exempt from the safety guard requirement in (a) above:
 - (1) Wheels used while within the work being ground; and
 - (2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.
- (c) A safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel;
- (d) Safety guards used on right angle head or vertical portable grinders shall:
 - (1) Have a maximum exposure angle of 180 degrees; and
 - (2) Meet the following minimum requirements:
 - a. The above guard shall be so located so as to be between the operator and the wheel during use; and

b. Adjustment of the guard shall be such that pieces of an accidentally broken wheel shall be deflected away from the operator.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.41)

Lab 1403.45 Portable Pneumatic Powered Tools. The employer shall ensure compliance with the following requirements:

(a) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled; and

(b) Hose and hose connections used for delivering compressed air shall be designed for the pressure and service to which they are used.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
1403.42)

Lab 1403.46 Powder-Actuated Tools. The employer shall ensure compliance with the following requirements:

(a) Only employees trained by the employer or equipment manufacturer shall be allowed to operate powder-actuated tools;

(b) All powder-actuated tools shall be tested by the employee before each use and all defects discovered before or during use shall be corrected; and

(c) Tools shall not be loaded until immediately before use. A loaded tool shall not be left unattended.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.60)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.43)

Lab 1403.47 Radiation. The employer shall ensure compliance with the following requirements:

- (a) Employers shall provide controls to prevent any employee from being exposed to radiation, either ionizing or electromagnetic, in excess of acceptable limits as established by He-P 4001;
- (b) Each radiation area shall be conspicuously posted with visible signs and/or barriers; and
- (c) Employers shall maintain records of the radiation exposure of all employees who are required to work in these areas.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.61)

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.44)

Lab 1403.48 Railings. The employer shall ensure compliance with the following requirements:

- (a) This section shall not apply to scaffolding and stairway railings;
- (b) A standard railing shall consist of top rail, intermediate rail, and posts, and shall have a vertical height of 42 inches from upper surface of top rail to floor, or platform;
- (c) A railing for open-sided floors, platforms, and runways shall have a toeboard which shall be a vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway, or ramp to prevent falls of materials whenever persons can pass beneath the open side, or where there is equipment with which falling materials could cause a hazard; and
- (d) Railings shall be of such construction that the complete structure shall be capable of withstanding a load of at least 200 pounds in the vertical or horizontal direction.

[Source](#). #4118 eff 8-22-86, EXPIRED: 8-22-92

[New](#). #6684, eff 2-4-98, EXPIRED: 2-4-06

[New](#). #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.62)

[New](#). #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.45)

Lab 1403.49 Record Keeping. The employer shall ensure compliance with the following requirements:

- (a) An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request;
- (b) Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement; and
- (c) The log shall include, at a minimum, the following information:
 - (1) Date of injury;

- (2) Name of employee;
- (3) Occupation of employee;
- (4) Description of the injury or illness;
- (5) Whether lost time was involved; and
- (6) The date employee returned to work.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06
(formerly Lab 1403.63)

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.46)

Lab 1403.50 Respiratory Protection. The employer shall ensure compliance with the following requirements:

- (a) Respirators shall be selected by the employer on the basis of the hazard to which the worker is exposed and shall be provided by the employer as necessary to protect the health of the workers;
- (b) Employees who are expected to use respirators shall be fit tested to ensure that an adequate face-to-facepiece seal can be maintained;
- (c) Both the supervisors and the workers shall be instructed,-by the employer,-in the selection, use, and maintenance of respirators;
- (d) Respirators shall be cleaned and disinfected, and shall be inspected during cleaning. Deteriorated parts shall be replaced;
- (e) Respirators for emergency use shall be inspected at least once a month and after each use; and
- (f) When not in use, respirators shall be stored in a clean and sanitary location.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

[New.](#) #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.64)

[New.](#) #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.47)

Lab 1403.51 Revolving Drums. The employer shall ensure that revolving drums, barrels, or containers shall be guarded by an interlocked enclosure that shall prevent the drum from revolving unless the guard enclosure is in place.

[Source.](#) #4118 eff 8-22-86, EXPIRED: 8-22-92

[New.](#) #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.65)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from
Lab 1403.48)

Lab 1403.52 Rollover Protective Structures (ROPS). The employer shall ensure that, except for side boom pipe laying tractors and compactors, rollover protective structures of substantial strength be used with the following types of materials handling equipment:

- (a) All rubber-tired, self-propelled scrapers;
- (b) Rubber-tired front-end loaders;
- (c) Rubber-tired dozers;
- (d) Wheel-type agricultural and industrial tractors;
- (e) Crawler tractors;
- (f) Crawler-type loaders;
- (g) Motor graders, with or without attachments, that are used in construction work; and
- (h) Forklifts trucks and powered industrial trucks.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.66)

New. #8796, eff 1-11-07 (from Lab 1403.56); ss by
#10809, eff 4-9-15 (from Lab 1403.49)

Lab 1403.53 Safety Nets. The employer shall ensure that, where nets are used, operations shall not be undertaken until the net system is installed by a person trained by the employer or equipment manufacturer and the system complies with all industry standards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.67)

New. #8796, eff 1-11-07 (from Lab 1403.57); ss by
#10809, eff 4-9-15 (from Lab 1403.50)

Lab 1403.54 Saws. The employer shall ensure compliance with the following requirements:

- (a) Band saws shall comply with the following requirements:
 - (1) All portions of band saw blades shall be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table; and

(2) Band saw wheels shall be fully enclosed according to the following requirements:

- a. The outside periphery of the enclosure shall be solid; and
- b. The front and back shall be either, solid wire mesh or perforated metal;

(b) Portable circular saws shall comply with the following requirements:

- (1) All portable power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe;
- (2) The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work;

(c) The above provision shall not apply to circular saws used in the meat industry for meat cutting purposes;

(d) Radial saws shall comply with the following requirements:

- (1) Radial saws shall have an upper guard which completely encloses the upper half of the saw blade;
- (2) The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut;
- (3) Radial saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted;
- (4) An adjustable stop shall be provided to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations; and
- (5) Radial saws shall be installed so that the cutting head shall return to the starting position when released by the operator;

(e) Swing or sliding cut-off saws shall comply with the following requirements:

- (1) All swing or sliding cut-off saws shall be provided with a hood that shall completely enclose the upper half of the saw;
- (2) Limit stops shall be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table;
- (3) Each swing or sliding cut-off saw shall be provided with an effective device to return the saw automatically to the back of the table when released at any point of its travel; and
- (4) Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut; and

(f) Table saws shall comply with the following requirements:

- (1) Circular table saws shall have a hood over the portion of the saw above the table, with the hood mounted so that it shall automatically adjust itself to the thickness of and remain in contact with the material being cut;

- (2) Circular table saws shall have a spreader aligned with the blade spaced no more than 1/2 inch behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required;
- (3) Circular table saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted; and
- (4) Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.58)

New. #8796, eff 1-11-07 (from Lab 1403.58); ss by
#10809, eff 4-9-15 (from Lab 1403.51)

Lab 1403.55 Scaffolds. The employer shall ensure compliance with the following requirements:

- (a) Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement;
- (b) All planking shall stress-graded lumber to assure the quality of the lumber; and
- (c) The maximum permissible spans for 2 x 10 or wider planks shall be as shown in Table 4 1400.2, Planking Material Thickness:

Table 1400.2 – Planking Material Thickness

	Full Thickness Undressed Lumber			Nominal Thickness Lumber	
Working load (p.s.f.)	25	50	75	25	50
Permissible Span (ft.)	10	8	6	8	6

- (d) The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness is shall be 4 feet, with medium loading of 50 p.s.f.;
- (e) Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement;
- (f) Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches;
- (g) Defective parts of all scaffolding and accessories shall immediately be replaced or repaired;
- (h) An access ladder or equivalent safe access shall be provided;
- (i) Mobile platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening, and platforms shall be secured in place;
- (j) All employees working on suspension scaffolds shall be protected by a safety life belt attached to a lifeline which shall comply with the following requirements:

- (1) The lifeline shall be securely attached to substantial members of the structure, not the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall; and
- (2) In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be changed as the work progresses; and

(k) Tubular welded frame scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, as follows:

- (1) The cross braces shall be of such length as shall automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid; and
- (2) All brace connections shall be made secure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.69)

New. #8796, eff 1-11-07 (from Lab 1403.59); ss by
#10809, eff 4-9-15 (from Lab 1403.52)

Lab 1403.56 Spray Finishing Operations. The employer shall ensure compliance with the following requirements:

- (a) In conventional dry type spray booths, over-spray dry filters or filter rolls shall ensure an average air velocity over the face of the booth of not less than 100 linear feet per minute;
- (b) Electrostatic spraying operations shall be conducted with an air velocity of not less than 60 linear feet per minute, or more, depending on the volume of the finishing material being applied and its flammability and explosion characteristics ;
- (c) Visible gauges or an audible alarm or pressure-activated devices shall be installed to indicate or ensure that the required air velocity is maintained;
- (d) Filter pads shall be inspected, and clogged filter pads discarded, and replaced. Filter rolls shall be inspected to ensure proper replacement of filter media;
- (e) Spray booths shall be so installed that all portions are readily accessible for cleaning;
- (f) A clear space of not less than 3 feet on all sides of a spray booth shall be kept free from storage or combustible construction;
- (g) There shall be no open flame or spark producing equipment in any spraying area nor within 20 feet thereof, unless separated by a partition capable of stopping vapor travel;
- (h) Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area shall be of explosion proof type;
- (i) The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and shall not exceed a supply for one day or one shift;

(j) Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be bonded and grounded to prevent discharge sparks of static electricity;

(k) All spraying areas shall be kept as free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary. Scrapers, spuds, or other such tools used for cleaning purposes shall be of nonspark material;

(l) Residue scrapings and debris contaminated with residue shall be immediately removed from the premises; and

(m) "No Smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.70)

New. #8796, eff 1-11-07 (from Lab 1403.60); ss by
#10809, eff 4-9-15 (from Lab 1403.53)

Lab 1403.57 Stairs. The employer shall ensure compliance with the following requirements:

(a) Every flight of stairs having 4 or more risers shall be equipped with standard stair railings or standard handrails as specified below:

- (1) On stairways less than 44 inches wide having one side open, at least one stair railing on the open side;
- (2) On stairways less than 44 inches wide having both sides open, one stair railing on each side; and
- (3) On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.

(b) A stair railing shall be not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread;

(c) Riser height and tread width shall be uniform throughout any flight of stairs;

(d) Hollow pan-type metal stairs shall be filled to the level of the nosing with solid material;

(e) Fixed stairs shall be provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment which requires attention routinely during operations. Fixed stairs shall also be provided where access to a raised structure or floor is traveled daily or at each shift where such work might expose employees to harmful substances, or for which purposes that carrying of tools or equipment by hand is normally required; and

(f) Spiral stairways shall be prohibited except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.71)

New. #8796, eff 1-11-07); ss by #10809, eff 4-9-15

Lab 1403.58 Storage. The employer shall ensure compliance with the following requirements:

- (a) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse;
- (b) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary; and
- (c) Where mechanical handling equipment is used, aisles that are not clearly defined shall be marked with reflective paint or tape, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.73)

New. #8796, eff 1-11-07 (from Lab 1403.61); ss by #10809, eff 4-9-15 (from Lab 1403.54)

Lab 1403.59 Tanks with Open Surface. The employer shall ensure compliance with the following requirements:

- (a) Where ventilation is used to control potential exposure to employees, it shall reduce the concentration of the air contaminant to the degree that a hazard to employees does not exist;
- (b) Whenever there is a danger of toxic substances being splashed, the employees shall wear either tight-fitting chemical goggles or an effective face shield;
- (c) Near each tank containing liquid which might be harmful to the skin if splashed upon the worker's body, there shall be a supply of clean cold water. The water pipe shall be provided with a quick opening valve and at least 48 inches of hose not smaller than three-fourths inch. At no time shall water pressure for eyewashes exceed 25 p.s.i. Alternatively, deluge showers and eye flushes shall be provided; and
- (d) All employees working in and around open-surface tank operations shall be trained by the employer as to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to these hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.74)

New. #8796, eff 1-11-07 (from Lab 1403.62); ss by #10809, eff 4-9-15 (from Lab 1403.55)

Lab 1403.60 Tire Cages. The employer shall ensure that a safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.75)

New. #8796, eff 1-11-07 (from Lab 1403.63); ss by
#10809, eff 4-9-15 (from Lab 1403.56)

Lab 1403.61 Toxic Substance

(a) The employer shall remove hazards from the workplace, and establish policies and work practices aimed at maintaining a safe work environment to protect workers from exposure to hazardous and toxic substances such as radioactive substances or other hazardous substances which are defined as a toxic substance under RSA 277-A:3 V.

(b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06
(formerly Lab 1403.77)

New. #8796, eff 1-11-07 (from Lab 1403.64); ss by
#10809, eff 4-9-15 (from Lab 1403.57)

Lab 1403.62 Traffic Control

(a) The employer shall ensure that an effective means for control of pedestrian and vehicular traffic be instituted on every job site where necessary.

(b) Under the authority of RSA 277:16 and in reference to traffic control devices on job sites, the employer shall ensure compliance with Part 6 of the 2009 Edition with revisions 1 and 2 dated May 2012 of the Federal Highway Administration Manual on Uniform Traffic Control Devices MUTCD approved under 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010, as specified in Appendix B.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06
(formerly Lab 1403.78)

New. #8796, eff 1-11-07 (from Lab 1403.65); ss by
#10809, eff 4-9-15 (from Lab 1403.58)

Lab 1403.63 Trash. The employer shall ensure that all sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.79)

New. #8796, eff 1-11-07 (formerly Lab 1403.66); ss by
#10809, eff 4-9-15 (from Lab 1403.59)

Lab 1403.64 Tree Care Operations. The employer shall ensure compliance with the following requirements:

(a) Head protection shall be worn by workers engaged in tree operations. The head protection worn shall contain the manufacturer's certification that it complies with ANSI Z89.1-1981 with revisions. When working in proximity to electrical lines, the head protection worn shall contain the manufacturer's certification that it is a Class B hard hat which complies with ANSI Z89.1-1981 with revisions;

(b) Safety belts, tree-trimming saddle belts, or a saddle formed by a double bowline on a bight shall be worn to protect workers above ground level;

(c) Saddle belts or safety belts used for climbing operations shall have forged support rings. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type. Forged support rings shall be designed so that the snaps will not become disengaged, or roll off accidentally;

(d) Climbing ropes shall be used when working aloft in trees. Manila ropes shall have minimum diameter of 1/2 inch 12 mm and shall be 3 or 4 strand first-grade manila, with a rated breaking strength of 2385 pounds or equivalent strength and durability. Synthetic rope shall have a maximum elasticity of not more than 7 percent;

(e) Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment;

(f) The employer shall provide, and the employee shall use, chaps specifically designed to foul a moving chain whenever chain saws are used;

(g) All employees shall be instructed in the hazards associated with working in close proximity to overhead power lines;

(h) It shall be the responsibility of a competent person, as defined by Lab 1402.01, to determine whether tree care operations can be safely performed near energized power lines;

(i) Rescue procedures for employees working above ground shall be established by the employer, and the employees trained accordingly;

(j) Brush chipper access panels for maintenance and adjustment shall be closed and secured prior to operation of brush chippers;

(k) Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 inches 2.15 m,

measured from the blades or knives to ground level over the centerline of the hopper, and shall have sufficient height on its side members so as to prevent personnel from contacting the blades or knives of the machine during normal operations;

(l) Each disk-type tree or brush chipper equipped with a mechanical in-feed system shall have a quick stop and reversing device on the in-feed. The activating lever for the quick stop and reversing device shall be located across the top, along each side of, and as close to the feed end of the in-feed hopper as practicable and within easy reach of the operator;

(m) Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guardrails around the working area;

(n) When using portable powered brush cutting saws no one except the operator shall be within 10 feet (3m) of the cutting head of the brush saw;

(o) The power unit shall be equipped with a quick shutoff switch readily accessible to the operator;

(p) When chainsaws are operated the manufacturer's operating and safety instructions shall be followed;

(q) Chain saw used by employees shall be equipped with a properly adjusted inertia chain brake designed to stop the chain rotation in the event of a saw kickback;

(r) Chain saws weighing more than 15 pounds 6.8 kg that are used in trees shall be supported by a separate line, except when used from an aerial-lift device;

(s) The engine shall be stopped when power saws are being carried. The saw shall not need to be stopped between cuts during consecutive felling, bucking, or climbing or cutting operations on level ground. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear. A two-man saw shall be carried by 2 workers; and

(t) The engine shall be stopped for all cleaning, refueling, adjustments, and repairs to the saw or motor where practical, except where manufacturer's procedures require otherwise.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.80)

New. #8796, eff 1-11-07 (formerly Lab 1403.67); ss by
#10809, eff 4-9-15 (from Lab 1403.60)

Lab 1403.65 Wall Openings. The employer shall ensure that wall openings, from which there is a drop of more than 6 feet and the bottom of the opening is less than 3 feet above the working surface, be guarded.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06
(formerly Lab 1403.81)

New. #8796, eff 1-11-07 (formerly Lab 1403.68); ss by #10809, eff 4-9-15 (from Lab 1403.61)

Lab 1403.66 Washing Facilities. The employer shall ensure compliance with the following requirements:

(a) Washing facilities shall be maintained in a sanitary condition and be provided in every place of employment except for mobile crews or normally unattended work locations where employees have ready access to nearby sanitary facilities; and

(b) A cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling shall be provided at washing facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.82)

New. #8796, eff 1-11-07 (formerly Lab 1403.69); ss by #10809, eff 4-9-15 (from Lab 1403.62)

Lab 1403.67 Welding and Cutting. The employer shall ensure compliance with the following requirements:

(a) Welding equipment shall be chosen for safe application to the work and shall be installed properly. Employees designated to operate welding equipment shall be properly instructed and qualified by the employer or equipment manufacturer to operate it;

(b) Mechanical ventilation shall be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet;

(c) Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided;

(d) When welding in a fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation;

(e) Proper precautions for fire protection such as isolating welding and cutting, removing fire hazards from vicinity, and providing a fire watch shall be taken in areas where welding or cutting is being done;

(f) When welding operations requiring fluxes, coverings, coatings, or alloys, or involving fluorine compounds, zinc, lead, beryllium, cadmium or mercury produce specific health hazards, a competent person shall evaluate potential exposure and ensure necessary protective measures, such as ventilation and personal protective equipment, are used;

(g) Welding and cutting operations shall be shielded by noncombustible or flameproof shields to protect employees from direct arc rays;

(h) Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays;

(i) When electrode holders are left unattended, the electrodes shall be removed and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects;

(j) All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced;

(k) Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective; and

(l) Oxygen and fuel gas regulators shall be in proper working order when in use.

[Source.](#) #10809, eff 4-9-15 (from Lab 1403.63)

Lab 1403.68 Welding in Confined Spaces. The employer shall ensure compliance with the following requirements:

(a) In addition to the requirements in Lab 1403.14, all welding and cutting operations carried on in confined spaces shall be ventilated to prevent the accumulation of toxic substances or possible oxygen deficiency;

(b) In such operations where it is impossible to provide such ventilation, air supplied respirators or hose masks, which are labeled to indicate they are approved by Mine Safety and Health Administration MSHA for this purpose, shall be used;

(c) In areas immediately hazardous to life, hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be labeled to indicate it is approved by MSHA;

(d) Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within; and

(e) Oxygen shall never be used for ventilation.

[Source.](#) #10809, eff 4-9-15 (from Lab 1403.64)

Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment. The employer shall ensure compliance with the following requirements:

(a) Wire ropes, chains, ropes, and other rigging equipment shall be inspected prior to use and as necessary during use to assure their safety. Defective gear shall be removed from service;

(b) Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used;

(c) When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope; and

(d) When U-bolt wire rope clips are used to form eyes, Table-1400.3, number and spacing of U-Bolt Wire Rope Clips, shall be used to determine the number and spacing of clips:

Table 1400.3 Number and Spacing of U-Bolt Wire Rope Clips

Improved Plow Steel Rope Diameter Inches	Drop Forged	Other Material	Minimum Spacing (inches)
1/2	3	4	3

5/8	3	4	3-3/4
¾	4	5	4-1/2
7/8	4	5	4-1/2
1	5	6	6
1-1/8	6	6	6
1-1/4	6	7	7-1/2
1-3/8	7	7	8-1/4
1-1/2	7	8	9

[Source.](#) #10809, eff 4-9-15 (from Lab 1403.65)

Lab 1403.70 Woodworking Machinery. The employer shall ensure compliance with the following requirements:

- (a) All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, and veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation;
- (b) A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation;
- (c) Power controls and operating controls shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to make adjustments. This shall not apply to constant pressure controls used only for setup purposes;
- (d) Each operating treadle shall be protected against unexpected or accidental tripping;
- (e) Disconnect switches shall be capable of being locked or tagged in the off position; and
- (f) On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power.

[Source.](#) #10809, eff 4-9-15 (from Lab 1403.66)

APPENDIX A

Rule	Statute
Lab 1401.01 & 1401.02	RSA 281-A:64, RSA 273:9, RSA 277:13, RSA 277:15
Lab 1401.03 - Lab 1403.35	RSA 281-A:64
Lab 1402.01 & 1402.03	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1402.04	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1402.05	RSA 277:1-b, V
Lab 1403.04	RSA 277:15-a, RSA 277:15-b
Lab 1403.05 – 1403.29	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.30	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.31 - 1403.54	RSA 281-A: 64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15

Lab 1403.55	RSA 281-A: 64, RSA 273:9, RSA 277: 2, RSA 277:3, RSA 277: 4, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.56 - 1403.65	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA277:11, RSA 277:13, RSA 277:15
Lab 1403.66	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.67 - 1403.70	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15

APPENDIX B

Rule	Title	Obtain at:
Lab 1403.62(b)	Part 6 of the 2009 Edition of the Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) with Revisions 1 and 2, May 2012 approved under Rules 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010	<p>The material can be obtained at no cost on the US Department of Transportation Federal Highway Administration's web site: http://mutcd.fhwa.dot.gov/pdfs/2009/part6.pdf and Links to hard copy publications can be found on their web site at http://mutcd.fhwa.dot.gov/ser-pubs.htm.</p> <p>Costs for hard a copy of publication: AASHTO Bookstore - \$60.00 for non-members; American Traffic Safety Services Assoc. - \$29.70 for non-members (\$22.50 for Flash Drive); Institute of Transportation Engineers - \$50.00; IMSA \$100.00</p>

Forms

- Confined Space Entry Checklist
- Employee's Report of Accident or Injury
- Supervisor's Report of Accident or Injury
- Member Property Loss or Damage Form
- Employee Safety Manual Acknowledgement



CONFINED SPACE ENTRY CHECKLIST

Space Name: _____

Date: _____



Yes	No	NA

1. Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids, caustics or asbestos before entry?		
2. Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?		
3. Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?		
4. Is either natural or mechanical ventilation provided prior to confined space entry?		
5. Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?		
6. Is adequate illumination provided for the work to be performed in the confined space?		
7. Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work? Is there an assigned safety standby employee outside of the confined space when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?		
8. Is the standby employee appropriately trained and equipped to handle an emergency?		
9. Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?		
10. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?		
11. Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with GFCI ground fault protection?		
12. Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?		
13. If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?		
14. Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?		
15. Is each confined space checked for decaying vegetation or animal matter which may produce methane?		
16. Is the confined space checked for possible industrial waste which could contain toxic properties?		
17. If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?		
18. Are confined space entrants wearing proper personal protective equipment (i.e., hardhats, boots, etc.)?		
19. Do you know the location of the nearest campus phone?		



EMPLOYEE'S REPORT OF ACCIDENT OR INJURY CITY OF LACONIA

To be completed by employee directly involved in personal injury or equipment accident.

PLEASE PRINT. THIS FORM WILL BE USED TO FILL OUT REQUIRED FORMS.
DO NOT LEAVE ANY INFORMATION BLANK.

Date of this report: _____

Injury Vehicle / Equipment Exposure

Name: _____

Department: _____

Job Title: _____

Date of hire: _____

Address: _____

Street/PO Box

City

Zip Code

Home telephone #: _____

Social security #: _____

Date of birth: _____

A.M. / P.M. _____

Date and time of incident: _____

Location of incident (exact): _____

If motor vehicle or equipment:

Vehicle plate #: _____ Vehicle ID #: _____

Was anyone injured? Yes No

If yes: Name: _____

Address: _____

Initial treatment: None On-site Emergency Room

Urgent Care _____ Other _____

Name of treating physician: _____

Name of treating hospital: _____

Will you lose time from work? Yes No If yes, list dates: _____

(over)

Describe fully how the accident occurred - what you were doing; machine or equipment being used; where did it happen - on grounds, in building (identify); part(s) of body injured.

What action will you take to prevent this or a similar incident from occurring in the future:

Seek additional training

Be more aware

Caution other employees about this situation

Recommend an adjustment of the equipment involved

Other _____

Is this your first accident? Yes No

Witness(es): _____

Name(s) and Address(es): _____

Name of supervisor you notified: _____

Employee Signature: _____ Date: _____

PLEASE GIVE TO YOUR SUPERVISOR IMMEDIATELY; IF YOU CANNOT, PLEASE CONTACT THE HUMAN RESOURCE OFFICE AT 524-3877 EXT 152, or EMAIL TO lallen@laconianh.gov.



SUPERVISOR'S REPORT OF ACCIDENT OR INJURY CITY OF LACONIA

To be completed by immediate supervisor of employee involved in an accident or injury.

**PLEASE PRINT. THIS FORM WILL BE USED TO FILL OUT REQUIRED FORMS. DO NOT
LEAVE ANY INFORMATION BLANK.**

Date of this report: _____
Date you were notified by the employee: _____

Injury Vehicle / Equipment Exposure

Employee name: _____

Job title: _____ Department: _____

Date and time of incident: _____ A.M. / P.M. _____

Location of incident (exact):

If motor vehicle or equipment: was LPD notified? Yes No

(Attach citizen reference card provided by LPD) If not, why?

Describe in detail how accident happened based on your investigation:

Describe in detail how accident happened based on your investigation. Including but not limited to: What task was the employee performing? How was the employee injured?

Were there any unsafe acts or problems? Was any equipment defective or misused? Was the weather a factor?

Were there any disadvantages or problems? Employee statements; witness statements

Answer where applicable:

- Weather / Road conditions: _____
- Was personal safety equipment being worn: _____
- Type of footwear being worn: _____
- Were there any other employees involved in the incident? Yes No
If yes, how? _____
- Were there any witnesses? Yes No
If yes, were they interviewed? Yes No
If yes, please attach notes.

- Equipment involved _____
- Were safeguards in place? Yes No
- Was employee wearing a seat belt? Yes No If no, why not?

- Is there a policy or procedure that covers this situation?
Yes No If no, should there be one? Yes No
- Was this an emergency situation? Yes No
- Did employee have adequate employee backup to perform the task? Yes No
- Could the task have been delayed until adequate help was on hand? Yes No
- Did the employee have proper equipment to perform the task? Yes No

What have you done to prevent this or a similar incident from occurring in the future? (Please check all that apply):

Provide additional training for this employee

Remind this individual about awareness

Caution other employees about this situation

Adjust the equipment involved or recommend the purchase of equipment

Other _____

Could anything have been done differently by the individual to avoid this accident? Yes No

What acts, failures to act and/or conditions contributed most directly to this accident?

Investigated by: _____ Date: _____ Time: _____

Supervisor's Signature: _____

Please forward to the Human Resources office within two days; if you cannot, please contact Lindsey Allen at 524-3877 ext 152 or via email at lallen@laconianh.gov.



Member Property Loss or Damage

(For Loss or Damage to Member Owned Property that is NOT a Vehicle)

Member Name:	
Today's Date:	
Location of Loss/Damage:	
Loss Date:	Loss Time:
Incident Only: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Department:	
Department Contact: Name: Phone: Email:	
Cause:	
Nature:	
Describe Damage to Property:	
Estimated Cost of Damage:	



City of Laconia

**City Hall
Human Resources Department
45 Beacon St E – Laconia, NH - 03246**

Employee Safety Manual Acknowledgement

I _____ (print full name) have received a copy of the City of Laconia's Safety & Loss Control: Employee Safety Manual.

_____ / _____

Signature

Date

Department: _____