

# **CITY OF FRANKLIN**

## **SAFETY MANUAL**

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## **MANAGEMENT STATEMENT OF COMMITMENT**

Each year incidents to City of Franklin employees cause untold suffering, loss of productivity, low morale, and inefficient use of thousands of dollars. Investigations have revealed that many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution and expended a little extra effort in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

Every employee of the City of Franklin has the right to a workplace free from safety and health hazards (Lab 1403.01). A “Joint Loss Management” program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the City of Franklin. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all City of Franklin personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time. For this reason, the manual is published in a loose-leaf format so that additional or revised pages may be inserted without the necessity of publishing an entirely new manual.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

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## **SECTION 1**

### **THE CITY OF FRANKLIN SAFETY PROGRAM**

#### **100. Introduction**

- a) The City of Franklin Safety Program is designed to accomplish one primary purpose; **TO PREVENT INCIDENTS**. Preventing incidents results in saving lives, eliminating injuries, increasing efficiency of operations, and directly and indirectly saving thousands of dollars for both the municipality and its employees. The municipal Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.
- b) To be successful, the Safety Program must have the continuous, active support of all employees and particularly of those in supervisory and management positions. The "push" for an effective Safety Program must come from the "top" person in each department, section, or crew. If a Department Head or Supervisor appears to be unconcerned about the Safety Program, their employees will adopt this attitude.
- c) It should be pointed out that there is nothing new about the policies and procedures outlined in this manual. In general, the policies and practices outlined in this manual have been in effect for quite some time. This manual has been published and will be updated to provide a readily available reference of written policies and procedures for the guidance of all personnel.

#### **101. Elements of the Safety Program**

To ensure that the City of Franklin Safety Program remains effective, certain elements and objectives of the Program have been outlined. These are:

- a) To assign safety-related responsibilities to personnel.
- b) To ensure that personnel are assigned to jobs, which they are physically, qualified to safely perform.
- c) To make equipment, work areas, and work methods safe.
- d) To search out safety hazards and eliminate them immediately.
- e) To encourage Employee interest in safety and to maintain that interest.
- f) To control the work habits of personnel by adequate and effective supervision.
- g) To provide proper protective equipment and to make its use mandatory.
- h) To educate and train Employees as to the specific hazards of their jobs.

- i) To investigate incidents in order to determine cause and then to take the action necessary to prevent their recurrence.
- j) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- k) To adopt and enforce safety rules, policies and procedures.

## **102. Responsibilities of Individuals**

### Joint Loss Management Committee: (LAB 600, RSA 281-A:64)

The Joint Loss Management Committee (JLMC) will consist of equal numbers of representatives from Labor and Management. At a minimum the committee will include a representative from the City Office employees, Police Department, Fire Department, Library, Recreation Center and Municipal Services Department. A representative from each Collective Bargaining Unit (if applicable) shall be represented on the JLMC.

The JLMC will meet at least quarterly to develop and carry out workplace safety programs and programs for continuing education for employees on the subject of workplace safety.

In addition to the JLMC, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.

### City Council

The responsibilities of the City Council shall include, as a minimum, the following functions:

- a. To provide overall support, direction and commitment;
- b. To ensure that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures;
- c. To provide required resources including funding for safety equipment, personal protective equipment and training materials;
- d. When needed, provide all City personnel with access to outside experts, loss prevention consultants and to insure the exchange of information between departments;

- e. To provide time as part of the normal operations of a department for inspections and the completion of reports when warranted by investigation, and to permit and encourage employees to participate in training programs;
- f. To provide other necessary support and programs as needed.

### **City Manager**

The City Manager shall have the responsibility for administering the Safety Program in an advisory capacity, and shall report to the City Council. The duties of the City Manager as they relate to the implementation of the Safety Program are:

- a) The City Manager shall work closely with the Safety Committee in formulating safety rules, policies and procedures and may delegate certain responsibilities to the Chairperson of the J.L.M.C.
- b) The City Manager shall assist departments in planning and conducting safety training and safety education.
- c) The City Manager, with the assistance of Finance Assistant shall maintain the incident record system for the City, receiving reports for injuries, vehicle incident reports, and investigation reports from the departments, and making required reports to the insurance companies.
- d) The City Manager shall prepare and distribute periodical reports to the heads of departments indicating the effectiveness of the Safety Program.
- e) The City Manager or designee shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- f) The City Manager shall ensure that all incidents, which result in lost-time injuries, are investigated.
- g) The City Manager shall take follow-up action, as necessary, to ascertain that corrective action has been taken by heads of departments or Supervisors to prevent recurrence of incidents.
- f) To provide required resources including funding for safety equipment, personal protective equipment and training materials;

### Department Head:

Each Department Head shall have complete responsibility for the Safety Program within their department and building. In addition:

- a) The Department Head shall assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) The Department Head shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) The Department Head shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.
- d) The Department Head shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct same.
- e) The Department Head shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- f) The Department Head shall require Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

### Supervisors:

The Supervisor is responsible to the Department Head for the Safety Program as it pertains to personnel and equipment under their supervision. The Supervisor is the "key person" involved in the Safety Program because they are in the best position to observe the work of Employees. Additional responsibilities include:

- a) Giving job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- b) Constantly watching for and immediately correcting unsafe conditions and unsafe working practices as well as reporting to the Department Head those incidents which are beyond the scope of their authority to correct.  
(Lab 1403.01



- c) Promptly informing the Department Head of all incidents involving personnel or equipment under their supervision, and taking immediate steps to investigate each incident to determine its cause.
- d) Assuring that proper action is taken any time an Employee is injured. This includes:
  - i) Making sure that the injured Employee receives appropriate medical attention, depending upon the severity of the injury.
  - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an Employee under their supervision. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.
- e) Enforcing safety rules, policies and procedures and making sure that protective equipment is worn as the hazards of the job dictate such use.
- f) Actively promoting safety to all personnel. This shall be accomplished both through word and actions, and will at all times be stressed as being of the utmost importance.
- g) Informing all Employees of their responsibilities as outlined below.

Employees:

Each Employee is always responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed). In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment. (Lab 1403.01 (b))
- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Department Head, or as conditions dictate.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:
  - i) **Promptly** giving verbal notice to Supervisor of any injury received while on the job **REGARDLESS** of the severity of the injury or whether or not medical treatment is required.

- ii) Filing with the Supervisor, within 24 hours following any incident or injury, a written report of the incident. (See Section 301 for further detail.)
- e) An Employee shall promptly inform Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor in all cases where conditions and/or previous instructions are not completely understood.

## **SECTION 2 JOINT LOSS MANAGEMENT COMMITTEE**

### **200. Purpose of Joint Loss Management Committee:**

The purpose of a Joint Loss Management Committee (JLMC) is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

### **201. Establishment of Joint Loss Management Committee:**

**Under Statutory Authority: RSA 281- A: 64 the City of Franklin is required to establish a Joint Loss Management Committee. Under RSA 281-A: 64 Part Lab 603.02 the City of Franklin will comply with the following:**

- a) All employers of 5 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives unless exempted by the NH Department of Labor.
- b) An employer's auxiliary, mobile or satellite locations may be combined into a single, centralized joint loss management committee. This committee shall represent the safety and health concerns of all locations.
- c) Joint loss management committees shall be established at each of the employer's primary places of employment, as follows:
  - (1) The size of the committee shall be determined as follows:
    - (i) Employers with 20 or fewer employees shall have a minimum of 2 members;
    - (ii) Employers with more than 20 employees shall have a minimum of 4 members;
  - (2) Employee representatives shall be selected by employees;
  - (3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
  - (4) Where the employees are represented by more than one labor organization or where some but not all of the employees are

represented by an labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group;

- (5) Committee members shall be representative of the major work activities of the employer;
  - (6) Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate or pay for all time spent on such activities;
  - (7) The employer shall respond in writing to recommendations made by the Committee but verbal response that has been recorded in the committee's official minutes shall be deemed a written response;
  - (8) Committee members shall be trained in workplace hazard identification and incident/ incident investigation adequate to carry out the committee's responsibilities; and
  - (9) Each employer that has an existing health and safety program determined by the labor commissioner to be effective in the promotion of health and safety in the workplace shall not be required to comply with this part. To obtain a waiver from the commissioner, the employer shall write to the Department of Labor citing:
    - (i) Their current safety program;
    - (ii) Names of committee members and whom they represent;
    - (iii) How their existing committee differs from these rules;
      - (1) The commissioner shall respond in writing to their request.
- d) The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management. At a minimum the committee will include a representative from the City Office employees, Police Department, Fire Department, Library, Recreation Center and Municipal Services Department.
- e) The JLMC will meet at least quarterly to develop and carry out workplace safety programs and programs that are in compliance with New Hampshire Department of Labor (DOL), American National Standards Institute

(ANSI), and National Fire Protection Association (NFPA) Rules and Regulations, Standards, and NH Statutory Laws (State Fire Code, etc.). Provide continuing education for employees on the subject of workplace safety.

- f) In addition to the JLMC, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.
- g) Receiving Suggestions or Recommendations.
- h) Procedures shall be established to provide for a system of handling suggestions and recommendations that are submitted to the Committee. It is advisable to establish these when the Committee is organized. Following is a step-by-step procedure for handling recommendations:
  - i) Recommendations submitted to Committee by Employees or Committee members.
  - j) Discussion and acceptance, modification or rejection by the Committee.
  - k) Accepted recommendations submitted to head of department. Rejected recommendations returned to originator with reasons therefore.
  - l) Head of department submits written reply to Committee regarding actions taken on recommendations.
- m) Reviewing all incidents, both vehicle and personal injury.
- n) Investigating all complaints pertaining to Employee safety.
- o) Recommending training programs for Employee groups.

## **202. Duties and Responsibilities of Joint Loss Management Committee (Lab 603.03)**

The committee shall:

- a) Meet at least quarterly to carry out their duties and responsibilities. Minutes of meetings shall be kept and made available for review of all employees;

- b) The committee shall elect a chairperson. The position of chairperson shall be rotated between employee and employer representatives
- c) Develop and disseminate to all employees a committee policy statement;
- d) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- e) Review workplace incident and injury data to help establish the committee's goals and objectives;
- f) Establish specific safety programs, which shall include, but not be limited to, the following:
  - (i) Designation, by name and title, of a person who shall be knowledgeable of site-specific safety requirements and be accountable for their implementation and adherence;
  - (ii) Provisions for health and safety inspections at least annually for hazard Identification purposes;
  - (iii) Performance of audits at least annually regarding the Inspection findings; and
  - (iv) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- g) Ensure that the required and necessary safety and health training for employees shall be provided so they may perform their work in a safe and healthy manner and environment. This training shall be conducted at no cost, and without any loss of pay, to the employees;
- h) Assist with the identification and definition of temporary, alternate tasks.

**203. Training Programs**

In order to assure success, a regular training program for departments should be well planned. A training program that is not properly planned will result in poor reception by Employees and the end result could be worse than if there had been no training at all.

Training shall be required for the following individuals:

- a) All new employees;
- b) Employees who are transferred to other departments;
- c) Managers, supervisors and foremen;
- d) Outside contractors entering City facilities;
- e) Whenever new processes or equipment are added;
- f) Employees who volunteer for special teams or committees, such as fire;
- g) Brigades, emergency response team, etc;
- h) Joint Loss Management Committee members.

### SECTION 3 REPORTING OF JOB INJURIES

#### 300. Reporting of Job Injuries by Employees:

a) Verbal Report to Supervisor.

Employees shall be required to report injuries to their Supervisor as soon as possible after the injury occurs. It should be emphasized that this applies to **ALL** job injuries regardless of the severity of the injury or whether or not medical treatment was required.

b) Written Report to Departmental Office.

In addition to a verbal report to the Supervisor, the injured Employee is required to prepare a written report and submit it to the Supervisor **within 24 hours** of any injury or incident. The following paragraph gives further explanation of such reports. Supervisors shall take follow-up action to see that injured Employees have reports prepared.

#### 301. Reporting of Job Injuries by Departments:

a) Initial Reports of Injury.

1) Workers' Compensation Report (form 8aWCA) to be prepared by Employee.

i) When **any injury** occurs, the injured Employee will prepare a Workers' Compensation Report (form 8aWCA) in the departmental office as soon as possible and **no later than 24 hours** after the time the injury occurred.

ii) This report shall be prepared for **all job injuries** even though medical treatment was not required. Information contained in this report is important because it provides the basis for any future claims that the injured Employee might have in connection with the injury. It also serves as a first aid log in compliance with NH DOL Rules.

2) First Report of Injury (form 8WC).

i) In the event of a lost time or medical treatment injury, the injured Employee's Supervisor will immediately have the departmental office file a First Report of Injury (form



8WC) with the NH Department of Labor and the Workers' Compensation carrier.

- ii) If the injured Employee is too disabled to come to the departmental office to fill out any required reports, the Supervisor, departmental clerk, or other person designated as the head of department will obtain the required information and have the report prepared.
- iii) **The Report will not be delayed pending the return to work of the disabled Employee.**
- i) The departmental office will then promptly forward the Report to Finance Office and City Manager.
- ii) From the information contained in the Incident Investigation Report and the First Report of Injury, the Finance Office and City Manager will prepare and distribute necessary reports to the **City Manager and the Joint Loss Management Committee. Note: All personal identifiers (name, address, social security number, etc) shall be redacted from any report provided to the Joint Loss Management Committee.**

### **302. Verification of Statements:**

- a) Whenever an Employee claims to have been injured in the course of their employment, the City is obligated to provide, if necessary, an initial medical examination to determine whether or not the injury was, in fact, received as a result of employment.
- b) When the Supervisor is not an actual eye witness to an incident resulting in an injury, he/she shall make every effort to verify the statements of the injured Employee as part of the incident investigation procedure to assure that:
  - i) The injury occurred on the job, and
  - ii) Circumstances described by the injured Employee are correct.
- c) If there is reason to doubt statements made by the injured Employee, or evidence indicates that all or part of the statements are false, the Employee will be informed of these findings.

- d) If the Employee persists in claiming that the injury was job connected, a Workers' Compensation Report must still be submitted. The Supervisor or Department Head will also attach a memorandum to the Report detailing the reasons why he/she believes that the Employee's statements are not correct.
- e) Employees who make false statements concerning job injuries (which statements can be documented as being false), are subject to dismissal from their jobs as well as being held liable for the repayment of any compensation or medical payments received by them in connection with the injury.

## **SECTION 4 DISCIPLINE POLICY**

### **400. DISCIPLINE POLICY**

- a) It is the City of Franklin Policy to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.
- b) Employees who have recurring injuries will be counseled. Employees who are incident-prone present a danger to themselves and to others. Appropriate action will be taken after consideration, which could include further training, counseling, job change (if possible and qualified), or disciplinary action if required.
- c) These rules are published for the employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that the employee should be familiar with those rules the organization considers to be important. It is also fair that the employee be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.
- d) For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.
  - 1) Based on the severity of the offense, the City Manager reserves the right to discipline employees up to and including termination at any time.
  - 2) Any discipline will be consistent with the appropriate bargaining agreement and or personnel policies.
  - 3) The following disciplinary steps are a guideline to be following by department heads and supervisory staff:
    - i) First Offense: Verbal warning (documented in file)
    - ii) Second Offense: Written warning (documented in file)
    - iii) Third Offense: Suspension without pay (documented in file)

iv) Fourth Offense: Termination

**In the event that any conflict with local, state or federal law exists, the law will take precedence.**

- e) Department Heads and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures and rules of the organization and work unit.
- f) All City jobs require the full attention of employees. Using excessive alcohol when off duty could impair performance and is discouraged. Working under the influence of alcohol or drugs could cause injury to others and therefore, will not be tolerated. The City strongly encourages any employee with any drug or alcohol dependency to seek appropriate counseling or medical attention. Employees must always be in good physical and mental condition to operate equipment and machinery. Employees noted in poor condition on the job may be sent home.

## **SECTION 5**

### **HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION OF INCIDENTS**

#### **500. Purpose:**

A workers' compensation injury is defined as an incidental 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 definitive State requirements for reporting these injuries, which are summarized in this section and to which conformance by all employees is mandatory.

Naturally, the first thing to do when an incident occurs is to ensure that proper medical treatment is provided.

Incident investigation is important and necessary if future incidents are to be prevented. Investigations are primarily concerned with finding the "cause" of the incident and are not necessarily concerned with fixing "blame".

Investigations must be kept objective, factual, and free from the "punishment" motive, otherwise they will do more harm than good. This is not to say that responsibility may not be fixed where personal failure has caused the incident, or that such person should be excused from the consequences. Investigations also provide information through which recommendations for corrective action can be developed. Corrective action may involve additional training, mechanical revision, and direct supervision or enforcement measures.

However, the investigation itself is concerned only with the facts and the investigating individual or group is best kept free from involvement with the consequences.

#### **a. The Principle Purposes Of Incident Investigation.**

- 1) To determine the cause of an incident so that similar incidents may be prevented through mechanical improvement, better supervision, and/or Employee instruction.
- 2) To publicize the particular hazard among Employees and their Supervisors and to direct attention to incident prevention in general.
- 3) To determine facts bearing on legal liability.

**501. Handling Emergencies:**

Judgment is a key factor in handling any 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 and take every due precaution to preserve life.

1. The employee/supervisor/management personnel shall call the appropriate emergency service (medical, fire, police, or rescue). **Call 911.**
- b) The employee shall notify his/her supervisor.
- c) The employee will follow reporting and investigation requirements.

**502. Cases to be investigated:**

The immediate supervisor, or other designated individual, will **investigate all incidents** and near misses that occur within their jurisdiction of authority. The purpose of the investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a reoccurrence of the incidents. An incident investigation report shall be filed in writing with the Finance and Personnel Director within 72 hrs.

- a) Every incident, which results in death, disabling injury or City property damage, shall be investigated.
- b) Near-misses or incident resulting in non-disabling injuries will also be investigated because they are equally important from the safety standpoint. An incident that results in only slight injury to a person may easily result in death to the next person.

**503. Persons Making Investigations:**

a) Department Heads:

- 1) Department Heads are responsible for immediately notifying the City Manager whenever a "lost-time" injury occurs.
- 2) Every incident will be formally investigated. The Department Head, their designee, the Supervisor or a member of the Departmental Safety Committee shall make investigation of all incidents and injuries.

b) Supervisors:

- 1) A Supervisor shall be required to investigate and document every incident and near miss, which involves personnel or equipment under his or her supervision. This should be for the purpose of taking or recommending corrective action, or preventing recurrence of similar incidents.

#### **504. Procedures for Making Investigations:**

Each investigation should be started as soon as possible after the incident. A delay of only a few hours may permit important evidence to be destroyed, or removed, intentionally or unintentionally.

The following guides are to be used by persons conducting investigations:

1. Arrive at Incident Scene Promptly.

In order to obtain facts while they are still fresh, investigators should arrive at the scene as soon as possible after an incident has been reported.

2. Conduct Interviews With Involved Parties.

The injured person, the Supervisor and all witnesses will be interviewed to obtain results, and allow each person to relate what happened in his own way. The investigator, if necessary, should make only brief notes, at this time. Complete, formal statements, if required, can be made later.

3. Note Conditions and Evidence.

Record information as to conditions present at the time of the incident. These could relate to weather, mechanical defects, or other unsafe working conditions. Also note any physical evidence that is available. If possible, photographs should be taken of the scene.

4. Note Any Reference to Unsafe Acts.

Note any reported unsafe acts that may have contributed to the incident.

#### **505. Reports of Investigation:**

Written reports of investigation will be as complete as possible, preferably in narrative form. The report should include information that would answer the following questions:

- WHO was injured or WHAT was damaged?

- HOW did the incident happen?
- WHERE and WHEN did it happen?
- WHO saw it happen?
- WHAT persons, equipment, materials and conditions were involved?
- WHY did the incident happen?

The investigator must be particularly thorough in determining the WHY of each incident. For example, in the case of an Employee receiving an eye injury, the investigator might list the cause as "failure to wear goggles". The WHY of this incident is: "Why didn't the Employee wear goggles? Were goggles available? If so, was the Employee instructed to wear them? If so, why didn't the Employee wear them?"

- WHAT could and should have been done to prevent it and similar incidents?



## **SECTION 6 GENERAL SAFETY PRACTICES**

**Under Statutory Authority: Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281-A & RSA 277, the National Fire Protection Association (NFPA), the New Hampshire State Fire Code (NFPA 1), the International Building Code (IBC), and American National Standard Institute (ANSI) The City of Franklin will comply to the following scope of rules:**

### **Safety and Health Requirements. Lab 1403.01**

- a) Each employer shall furnish to each of its employees employment and a place of employment which 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 which are applicable to their 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.

### **Bloodborne Pathogens: Lab 1403.08**

Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material and the following requirements shall be met:

- a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- b) Employees responding to an 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.

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

#### **Confined Space Entry Lab 1403.14**

The employer shall evaluate the workplace to determine if any areas are confined spaces. If any are identified, 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.

#### **Excavating and Trenching: Lab 1403.19**

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

#### **Flag person: Lab 1403.21**

At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flag-person shall be provided.

#### **Housekeeping. Lab 1403.27**

All work areas must be maintained in an orderly fashion, clear of debris and trip hazards.

#### **Personal Protective Equipment: Lab 1403.40**

The employer shall be responsible for assessing the hazards, and providing and requiring the use of appropriate personal protective equipment where indicated based upon that assessment.

#### **Record Keeping: Lab 1403.46**

- 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.

#### **Respiratory Protection. Lab 1403.47**

- (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 and deteriorated parts shall be replaced.
- (e) Respirators for emergency use shall be inspected at least once a month and after each use.
- (f) When not in use, respirators shall be stored in a clean and sanitary location.

Additional References: OSHA 1910.134, NIOSH 42 CFR 84, ANSI Z88.2

Inspection Guidelines:

- a) Even though employees may be voluntarily using respirators, adverse health conditions can be caused by the wearing of a respirator itself. Examples include, but are not limited to;
  - 1) An employee's health being jeopardized by the wearing of a respirator (e.g., employee has a cardiac and/or pulmonary disorder that could be aggravated by respirator use),
  - 2) The wearing of a dirty respirator that can cause dermatitis or ingestion of a hazardous chemical;
  - 3) The sharing of a respirator that leads to transmittal of disease.

Program Administrator:

A "respiratory protection program administrator" is required to oversee and evaluate the respirator program. This individual must be suitably trained and have the appropriate accountability and responsibility to manage the full respiratory protection program.

Companies with multiple worksites may have a program administrator at each worksite, as long as this person is qualified and retains the accountability and responsibility for the day-to-day operation of the specific program for that site. Alternatively, a company may opt to have one program administrator for several

sites and/or one program for several similar sites as long as the program contains the necessary elements and addresses the hazards at those sites.

**SECTION 7**  
**HAZARD COMMUNICATION PROGRAM**  
**RSA 277-A "Worker's Right to Know Law."**

Employees who might be exposed to toxic substances during the course of their work shall be informed of the nature and hazards of these substances in accordance with the Worker's Right to Know Law.

1. **PURPOSE:**

- a) This Administrative Regulation sets forth policy and procedures relating to Hazard Communication compliance by compiling hazardous chemical lists, by using Material Safety Data Sheets (MSDS's), by ensuring that containers are labeled, and by providing employees with training.

2. **POLICY:**

- a) All Department Heads and Supervisors or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
- b) The Joint Loss Management Committee will review and update the program, as necessary. Copies of the written program will be located within each City building.
- c) Under this program, employees will be informed of:
- d) The contents of the hazard communication standard;
- e) The hazardous properties of in-house chemicals with which they work;
- f) Safe handling procedures;
- g) Measures to take to protect oneself from these chemicals

3. **List of In-House Hazardous Chemicals:**

The Department Heads and Supervisors will ensure that a list of all hazardous chemicals used in any City building is compiled, and will update the list as necessary.

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located at each City Building.

## **SECTION 8**

### **CITY OF FRANKLIN TEMPORARY ALTERNATE DUTY PROGRAM**

In accordance with the provisions of RSA 281-A: 23-b, the City will provide temporary alternative work opportunities for employees who suffer a work-related injury or illness.

When practicable, employees will be returned to their regular duties with modifications consistent with a physician's stipulated work restrictions. In the event that such restrictions make it impractical for an employee to perform their normal job, even with modification, the employee may be reassigned to different duties or a different work schedule and may include assignment to a different department with the City.

The specific assignment of duties shall be determined on a case-by-case basis pursuant to the physician's restrictions and the work available at the time of the injury or illness.

The City has no obligation to provide temporary alternative work opportunities to employees who suffer a non-work related injury or illness.

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE TEMPORARY ALTERNATE DUTY PROGRAM AND THAT MY RESPONSIBILITIES WERE EXPLAINED TO ME.

EMPLOYEE SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

# APPENDIX





**CITY OF FRANKLIN  
SAFETY ORIENTATION FORM**

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

Position: \_\_\_\_\_

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

**Check Appropriate Employee Status:**

New Employee: ☐ Full-time: ☐ Part-time/Seasonal: ☐ Rehire: ☐

**Check Completed Items:**

- ☐ Purpose of orientation
- ☐ Reporting of incidents to supervisor immediately
- ☐ Tour of facilities and equipment
- ☐ Vehicle safety

**First Aid/Kit:**

- ☐ Obtaining treatment
- ☐ Location in facilities
- ☐ Emergency Telephone Numbers

**Potential hazards on the job:**

- ☐ What they are
- ☐ How to use equipment safely
- ☐ Care and use of personal protective equipment

**What to do in event of emergencies:**

- ☐ Exit locations and evacuation routes
- ☐ Use of fire fighting equipment (extinguisher, hose)
- ☐ Specific procedures (medical, chemical, fire, etc.)
- ☐ Emergency Telephone Numbers

**The total safety program:**

- ☐ Function of Joint Loss Management Committee
- ☐ Introduced to Joint Loss Management Committee Representative
- ☐ Safety policies and procedures

**Personal work habits:**

- ☐ Proper lifting techniques
- ☐ Horseplay, good housekeeping, no smoking policy
- ☐ Safe work procedure
- ☐ Proper use of equipment

We have discussed the items checked above. I will consciously try to perform my assigned duties safely.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_



**CITY OF FRANKLIN**  
**EMPLOYEE SAFETY RESPONSIBILITIES SIGNATURE FORM**

**As an employee of the City of Franklin I will:**

Observe all City safety rules and apply the principles of incident prevention in my day-to-day duties.

Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.

Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Joint Loss Management Committee representative promptly.

Observe all hazard warnings and no smoking signs.

Keep aisles, walkways and working areas clear of slipping/tripping hazards.

Know the location of fire/safety exits and evacuation procedures.

Keep all emergency equipment such as fire extinguisher, fire alarms, fire hose, exit doors and stairways clear of obstacles.

Not report for work under the influence neither of alcoholic beverages or drugs nor to consume them while on City property.

Refrain from fighting, horseplay, or distracting my fellow workers.

Observe safe operating procedures for all equipment I am authorized to operate.

Follow proper lifting procedures at all times.

Ride as a passenger in a vehicle only if it is equipped with a passenger seat.

Be alert to see that all guards and other protective devices are in their proper places when operating equipment.

Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving objects or other sources of entanglement, or around electrical equipment.

Actively participate in the City's efforts to provide a joint loss management program.

I hereby acknowledge that I have received a copy of the employee safety responsibilities form, and that my responsibilities were explained to me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



**City of Franklin**  
**Employee(s) Incident/Near Miss Report**

To be completed by employee directly involved in personal injury and or equipment incident or near miss. Must be completed within 24 hours of incident.

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

Job Title: \_\_\_\_\_ How Long Employed: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date of this Report: \_\_\_\_\_

Was anyone injured? Y      N

If yes:      Name: \_\_\_\_\_

Address: \_\_\_\_\_

DESCRIBE FULLY HOW THE INCIDENT HAPPENED. WHAT WAS THE EMPLOYEE DOING, WHAT MACHINE OR EQUIPMENT WAS BEING USED; WHERE DID THE INCIDENT HAPPEN ON GROUNDS, IN BUILDING, ROAD, OR VEHICLE.

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WHAT CAUSED INCIDENT? GIVE CONTRIBUTING FACTORS, EXAMPLE: POOR LIGHTING, SLIPPERY SURFACE, FAILURE TO USE SAFETY EQUIPMENT, PROPER SAFETY EQUIPMENT PROVIDED, ETC.

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WHAT ACTION WILL YOU TAKE TO AVOID A RECURRENCE?

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IS THIS YOUR FIRST INCIDENT? YES / NO IF, NO, PLEASE GIVE DATES OF OTHERS.

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DESCRIBE CORRECTIVE ACTION RECOMMENDED WHICH IS BEYOND YOUR AUTHORITY.

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EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Any other comments:

**City of Franklin**  
**Supervisor's Incident / Near Miss**

Investigation Report

To be completed by supervisor directly involved in the employees occupational injury, disease, equipment incident or near miss. Must be completed within 24 hours after knowledge of Incident.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Date of this Report: \_\_\_\_\_

DESCRIBE FULLY HOW THE INCIDENT HAPPENED. WHAT TOOK PLACE OR WHAT CAUSED YOU TO MAKE THIS INVESTIGATION:

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WHY DID IT HAPPEN? GET ALL THE **FACTS** BY STUDYING THE JOB AND SITUATION INVOLVED (TAKE PICTURES IF POSSIBLE)

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WHAT SHOULD BE DONE?

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WHAT HAVE YOU DONE THUS FAR? TAKE OR RECOMMEND ACTION,  
DEPENDING UPON YOUR AUTHORITY.

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FOLLOW UP WAS ACTION (S) EFFECTIVE?

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HOW WILL THIS IMPROVE OPERATIONS?

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SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_