

WINNISQUAM REGIONAL SCHOOL DISTRICT

SAFETY PROGRAM

Revised April 2014

SAFETY PROGRAM

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Section One

Introduction

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

Learning Environment

Students learn best in an environment where physical health, safety, and security concerns are kept to an absolute minimum. With that in mind, Winnisquam takes every precaution necessary to ensure the well-being of all students and adults on any of the school campuses.

Safety Program

This WRSD safety program was designed and written by the District's Joint Loss Committee to encourage awareness, establish safe practices and to provide a process and framework for safety throughout the District.

Section Two

Management Commitment

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

I. Top Management

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible. See Exhibit A for sample statement of policy.
- C. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties. Active, motivated participation by each individual is critical to the program's success.
- D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 - a. Funding - safety equipment; personal protective equipment; training
 - 1. courses and materials.
 - 2. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
 - 3. Time - review and respond to inspection/recommendation/investigation reports; participate in training programs.
 - 4. Support - encourage acceptance by everyone.
 - 5. Other, as needed.
- E. Respond, in writing, to recommendations made by the Joint Loss Management Committee. (See Exhibit B for a sample feedback form.)
- F. Provide training for members of the Joint Loss Management Committee in
 - i. workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
- G. Sub-contractors receive and sign the WRSD Facilities Department notice agreeing to comply with all safety and security requirements. (See Exhibit C for the Contractor Form)

Section Three

Responsibilities

II. Supervisory Personnel

Supervisors are leaders, whether first line or departmental, and they play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process. (See Exhibit C for WRSD personnel policies).
- C. Exhibit leadership, provide guidance and set the tone for safe behavior.
- D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

III. Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear required personal protective equipment, including seat belts.
- F. Operate only machines and equipment that they have been formally trained to operate.
- G. Follow all accident reporting procedures.

Section Four

Joint Loss Management Committee Guidelines

I. Purpose and Intent

Joint Loss Management Committees are not just another layer of forced bureaucracy. Their purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.

The Primex³ Risk Management Services Department continues to advocate the establishment of joint loss management committees. These guidelines may help to answer some of the inevitable questions associated with forming and operating a joint loss management committee. The variables that impact each employer's decisions are too numerous to allow "ironclad" information to be presented.

During the decision making process, consider the following points:

- Intent. What is your intent? Are you trying to incorporate something into your safety process that will positively impact the health and safety of the employees? If so, you are probably on the right track.
- Effectiveness. Will what you are contemplating doing work? If so, further consider it. If not, find something that will work. This is one area where the result may be more important than the process used to achieve it.

The 1994 Workers' Compensation reform legislation introduced the term "joint loss management committee" into our vocabulary. The purpose was to have a more descriptive name for what is intended to be a more balanced, comprehensive version of a safety committee. For many Primex³ members, the existing safety committee may be able to be transformed into a joint loss management committee.

II. Organization of Committee

A. Size

- a. Employers with 20 or fewer employees need a minimum of 2 members, while employers with more than 20 employees need a minimum of 4 members.

- ##### **B. The size and structure of the committee will be impacted by the overall size of the organization and the services provided. The committee should be sized so that all members can be active, and special sub-committees can be appointed, if needed.**

C. Membership and Structure:

1. Committees are required to have equal numbers of employer and employee representatives. (See the applicable definitions in the rules which start on page 3.10)
 2. Employee representatives shall be selected by the employees according to the following guidelines:
 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 a 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 must be representative of the major work activities of the employer.
- D. "Major work activities" is open to interpretation, but the easiest delineation would appear to be by department. However, work activities could easily cross departmental lines. For example, one representative of the administrative support activities (computer input, filing, etc.) can probably represent the interests of all employees involved in those operations.
1. 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 of pay for all time spent on such activities;
 2. The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives.
- E. The law does not address the length of the term that the committee chair can or should serve. Therefore, the rotation between employee and employer representatives must only occur when the chairperson changes.
- F. Our recommendation is that the chairperson change every two years. That gives someone a chance to "learn the ropes" and have an impact prior to the expiration of their term, yet also allows that required rotation to occur.
- G. Sample Agenda

III. Duties and Responsibilities

A. General

1. Meet at least quarterly.
2. Be strong advocates for the promotion of safety values, procedures, policies, and programs at all levels.
3. Develop and disseminate to all employees a committee policy statement.
4. Maintain clearly established goals and objectives of the committee, and disseminate them to all employees.
5. Review workplace accident and injury data to help establish the committee's goals and objectives.
6. Provide an open forum for free discussion of both accident problems and preventive measures.
7. Establish specific safety programs which include, but are not limited to, the following:
 - a. 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;
 - b. Provisions for health and safety inspections at least annually for hazard identification purposes;
 - c. Performance of audits at least annually regarding the inspection findings;
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
 - e. Written response, by the employer, to recommendations made by the committee.
(See Exhibit B for a sample recommendation form)
8. During the inspections, discover unsafe conditions and practices, and determine their remedies.
9. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices.
10. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
11. Assist with the identification of temporary, alternate tasks.

B. Recordkeeping

1. Minutes of all committee meetings must be kept.
 2. As the committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.
- C. Format of minutes should be decided by the committee. Minutes should be constructed so that they are of benefit to all employees but should be sensitive to issues that may have been discussed during the meeting.

IV. Tips Offered By Those With Experience

A. Management

1. Personally accept responsibility for and be concerned with their own health and safety, as well as their employees’.
2. Recognize and commend safe, healthy behavior.
3. Fully support and commit to the safety and health process.
4. Fund the joint loss management committee in the budget to enhance the credibility of the process and committee.
5. Approve and issue written, comprehensive general safety and health policies, programs and procedures and ensure that acceptance and enforcement is equal in all departments.
6. Make safety performance a part of the performance appraisal system.

B. Supervisors

1. Personally accept responsibility for and be concerned with their own health and safety, and their employees’.
2. Clearly define and promote safety and health responsibilities and behaviors.
3. Jointly conduct worksite inspections, employee training, and department safety meetings, if any.
4. Recognize and commend safe, healthy behavior.
5. Consistently enforce rules and regulations.

C. Employees

1. Personally accept responsibility for and be concerned with their own, and their co-workers’, health and safety.

2. Feel free to note safety and health problems and take the initiative to correct them.
3. Support the concept and activities of the loss management process.
4. Recognize and commend safe, healthy behavior.

D. Committee

1. Involve the entire workforce including part-time and temporary employees. Listen to and welcome input from everyone.
2. Schedule regular meetings. If the schedule varies, communicate the reason.
3. Recognize limitations in authority and qualifications and know when to request assistance. Avoid becoming focused on superficial problems - this will cripple the committee and destroy its credibility.
4. Make recommendations to management for improvements to the safety and health process. Be prepared to present and justify these recommendations.
5. Act immediately on any reported unsafe condition(s). Never blame inadequate staffing or financial shortages or unavailability as the reason for not effecting corrective action.
6. Ensure that member replacements occur at intervals as defined in the policy. Encourage employees to serve on the committee. Stagnation can result with the same people serving on the committee.
7. Promptly publish meeting minutes and communicate findings to employees.
8. Every entity, workplace, and employee is unique. This has to be recognized by everyone involved. "Off-the-shelf" programs, policies and procedures, and "quick-fix" solutions will not be effective in the long term.

Compliance

The New Hampshire Department of Labor, through their Safety Office, has responsibility and authority for determining compliance with these provisions of the Workers' Compensation Statute. If you have questions regarding compliance, call their office at (603) 271-6850 or 271-7822.

Primex³ cannot make determinations regarding compliance. What we can offer you is guidance on designing a process that is well intentioned, functional, and able to achieve positive results.

Instructions for Using Recommendations Form

The Workers' Compensation statute requires the employer to respond to recommendations made by the joint loss management committee. A verbal response that is recorded in the committee's official minutes qualifies as a response.

The committee presents their recommendations to the appropriate parties on this form. Additional sheets can be used for sketches, additional supporting material, etc.

The employer representative responsible for acting on the recommendations provides written responses, and returns the form to the committee chair.

Guidelines

- Keep the recommendations concise and action oriented. Begin them with action words (e.g. install, remove, repair, etc.)
- Word the recommendation in such a way that it will be clear whether or not it has been completed.
- Don't make this an exercise in paperwork. This form is purposely designed to be short. Don't create extra work.
- Once completed, the form should be kept as a record of action taken. Keeping it with the committee minutes makes sense.
- The committee can take responsibility for following up on uncompleted recommendations. If a target date six months hence is established, some means to revisit the issue should be established so that six months later, completion of the recommendation can be determined.

Section Five

Task Specific Safety Policies

Well written and enforced task specific safety policies are essential to mitigate risk to employees. The following policies are intended as a basis for managing employee safety and may be superseded by more specific or detailed department policies. These policies should be viewed as a minimum requirement for all operations.

JLI, EB – Safety Program
EBBB Accident Reports
EBB Safety Procedures/Safe Schools Committee
EBBC – Emergency Care and First Aid
EBC – Crisis Prevention and Response
EBCA – Emergency Plans
ECA - Buildings & Grounds Security
EDC – Authorized Use of School-Owned Materials & Equipment
EEAE – School Bus Safety Program
EI – Risk Management
GBAA Sexual Harassment and Other Illegal Harassment, Discrimination and Sexual Violence
Policy for School District Employees
GBEBD – Employees Use of Social Technologies
GBEC – Drug-Free Workplace Policy
GBGBA – Use of Automated External Defibrillators(s)
GBGA – Staff Health
GCQG – Employee Discipline, Suspension and Dismissal of Staff
GDPA – Personal Health, Safety, and Hygiene
ADD – Safe Schools

Section Six

Handling Injuries Accident Reporting and Investigation

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

Naturally, the first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

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

- A. Refer to the Emergency Management Plan for your school.
- B. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers, know the location of phones, etc. in each building;
- C. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided;
- D. Ensure that first aid and emergency care is provided;
- E. Ensure that action is taken to prevent additional injuries (secure the scene);
- F. Notify the supervisor when practical;
- G. Follow reporting and investigation procedures.

II. Accident Reporting

- A. All accidents and incidents (near misses) are to be reported immediately to your immediate supervisor or building administrator.
- B. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- C. The immediate supervisor or building principal will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).
- D. The First Report of Injury Form (8-WC) will be completed and processed by the school nurse or designee within five calendar days. This individual will also complete any other required forms.
- E. Injuries requiring only first aid must also be reported following these guidelines.

III. Accident/Incident Investigation

The immediate supervisor, in conjunction with the joint loss management committee or other designated individual(s), shall investigate all accidents and incidents (near-misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury. (*See Exhibit E for a sample report.*)

Guidelines For Conducting Investigations:

- A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- C. Interview the victim **when the timing is right**. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and the venting of anger may be a significant factor.
- D. Make objective recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

Inspections

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the joint loss management committee is responsible for conducting periodic inspections and reporting any findings, with suggested control measures, to the person most able to take action on the recommendations.

I. Frequency:

- A. Inspections of the work area, processes, and equipment are to be conducted regularly, but at a minimum, annually.
- B. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Correcting Unsatisfactory Conditions:

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

(See Exhibit F for Maintaining a Safe Classroom/Office)

III. Recordkeeping Guidelines

- A. Document the inspection! At a minimum, record:
 - 1. Inspection date;
 - 2. Name of person(s) who conducted the inspection;
 - 3. Location/piece of equipment inspected;
 - 4. List of findings, both positive and negative;
 - 5. Any action taken;
 - 6. List of recommendations for further action.

(See Exhibit G for sample inspection reports.)

- B. File the inspection reports with the minutes of the Joint Loss Management Committee meetings.

Section Seven

Education and Training

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

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

I. Types of Training

A. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

B. Specific/On the Job

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

C. Follow-up

Follow-up training serves several purposes, and will be provided. Primarily, it serves as an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduce employees who have been out of work for an extended period of time back into the work routine.

II. Recordkeeping

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

- A. Brief description of the topic
- B. Date of training
- C. Name and affiliation of instructor
- D. List of attendees
- E. Forms indicating completion and understanding of the training.

Section Eight

Chapter 281-A Workers' Compensation

281-A:61

Reports of the Commissioner

I. The commissioner shall make a report to the governor, by October 1 of each odd-numbered year, showing the work done during the preceding 2 fiscal years. The report shall include a properly classified statement of department expenses, statistical information relating to the number and character of industrial accidents during such 2 years and such other information and recommendations as the commissioner deems pertinent. The report shall be printed as part of the commissioner's biennial report.

II. The commissioner shall make a workplace safety and injury report, which shall be submitted with the report required under paragraph I, to the governor and the legislature. The report shall provide statistical information pertaining to the nature, character and severity of industrial accidents, injuries, and illnesses in New Hampshire and information pertaining to the department's and employers' efforts in the area of safety promotion and accident prevention. The statistical information related to workplace injuries shall be compiled from data gathered directly by the department through the required injury reports filed by employers. This report shall include, but not be limited to, the types and frequency of reported injuries; a breakdown and analysis of the types and size of industries, and the job classifications from which such injuries have been reported; the average length of disability; a report of employer compliance with RSA 281-A:64; the annual listing of best and worst performers as prepared by the commissioner under the provisions of RSA 281-A:64; a report of all departmental activities required under RSA 281-A:65; specific recommendations for improved workplace safety promotion and injury prevention,; and any other such information and recommendations pertaining to workplace injuries and injury prevention as the commissioner deems appropriate. The report shall also include the same information for certified managed care programs and shall include information relative to the number of employees and the number of hearings of claimants participating in each certified managed care program.

281-A:64

Safety Provisions; Administrative Penalty

I. Every employer shall provide employees with safe employment. Safe employment includes, but is not limited to, furnishing personal protective equipment, safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees.

II. All employers with 10 or more employees shall prepare, with the assistance of the commissioner, a current written safety program. The programs shall be filed annually with the commissioner on January 1. Employer programs shall, in addition to the

specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 5 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.

IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.

VIII. Except upon a finding of exceptional mitigating circumstances meriting a lesser penalty, the commissioner shall assess an administrative penalty of \$1,000 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be forwarded to the state treasurer for deposit in the special fund called the workers' compensation safety inspection fund established in Paragraph IX.

281-A:64-b
Manager of Safety, Training, and
Injury Prevention

There is created within the department of labor the classified full-time position of manager of safety, training, and injury prevention who shall be under the direction of the labor commissioner. The position shall be at labor grade 24. The manager shall be responsible for mandatory workplace safety programs and for the development of effective multi-media workplace safety programs which shall be available to all employers.

22 New Positions.

The commissioner of labor is hereby authorized to establish the following additional permanent positions in addition to the position created under RSA 281-A:64-b: 3 workplace safety inspectors at labor grade 21 and a staff support person at labor grade 10.

New Hampshire Code of Administrative Rules

CHAPTER Lab 600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES

REVISION NOTE:

Document #5909, effective 10-13-94, made extensive changes to the wording, format, structure, and numbering of rules in Chapter Lab 600. Document #5909 supersedes all prior filings for the sections in this chapter. The prior filings for former Chapter Lab 600 include the following documents:

[Source.](#) #5372, eff 4-14-92

PART Lab 601 DEFINITIONS

Lab 601.01 "Employer representative" as used in RSA 281-A: 64 III means any individual who serves as the management member of the joint loss management committee and who has the authority delegated by the employer to use his/her judgment in the interest of the employer to take the following actions:

- (a) Hire;
- (b) Transfer;
- (c) Suspend;
- (d) Lay off;
- (e) Recall;
- (f) Promote;
- (g) Discharge;
- (h) Assign;
- (i) Reward;
- (j) Discipline;
- (k) Direct them; or
- (l) Adjust grievances or effectively to recommend such actions.

[Source.](#) (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

[New.](#) #8592, eff 3-24-06

PART Lab 602 SAFETY PROGRAMS

Lab 602.01 Program Requirements. As set forth in RSA 281-A: 64, II, the written safety program shall include the following:

- (a) The components required by Lab 603.03(g);
- (b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;
- (c) Provision(s) for the commitment of adequate resources solely for safety;

(d) Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation; and

(e) Provision(s) for review of the current written safety program by all employees.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 602.02 Filing Procedures. To carry out the intent of RSA 281-A: 64, II, a summary of the above written safety program shall be filed with the commissioner of labor on a biennial basis by January 1st by submitting Safety Summary Form No WCSSF pursuant to Lab 515.16.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94; ss by # #6735, eff 4-23-98; ss by #8592, eff 3-24-06

PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

Lab 603.01 Purpose. To carry out the purpose of RSA 281-A: 64, a joint loss management committee 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.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.02 Establishment of Joint Loss Management Committee.

(a) Pursuant to RSA281-A: 64, III, all employers of 5 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives as follows:

(1) The size of the joint loss management committee shall be determined as follows:

a. Employers with 20 or fewer employees shall have a minimum of 2 members; and

b. 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 a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and

(5) Committee members shall be representative of the major work activities of the employer

(b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.

(c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.

(d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A: 64, the joint loss management committee shall:

- (a) Meet at least quarterly to carry out their duties and responsibilities.
- (b) Keep minutes of meetings which shall be made available for review of all employees;
- (c) Elect a chairperson, alternating between employee and employer representatives;
- (d) Develop and disseminate to all employees a committee policy statement;
- (e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- (f) Review workplace accident and injury data to help establish the committee's goals and objectives;
- (g) Establish specific safety programs which include, but are not be limited to, the following:
 - (1) 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;
 - (2) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (3) Performance of audits at least annually regarding the inspection findings; and
 - (4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- (h) Assist with the identification of necessary safety and health training for employees; and
- (i) Assist with the identification and definition of temporary, alternate tasks.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.04 Duties and Responsibilities of the Employer. To carry out the intent of RSA 281-A: 64, the employer shall:

(a) Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes,

(b) Pay 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, at his/her regular rate of pay for all time spent on such activities; and

(c) Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

EXHIBIT A

Statement of Safety Policy

The Winnisquam Regional School District values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

1. In pledging its full support of the safety process, the administration, and school board recognizes certain obligations:
2. That prevention of accidents and protection of all resources are guiding principles.
3. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
4. That safe working conditions and methods are of prime importance and take precedence over shortcuts and “quick fixes.”
5. That the Winnisquam Regional School District will comply with all safety laws and regulations.
6. That feedback will be welcomed from all employees.
7. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

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

Your efforts will make the difference!

Signature

Date

EXHIBIT B

**Joint Loss Management Committee
Recommendations**

Committee: _____ Meeting date: _____ Date: _____

Rec. Number	Committee Recommendations
----------------	---------------------------

Rec. Number	Target Employer Responses	Date
----------------	------------------------------	------

Employer Representative: _____ Date: _____

Return responses to Director of Facilities

EXHIBIT C
Winnisquam Regional School District SAU 59
Facilities Department

Serving students, staff and the community to advance student learning achievement
Custodial Grounds Maintenance

NOTICE TO CONTRACTORS & VENDORS

Welcome, we are pleased to have you working in our buildings, if you have never worked in a school district before please take a few minutes to review this memo, it's been developed it to make our experience together go smoothly as possible. Prior to working in the district, we will require a signed copy of this memo on file. This acknowledges you have read and will comply with all items in this memo. Should you have questions or need assistance please contact Joe Stone, Director of Facilities at 603-286-4116 ext. 107 or 603-219-1345 cell / jstone@wrsdsau59.org.

1. Please call at least 24 hours prior to starting any work in the district, this will confirm your arrival date and time, you will receive parking and building access information. If you need to cancel or change your arrival date/time; Please notify Joe Stone, Director of Facilities at 603-286-4116 ext. 107 or 603-219-1345 cell / jstone@wrsdsau59.org as soon as possible so we can notify the building(s) of any schedule changes.
2. When you arrive, park only in the spot designated for you, parking is by permit and you can only park in designated areas. Anyone parking in non-designated areas is subject to towing.
3. Enter through the designated entrance, proceed directly to the main office you will be required to sign in. You will receive a visitors badge; the badge must be displayed at all times while in the building. After, you have signed in; the office will contact someone from facilities to meet you.
4. SMOKING IS PROHIBITED anywhere on school property. This will be strictly enforced, If you need to smoke, you must leave school property. Anyone caught/observed smoking on district property will be asked to leave and will not be permitted back.
5. If school is in session during your visit, Interacting with student is strictly forbidden, anyone interacting with students will be escorted off the property and the police will be notified.
6. Proper attire must worn at all times while on district property, shoes, shirt and pants, are required. Anyone not wearing appropriate clothing will be asked to leave. The district reserves the right to determine what clothing is appropriate for the work you are doing.

7. Should you need to leave the building to retrieve tools/materials, propping or blocking open doors is not permitted.
8. You are not permitted to use any restrooms; unless this has been cleared through the facilities office prior to starting work.
9. All contractors/vendors are responsible for cleaning up any area(s) you work in. School district personal will not clean up after contractors/vendors. If you fail to clean up at the end of the day or when the job is complete, the district will bill the responsible contractor/vendor for any clean up charges. You must receive permission from the facilities office prior to using district trash dumpsters.
10. Foul language and or inappropriate behavior are not permitted anywhere in the building or on school property.
11. At the end of the day or job, please return to the office and return your badge and sign out. If you are returning either later that day or the following day you will be required to sign in and receive a badge when you return.
12. The district does not lend tools or materials, when you come on-site you should be prepared.
13. The district reserves the right to stop any work or job it deems to be dangerous to students, staff, and other workers and district property. The district also reserves the right to stop any work or job it deems not in accordance with the scope of work or proposal.
14. The district reserves the right to reject any work that it deems to be of substandard quality and or workmanship.
15. The district must have your current insurance certificate naming the district as an additional insured before you begin work.

I have read the Notice to Contractors and Vendors and I have reviewed them with all personal who will be working at the Winnisquam Regional School District.

Contractor/Vendor

Date

Winnisquam Regional School District

Date

EXHIBIT D

Verbal Warning Note

I gave a verbal warning to _____
on this date for violating _____

The above named employee was advised that any further violations of this or other rules could result in further disciplinary action.

Name _____

Date _____

Recommended Training _____

Written Warning

To:

From:

Date:

Subject: Written Warning

You are hereby given a written warning as called for in the Personnel Rules & Regulations and Department Work Rules for

which is a violation/are violations of the following rules and regulations:

You are expected to improve your compliance with these rules and regulations forthwith.

Any further violations may result in further, and possibly more severe, disciplinary action that may include, but may not be limited to, suspension and/or discharge.

Supervisor's Signature

I acknowledge receipt of the above. I certify that it was discussed with me. I do not necessarily agree with the above.

Employee's Signature

Date

Notice of Suspension

To:

From:

Date:

Subject: Notice of Suspension

You are hereby notified that you are suspended for _____ days with/without pay effective _____ . This action is the result of your violation of

in that you _____

This behavior does not comply with the standards of performance expected of you as an employee.

Supervisor's Signature

I hereby acknowledge receipt of the above. I certify that it was discussed with me.

Employee's Signature

Date

Exhibit E

Winnisquam Regional School District Incident Review Process

1. Employee injury occurs
2. Injury is reported to the Supervisor, Building Administrator, Nurse or Designee
3. First Report of injury is filled out and sent to Primex and Human Resource Director
4. Incident Review process begins:
 - a. Responsible Designee completes the incident review form
 - b. Candid discussion with employee about what happened
 - c. Demonstrate what happened without actually repeating any unsafe acts
 - d. Clearly state the facts
 - e. Correct hazardous condition immediately if possible or report the hazardous condition to the appropriate department/person
 - f. Forward completed form or copy to Human Resource Director for follow up with Safety Committee

Winnisquam Regional School District
Incident Review

School: _____ Date of Review: _____
Location: _____ Date of Injury: _____

Personal Injury or Illness Information

Job Title _____ Occupation: _____

Describe Clearly What Happened, Including Events Leading Up to Incident

Did Injured Leave Work? _____ Time: _____ A/M/PM Date: _____

Did Designee Recommend Medical Treatment? _____

Did Injured receive Medical Treatment? _____

Describe conditions or factors that may have contributed to the Incident

For Slip/Trip/Fall or Material Handling Incidents, please complete reverse side

Corrective Actions Taken:
(please outline actions taken to reduce likelihood that this type of incident will reoccur)

Safety Committee Comments:

Material Handling Analysis

1. What was being handled: _____

2. How much did it weigh? _____ 3. Distance of lift/lower: _____

4. Did the employee slip while lifting: Yes ____ No ____

5. Describe the working conditions at the location of the incident (wet floors, material on floors etc.)? _____

6. How was the material handled? _____

7. How often is this job done? _____

8. Was the incident reported immediately? _____

9. Who was the employee working with at the time of the
Incident: _____

10. Has the employee had previous similar incidents? Yes ____ No ____

Explain: _____

Slips, Trips or Falls

1. What was the condition of the walking surface: (i.e. damaged, worn, wet, icy, cluttered)

2. Was condition reported prior to the incident:

3. Was the condition addressed?
When? _____
How? _____

4. Describe the lighting:

5. Type and condition of footwear employee was wearing:

6. Was the employee carrying/pulling anything?

7. Have similar incidents occurred at this location prior to this incident?

* Please refer to Chapter 600, Safety Programs and Joint Loss Management Committees for further information.

EXHIBIT F

WRSD Joint Loss Committee Room Guide

Follow these guidelines for maintaining a safe classroom, office and service area

Be aware of Fire & Safety rules

- Keep heating and ventilation units clear – do not store materials in front or on top of units
- No objects or storage within 24" from ceiling – all buildings are equipped with sprinkler systems in case of fire
- Do not touch or remove ceiling tiles
- Don't block pull alarm stations or fire extinguishers
- Keep current approved evacuation maps clearly posted in room
- Don't block secondary access areas, these areas must have 36" clearances
- Keep egress areas, including window exits, clear
- All window treatments must be flame retardant
- Do not hang flammable objects from ceiling
- Do not piggy back surge bars or electrical cords. They must be plugged directly into outlets
- Use commercial grade electrical cords and surge bars only, no household grade electrical products
- No ornamental lights
- All lamps must be UL listed with no frayed cords or plugs
- All equipment should have intact grounding pins
- Extension cords are not a permanent solution for power.
- Pencil sharpeners should be installed away from heating and ventilation equipment

Watch out for hazards in your room

- Don't stack items on tops of bookshelves, file cabinets, etc
- Don't stack boxes beyond waist high
- Keep supplies organized
- No scatter rugs smaller
- Watch for trip hazards including phone, computer and power cords. Cover them with cord covers if they cannot be located in a safe area such as behind furniture

Keep out unwanted pests

- Store food in resealable plastic containers
- Dispose of all wrappers and food products properly in waste containers

Thank you for keeping your areas safe for yourself, students and staff.

Exhibit G

General Building Checklist

ENTRANCES:		YES	NO	N/A
1	Is the entrance well lit?			
2	Are floor mats provided on the inside of all entrances?			
3	Are floor mats maintained in such a manner as to prevent tripping?			
4	Are steps in good condition with no broken or loose steps?			
5	Is a handrail installed and is it firmly attached?			
6	Is there a sign directing all visitors to sign in at the office when entering the school?			

HALLWAYS;		YES	NO	N/A
1	Are hallways and entrances to rooms well lit?			
2	Are hallways clean and free of loose paper and debris that could create a tripping hazard?			
3	Are halls free of tripping hazards (cords, book bags, boxes, etc.) that could create a tripping hazard?			
4	Are the flooring materials in good condition? No loose or broken tiles, carpets not torn or bunched up.			
5	Are lockers, display cases, and other items securely mounted to the wall or floors?			
6	Are heat registers and other devices properly maintained to prevent a tripping or catching of clothing?			
7	Are fire doors not blocked open (includes classroom doors)?			
8	Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?			
9	Do custodians barricade wet areas when mopping, stripping, and waxing floors to warn others of potential slip hazards?			

STAIRS AND STAIRWAYS:		YES	NO	N/A
1	Are stair and stairways well lit?			
2	Are stairs free of clutter and trash that could create a slip/trip/fall condition?			
3	Are the stairs in good condition with no broken steps or damaged or excessively worn runners?			

4	For exterior steps are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?			
5	Are handrails installed securely and in good condition?			
6	For stairs and stair landings greater than 4 feet in height, is a guardrail system in place? A guardrail consists of a top rail, mid rail, and toe board to prevent falls from heights?			

EXITS;		YES	NO	N/A
1	Are exits properly marked?			
2	Do all exit doors open outwards with the path of egress?			
3	Do all exit doors open freely and provide an unobstructed path to an outside public area?			
4	Are exit paths marked and maintained free of debris and other items that can block or partially block the exit? There must be a minimum width of 22 inches for all exit paths and doors.			

OFFICE AREAS:		YES	NO	N/A
1	Are desks and chairs appropriate for the type of work being performed?			
2	Are electrical cords covered or secured to prevent a tripping hazard?			
3	Are file cabinets and desk drawers kept shut when not in use?			
4	Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?			

CLASSROOMS;		YES	NO	N/A
1	Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
2	Are floors free from cords, toys, books and other trip hazards?			
3	Are chairs, seats, and desks in good repair?			
4	Are windows free of breaks and cracks?			
5	Are closets and storage rooms clean and orderly?			
6	Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc)			

RESTROOMS:		YES	NO	N/A
1	Are floors clean and dry to prevent slips and falls?			
2	Are toilets, urinals, and sinks secured firmly to the wall or floor as designed?			

3	Is the restroom well lit?			
4	Are the restrooms maintained clean and sanitary?			

GYMNASIUMS:		YES	NO	N/A
1	Are the bleachers in good condition and provided with guardrails if greater than 4 feet from the ground elevations?			
2	Are lights protected from glass breakage?			
3	Is the floor in good condition?			
4	Are all exits properly marked and maintained?			
5	Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc)?			
6	Are locker rooms and shower facilities kept clean and free of standing water?			

CUSTODIAN/JANITOR CLOSETS:		YES	NO	N/A
1	Are the doors shut and locked when not in use?			
2	Are all chemical containers clearly labeled with the name of the chemical and any warnings?			
3	Are items stored neat and orderly?			
4	Are the floors free of standing water or liquids?			
5	Are extension cords and power cords on equipment in good repair?			

BOILER AND MECHANICAL ROOMS;		YES	NO	N/A
1	Are the doors shut and locked when not in use?			
2	Are all chemical containers clearly labeled with the name of the chemical and any warnings?			
3	Is the room clean and orderly and not used for storage of non-essential materials and items (Holiday decorations, spare or old books, etc.)			
4	Are the floors free of standing water or liquids?			
5	Are electrical panels and breaker boxes clear of obstructions?			
6	Do electrical junction boxes, switches and receptacles have proper covers in place?			

COMMENTS: