



# **EMPLOYEE HEALTH & SAFETY PROGRAM**

SAU 85: Revised Jan. 2016

# Sunapee School District

## Health & Safety Program

### Table of Contents

Section 1: Introduction.....	4
Section 2: Administration Commitment.....	4
Section 3: Responsibilities	
Administration.....	5
Supervisors (Directors).....	6
Employees.....	6
Section 4: Joint Loss Management Committee	
Purpose.....	7
Membership & Structure.....	7
Responsibilities.....	7
Section 5a: Health & Safety Rules & Regulations	
General Health & Safety.....	8
Building Egress & Emergency Exits.....	8
Ergonomics.....	8
Blood Borne Pathogens.....	9
Confined Spaces.....	10
Fall Protection.....	10
Flammable/Combustible Materials.....	11
General Hygiene & Sanitation.....	11
Hazardous Substances.....	12
Housekeeping.....	13
Medical Services.....	13
MSDS/SDS.....	14
Personal Protective Equipment.....	14
Permissible Noise Exposure.....	15
Record Keeping.....	16
Respiratory Protection.....	16
Storage.....	16
Stairs.....	17
Traffic Control.....	17

Section 5b: Equipment Safety Rules & Regulations	
Abrasive Grinding.....	18
Aerial Lifts.....	19
Air/Pneumatic Tools & Compressors.....	19
Belt Sanding Machines.....	19
Compressed Gas Cylinders.....	20
Hand Tools.....	20
Fixed Ladders.....	21
Portable Ladders.....	21
Lockout/Tagout.....	22
Machine Guarding.....	22
Fixed Location Machinery.....	23
Motorized Equipment.....	23
Rollover Protective Structures.....	23
Scaffolds.....	24
Welding & Cutting.....	25
Wire Ropes, Chains, & Rigging Equipment.....	26
Woodworking Machinery.....	27
Woodworking: Band Saws.....	27
Woodworking: Circular Saws.....	28
Woodworking: Radial Saws.....	28
Woodworking: Miter Saws.....	29
Woodworking: Table Saws.....	29
Section 6: Disciplinary Policy.....	30
Section 7a: Accident/Incident Reporting.....	31
Section 7b: Accident/Incident Investigation.....	35
Section 8: Health & Safety Training	
Training Requirements.....	36
Training Programs.....	37
Training Documentation & Recordkeeping.....	37
Section 9: Emergency Evacuation & Response Plans	
District Policy (Emergency Plans & Drills).....	38
Section 9a: Fire In The Building [Code Red].....	39
Section 9b: Bomb Threat [Code Blue].....	39
Section 9c: Secure Classroom [Code Orange].....	40
Section 9d: Caution [Code Yellow].....	40
Section 9e: Health Hazard [Code Green].....	41
Section 9f: Entering Building [Reverse Evacuation].....	41
Section 9g: Protocol For Dealing With Suicidal Ideation.....	42
Section 9h: Teacher Responsibility Checklist.....	43
Section 9i: Emergency Evacuation & Response Plan Glossary.....	44
Section 10: Health & Safety Communication.....	45
Section 11: Workplace Violence.....	46
Section 12: Worker’s Compensation.....	48

## **Section 1: Introduction**

It is the right of every employee in the Sunapee School District to have a workplace free from occupational safety and health hazards. The safety program outlined in this manual is designed to prevent injuries and illness, and is established jointly between the teachers and support staff of the district and the Administration through participation in the Joint Loss Management Committee.

It is essential that every employee have an understanding of their responsibility to work safely, follow the training and procedures in place, and also report any identified conditions that need to be safeguarded. Unsafe behaviors and unsafe workplace conditions indicate a flaw in the risk management process, and will be dealt with either through modification of the existing framework and/or through the evaluated performance of the individual, or individuals, involved.

## **Section 2: Administration Commitment**

It is the intent of the district's Administration to encourage an active concern for self and others, and it is therefore committed to making this safety program successful. Implementation of this program helps ensure a better working environment and a more productive job performance from all of its employees, which in turn can also help to ensure a safe and healthy learning environment for the students within the district. In pledging its full support of the safety process, the School District recognizes certain obligations:

- Protecting all of the district's resources, including its employees, is a guiding principal. With its staff this will be achieved by policies and practices that can prevent accidents and injuries in the workplace.
- The School District must comply with all safety laws and regulations, and therefore will continue to provide essential training for its employees to ensure that they are informed and educated to work within these guidelines.
- There is always the potential financial, as well as emotional and/or physical costs associated with any workplace injury, and so it is everyone's best interest to maintain a safe working environment. Employees will be expected to follow all safety rules, take no unnecessary chances, and use required safety guards and equipment when applicable.
- Working safely is a condition of employment! All decisions made by district employees affecting safety will receive the same consideration as those affecting quality of work and other job requirements.

By following through on these obligations the Administration intends to instill within its employees a sense of responsibility to themselves, their families, their co-workers, and the students and community to understand and follow the safety process at all times.

## **Section 3: Responsibilities**

All district Administration and staff are responsible for implementing the provisions of this safety process within their respective jurisdictions. The responsibilities outlined here form the basic structure for working safely, and so individual initiative to create and implement more comprehensive procedures is encouraged.

### **Administration:**

- Officially adopt and implement the safety program, and make modifications to policy and procedure framework when and if necessary.
- Demonstrate support, direction, and commitment to the safety program, and actively participate in the process whenever possible.
- Ensure that all personnel are familiar with, and demonstrate an understanding of the critical importance of the safety program.
- Provide proper training for all employees, and continue to maintain open communication among staff regarding safety (active health concerns, unsafe conditions, general safety awareness topics, revisions to program, etc.)
- Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/injury investigation adequate to carry out the committee's responsibilities.
- Ensure that sub-contractors follow all appropriate safety and health standards.
- Address any potentially unsafe conditions that are presented by employees, the Joint Loss Management Committee, etc. and document (response must be in writing).
- Ensure that required resources, including proper funding, are readily available. Resources may include, but not be limited to, safety and personal protective equipment, training courses and materials, outside experts (risk management consultants, etc.)
- Ensure that there is sufficient time to review and respond to inspections, recommendations, investigation reports, etc. as well as participation in required training programs.
- Emphasize that the safety program is a joint effort among ALL parties, and encourage active participation from each individual.

## **Section 3: Responsibilities** *(continued)*

### **Supervisors:** *Directors/Department Heads*

- Provide leadership and guidance, set the tone for safe behavior, and demonstrate concern for the safety and health of the employees within their area of responsibility.
- Ensure that their staff is familiar with, and demonstrate an understanding of the critical importance of the safety program, as well as comply with the process and observe all workplace rules.
- Educate their staff on the correct methodology for safely performing each of their required job tasks, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- Maintain an open dialogue on safety, and meet regularly with their staff to review any incidents (or near misses) which may have recently occurred, brainstorm ideas to minimize the potential for injury, etc.
- Conduct and document routine workplace inspections and investigations (in conjunction with the Joint Loss Management Committee) to identify and immediately correct unsafe conditions or actions, un-guarded or malfunctioning equipment, etc.
- Ensure that all employees within their area of responsibility understand the disciplinary consequences as they relate to the safety process, and take appropriate actions for any employee violations of district policy. Include an evaluation of employee's safety behavior in each formal performance appraisal

### **Employees:**

- Safety is a condition of employment for all district staff, and employees are expected to demonstrate active concern in the course of their work to prevent injuries to themselves and their co-workers.
- Attend all required safety training programs and demonstrate an understanding of the importance of this training and the district's safety program by complying with the process and observing all workplace rules.
- Use correct methodology for safely performing each of their required job tasks. Show awareness of any hazards involved in their duties and use necessary precautions, including the use of appropriate protective and emergency equipment.
- Operate only machines and equipment that they have been formally trained to operate.
- Take immediate action to correct unsafe acts and conditions, and/or inform their supervisor to ensure that appropriate action can be taken.

## **Section 4: Joint Loss Management Committee**

### **Purpose of the Joint Loss Management Committee:**

To carry out RSA 281-A: 64, the Sunapee School District must maintain a committee to promote the health and safety of its employees. Representatives from both Administration and staff will work together in a cooperative effort to promote a safe working environment. The committee's main objectives are to assist the employer in the proper implementation of its safety program and to make recommendations for change as needed.

### **Membership & Structure:**

- The district's Joint Loss Management Committee will be made up of at least eight district employees, and will be comprised of equal numbers of Administration and Teacher/Support Staff representatives.
- Those employees who are represented by a single, exclusive bargaining representative will have their committee members selected by the bargaining representative, and the other membership will be representative of all other major work activities within the district.
- The committee will select a new chairperson on an annual basis, and this designation will rotate between the Administrative and employee representatives.
- The committee will meet on a regular basis, at a minimum of at least once per quarter, and minutes of these meetings will be documented and kept available for review of all district employees.

### **Committee Responsibilities:**

- The district's Joint Loss Management Committee will develop, maintain, and disseminate clearly established goals and objectives.
- Develop, maintain, and disseminate a safety program for all district employees. This will clearly outline policies regarding health and safety, as well as the responsibilities of all individuals working within the district.
- Identify, address, and document any potentially unsafe conditions, and communicate identified hazards (with recommended control measures) to any individuals who may have potential for exposure. This will also include a comprehensive inspection of all facilities at least once per year.
- Address and document any potentially unsafe conditions reported by employees.
- Ensure that all required health and safety training is being provided to employees (including members of the Joint Loss Management Committee).
- Review all workplace accident and injury data and modify existing policy framework as needed. Also assist with assignment of temporary/alternate tasks for injured employees who may need such accommodations.

## **Section 5a: Health & Safety Rules & Regulations**

The Sunapee School District will provide regular training to its employees concerning all applicable statutes, rules, and regulations concerning their rights and responsibilities for health and safety in the workplace. The district's safety program has a general outline below that covers many, but not necessarily all, of the rules and regulations that may apply to an employee of the district.

### **General Health & Safety:**

- The district will provide each of its employees a workplace environment that is free from recognized hazards that cause, or have likelihood to cause serious physical harm.
- District employees will be expected to comply with all safety rules and regulations that are applicable within the scope of their responsibilities.
- The district will provide training to each employee in the rules and regulations applicable to their work environment. This training will enable recognition and avoidance of unsafe conditions, with the intention of minimizing all workplace hazards or other exposure to illness or injury.
- The use of any machinery, tool, material, equipment, etc. that is not in compliance with the policies of the Sunapee School District rules is expressly prohibited.

### **Building Egress & Emergency Exits:**

- All district buildings will be provided with sufficient exits to safely permit the escape of all of its occupants in any emergency situation. These exits will be maintained so that they are completely unobstructed and accessible at all times, and will discharge directly to a street or other open space.
- Areas where the single means of egress may be obstructed due to fire or smoke must have a second remote means of egress.
- Exit doors must swing in the direction of exit travel.
- Exits will be marked with clearly visible exit signs that meet compliance with all federal, state, and local codes. Any non-exit door, passage, or stairway which has the likelihood of being mistaken as an exit will be labeled as "Not An Exit".

### **Ergonomics:**

- The district will evaluate all incidences of injuries that may be due to poor ergonomics (repetitive stress injury, carpal tunnel syndrome, strained back or joints, etc.) and will make the necessary workplace modifications to prevent recurrences.
- The district will provide training for those employees who are likely to have exposure to ergonomic hazards so that they are capable of identifying potential concerns and minimizing injury.

### **Blood Borne Pathogens:**

- The district will provide training to each employee to help eliminate or minimize employee exposure to human body fluids or infectious waste, by enabling them to identify and anticipate potential contact in routine as well as emergency situations. The level of training, and the employees required response, will be dependent upon the employee's job classification and their assessed potential for exposure.
- All blood and bodily fluids must be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Employees responding to any situation where blood or body fluids are present must wear disposable surgical or examination type gloves. Employees should also make use of barriers such as eye protection whenever blood or other potentially infectious materials might be splashed or otherwise present the potential for contact.
- Hands should be washed immediately before physical contact whenever possible, and must be washed immediately after the contact is completed (even when disposable gloves have been worn). Employees should wash with running tempered water, lathering with soap and mild friction to clean all surfaces of the hand. Hands should then be rinsed thoroughly and dried with paper towels.
- If accidental exposure to blood or other bodily fluid occurs, the contaminated area should be washed immediately with soap and water. If a mucous membrane splash (eye or mouth) or contamination of broken skin occurs, irrigate and/or wash the area thoroughly. If a cut or puncture injury occurs, wash the area thoroughly with soap and water. The school Nurse or other medical professional should also be contacted whenever possible to determine if any other precautions must be taken.
- Any waste that has been contaminated with blood or other bodily fluids (sanitary napkins, paper towels, tissues, etc.) should be placed in a sealed plastic bag, which should then be placed in a second plastic bag which is also sealed. The double-bagged waste can then be thrown in the garbage, out of the reach of others. Waste from Nurse's offices and bathrooms should always be treated as contaminated.
- Clearly marked biohazard containers will be kept in each district building for the safe handling and disposal of needles and other sharps, used bandages and gauze, linens, and any other items that come in contact with blood or other potentially infectious materials. These will then be disposed of according to state and local guidelines.
- Custodial staff within the district will receive training in the appropriate methodology, cleaning chemicals and tools, and personal protective equipment for cleanup of blood and other bodily fluids. These situations may require immediate response, but the safety of the employee who is required to respond must always remain a top priority.

### **Confined Spaces:**

- The district will continually evaluate the work spaces of its employees to identify confined spaces as defined under NH Dept. of Labor Lab 1402.02.
- The district will provide (and document) the appropriate training for those employees whose job duties may involve confined space entry. The training will identify the nature of potential hazards within a confined space and outline the necessary precautions (including PPE and other equipment) that are required for safe entry.
- If an area is not large enough so that employees can bodily enter to perform their assigned work, has limited means for entry/exit, or is simply not designed for continuous occupancy, then the hazard(s) will be clearly communicated to the affected individuals and/or identified with the appropriate signage.
- If a task requires an employee to enter a confined space, then a second employee must be present outside of the confined space and maintaining regular contact for the duration of the task.
- Confined spaces that have any potential for indoor air quality concerns (limited oxygen content, flammable gases/vapors, and other toxic contaminants) will be tested with a calibrated direct reading instrument, and handled by an outside contracted professional if necessary.
- Tasks performed by the custodial staff (as simple as dusting, interior painting with high VOC paints, etc.) will be assessed by the maintenance supervisor on a task by task basis. While not necessarily meeting the typical criteria of a confined space, limited air flow, etc. may require trained personnel to use dust masks, respirators, and other PPE in order to perform their duties safely.
- The district will assess all potential indoor air quality hazards to determine what additional measures must be taken, if any, to ensure that the hazard(s) are properly purged or ventilated in order to control exposure of other district staff and students.

### **Fall Protection:**

- Any employee performing duties on the roof of a district building must be protected from falling by the use of a roof perimeter guardrail system, safety net, or safety harness/personal fall arrest system in accordance with NH Dept. of Labor Lab 1403.21.

### **Flammable/Combustible Materials:**

- Gasoline, diesel, and other flammable liquids must be stored in OSHA compliant safety containers with a self-closing lid and a pressure relief device.
- Flammable and combustible liquids must be drawn from, or transferred into containers only through a closed piping system, using either a pump device which draws through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.
- Employees with responsibilities pertaining to flammables/combustibles will be trained to identify hazardous situations where flammable vapors are present. These employees should also be familiar with possible sources of ignition such as open flames, electrical sparks or static, cutting and welding sparks, smoking, etc. and the necessary precautions that need to be taken.
- Portable fire extinguishers must be available at all locations where flammable or combustible liquids are stored.
- Refueling areas must have at least one portable fire extinguisher readily available, and "No Smoking" signs must also be visibly posted.
- Draperies, curtains, area rugs, and other similar furnishings and decorations are not permitted in any district building unless made from flame retardant materials or treated with a fire-retardant spray or coating.
- Artwork and other teaching materials cannot exceed 50% of any single wall area. These materials must not exceed 20% of the wall area in the few spaces within the district that are not protected by an approved supervised automatic sprinkler system.

### **General Hygiene & Sanitation:**

- A reliable supply of clean, potable water will be provided in all district buildings.
- Drinking water needed for situations that require more portability will either be in water bottle form, or be kept in tightly sealed containers (such as those used for the district's athletics programs) and equipped with a tap.
- Each district building will have a sufficient number of restroom facilities to accommodate all of its occupants, including staff, students, and visitors. These will be kept in compliance with all federal, state, and local codes, ADA standards, etc. and maintained on a daily basis so that they remain consistently sanitary and hygienic.
- Each restroom handwashing station will also be equipped with soap and paper towel dispensers, and these will be checked daily and restocked as often as necessary.

## **Hazardous Substances:**

- The district will also establish practices and policies to protect its employees from exposure to hazardous and toxic substances and ensure compliance with NH Dept. of Labor Lab 1403.61 and NH RSA 277-A "Worker's Right To Know Act".
- The district will post all the required documentation and notices as required by NH RSA 277-A in a conspicuous place in each of its buildings.
- The district will provide the necessary training to all employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with the guidelines of the manufacturer and all other applicable rules and regulations. The training will be provided upon the employee's initial assignment, and whenever a new hazard may be identified.
- Employee training must include identifying work areas where hazardous chemicals are present, methods and observations to detect the presence or release of a hazardous substance in the work area, the physical hazards of the chemicals in the work area, as well as the location and availability of Safety Data Sheets (SDS) and chemical inventory lists, and how to read and use labeling systems and SDS.
- The district will remove any identified hazards from the workplace, and will actively seek to replace chemicals that are potentially hazardous with less harmful alternatives whenever possible.
- The district will maintain a detailed inventory of all hazardous and toxic substances that are in or around its facilities.
- Employees must never combine or mix chemicals.
- When engineering and administrative controls are not feasible to achieve acceptable control levels, personal protective equipment will be provided to any potentially affected employees to keep the exposure risk below the established limits.
- The district will ensure proper labeling of all hazardous and toxic substances, including those transferred out of their original containers. Labels for cleaning chemicals and other hazardous substances will show the identity of the substance, name and address of the manufacturer, and all acute, chronic, and/or physical hazard warnings.
- Labels on chemicals and other hazardous substances must not be removed under any circumstances.

### **Housekeeping:**

- The District will have the responsibilities of its custodians clearly defined, with a written daily checklist of duties so that all employees understand the expectations.
- All trash, recycling, and sanitary napkin receptacles must be emptied daily. Any combustible scrap or debris that is produced should be disposed of that same day.
- Classroom and office floors must be swept and mopped, and carpets vacuumed daily. Contact areas and surfaces should be cleaned and disinfected regularly.
- All restroom fixtures (sinks, toilets, dispensers, etc.) and contact areas must be cleaned and disinfected daily. Restroom floors must also be swept and mopped daily.
- Any spilled materials must be cleaned up immediately.
- Warning signs ("Closed For Cleaning", "Wet Floor", etc.) must be posted during the cleaning process where appropriate.
- Custodial closets, utility rooms, and other storage areas must be kept organized and well maintained at all times. Lumber with protruding nails, scrap metal, and any other debris or potential hazard must be kept clear from all work areas.
- All work surfaces must be kept dry. Anti-slip mats should be used in floor areas where it is routinely wet to ensure slip-resistance and minimize risk of injury.
- Administration and maintenance supervisors will perform regular checks to ensure that custodial duties beyond the daily routine are maintained to an acceptable standard.

### **Medical Services:**

- Every district building will have and maintain a first aid kit (medical chest as required by the local board of health and RSA 277:6). This will be kept in a centrally located area (the Nurse's Office in most of the district's buildings) and easily accessible to employees. This will contain bandages, absorbent cotton, gauze and all other necessary medications, instruments, etc. The inventory of these kits will be routinely checked and restocked as needed.
- In addition to the primary first aid kit in each building, secondary kits will be kept and maintained in all district kitchens and science labs, as well as any custodial room from which cleaning chemicals are dispensed. The inventory of these kits will also be routinely checked and restocked as needed.
- The first aids kits throughout each building will allow district personnel to provide the first line of treatment for injured or ill staff, students, and visitors, but emergency contact information including local ambulance services, hospitals, physicians, etc. will be posted throughout each facility for more serious emergencies.

## **MSDS/SDS:**

- A master binder with all Safety Data Sheets (formerly referred to as MSDS) for hazardous substances for the district will be kept at both the SAU office and the office of the Director of Facilities. There will also be a separate binder for MSDS of hazardous substances that may no longer be used to be kept as a reference for any individual that may have been exposed in the past. These will be readily available to anyone at risk of exposure for examination and/or reproduction upon request.
- All SDS will include:
  - The identity of the substance as it is listed on the label;
  - The chemical's common name.
  - The identity of the ingredients.
  - All physical and chemical characteristics.
  - Physical and health hazards (including primary routes of entry into the body).
  - Safe handling, use, and disposal procedures.
  - Spill and leak precautions and procedures.
  - Emergency and first aid procedures.
  - Name, address, and phone number of the chemical manufacturer.
- Copies of the most relevant Safety Data Sheets will be kept in close proximity to the materials being used, such as Science Labs, custodial chemical storage closets, etc.

## **Personal Protective Equipment:**

- The district will continually assess the work environment of its employees to identify hazards. If potentially hazardous conditions exist then the district will provide the necessary personal protective equipment to those employees at risk of exposure.
- Emergency eyewash stations will be kept accessible in all district science labs, as well as any custodial closet or other area from which cleaning chemicals are dispensed. Emergency shower stations will also be accessible in all district science labs.
- All Emergency eyewash and shower stations will be direct plumbed and configured to comply with the American National Standard for Emergency Eyewash and Shower Equipment standard (ANSI/ISEA Z358.1).
- All emergency eyewash and shower stations will be tested regularly, with a written log documenting this testing maintained near each station in accordance with NH Dept. of Labor Lab 1403.43.

**Permissible Noise Exposure:**

- Protection against the effects of occupational noise exposure must be provided when the sound levels exceed those shown in the table below, in accordance with NH Dept. of Labor Lab 1403.41.
- If engineering or administrative controls fail to reduce the noise to within the acceptable levels, the district will provide personal protective equipment to those employees at risk of exposure to reduce the noise to a tolerable level.

**Permissible Noise Exposure**

	<b>Sound Level</b>
	<b>dBA Slow</b>
<b>Duration Per Day (Hours)</b>	<b>Response</b>
<b>8</b>	<b>90</b>
<b>6</b>	<b>92</b>
<b>4</b>	<b>95</b>
<b>3</b>	<b>97</b>
<b>2</b>	<b>100</b>
<b>1½</b>	<b>102</b>
<b>1</b>	<b>105</b>
<b>½</b>	<b>110</b>
<b>¼ or less</b>	<b>115</b>

### **Record Keeping:**

- The district will maintain a log of all significant workplace injuries and illnesses where an employer's first report of injury is submitted to the NH Department of Labor. These records will be kept at the central SAU office, and will be readily available to a safety inspector upon request in accordance with NH Dept. of Labor Lab 1403.49.

### **Respiratory Protection:**

- Employees who have a risk of exposure to indoor air quality hazards will be trained to identify these hazards, and in the proper selection, use, and maintenance of the necessary Personal Protective Equipment that can protect them from possible exposure.
- District supervisors will also be trained to identify significant air quality hazards, and will be responsible for determining which tasks require employees to wear PPE such as dust masks or respirators. Supervisors will also be responsible for determining and providing the PPE specific to the hazard that an employee is exposed to.
- When a respirator is required, one will be assigned and fitted to each individual employee to ensure that an adequate face-to-facepiece seal can be maintained. Once a respirator has been assigned it may not be used by another employee.
- Employees will be responsible for cleaning and disinfecting their respirator after each use. This equipment should be inspected during cleaning, and deteriorated parts must be replaced before the respirator is used again.
- When not in use respirators must be stored in a clean and sanitary location.

### **Storage:**

- Any materials kept in district storage areas that must be stacked in tiers must be stacked, blocked, interlocked, and limited in height so that those materials are completely secure from sliding or collapse.
- All stored materials must maintain a minimum clearance of at least 18 inches below the ceiling and any fire sprinkler heads.
- All storage areas within the district's buildings will be kept neat and organized at all times, and will be free from any accumulation of materials that constitute hazards from tripping, fire, explosion, and/or pests.

**Stairs:**

- The district will ensure that its facility stairways are in compliance with all applicable building codes, and also meet the guidelines of NH Dept. of Labor Lab 1403.57.
- All stairway openings must be guarded by a standard railing on all exposed sides except at the entrance.
- An open-sided flight of stairs with four risers or more that is less than 44 inches in width must be equipped with standard stair railings/handrails on any open side.
- A flight of stairs with four risers or more that is between than 44 and 88 inches in width must be equipped with standard stair railings/handrails on both sides, regardless of whether the sides are open or enclosed.
- A stair railing must be between 30 to 34 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread.
- Stair railings/handrails should be inspected regularly to ensure that they are rigid and attached securely, and capable of withstanding 200lbs of downward or outward force.
- Riser height and tread width must be uniform throughout any flight of stairs.
- Fixed stairs will be provided for access in all district buildings where daily operations require regular travel between levels.
- Fixed stairs will be provided for access to the operating platforms of any equipment that requires attention routinely during normal operation, or where tools or equipment must be carried by hand with any type of regularity.

**Traffic Control:**

- The district will use appropriate signage, line striping of parking lots and roadways, and all other equipment and/or methods necessary to ensure safe pedestrian and vehicular traffic at all of its campuses in accordance federal, state, and local laws, and NH Dept. of Labor Lab 1403.62. In addition, under the authority of RSA 277:16, any traffic control devices that are used in the district will be in compliance with Federal Highway Administration Manual on Uniform Traffic Control Devices.

## **Section 5b: Equipment Safety Rules & Regulations**

The Sunapee School District will provide training to all of its employees in the safe operation of every piece of equipment they are required to use as part of their duties. This training will comply with the recommendations of the equipment's manufacturer as well as all applicable federal, state, and local regulations. District employees must never operate a piece of equipment without proper training, and without following the safety guidelines outlined by their supervisor and within this safety manual.

In addition, all district employees have a responsibility to check their equipment before each use to ensure that all components that affect safe operation are in proper working condition and free from defects. Any defective equipment should be immediately reported to a supervisor, and must be repaired or replaced before it can be placed back into service

### **Abrasive Grinding:**

- Abrasive grinding tools/equipment may only be used by district personnel who have received training in the safe operation of this specific type of equipment.
- Any tool/equipment that employs an abrasive wheel must be used with the provided guards. The only exceptions to this rule are wheels used while within the material being ground, or portable mounted wheels that are 2 inches in diameter or smaller.
- Safety guards for bench and floor stand grinding wheels, as well as those for cylindrical grinders, cannot expose the grinding wheel periphery for more than 65° above the horizontal plane of the wheel spindle. The protecting member must be adjustable for variations in wheel size so that the distance between the wheel periphery and adjustable tongue, or end of the peripheral member at the top, does not exceed ¼ inches.
- Abrasive wheel safety guards must cover the spindle end, nut, and flange projections.
- Bench and floor stand grinders must have a sturdy work rest to support the material being machined. The work rests should be adjustable to accommodate the material, but should be kept adjusted closely to the wheel with a maximum clearance of 1/8".
- Bench and floor stand grinders must be securely anchored to prevent movement.
- Safety guards used on right angle head or vertical portable grinders must have a maximum exposure angle of 180°. The guard must be positioned between the operator and the wheel during use, and also positioned to ensure that pieces of an accidentally broken wheel will be deflected away from the operator.
- All abrasive wheels should be closely inspected and ring-tested before mounting to ensure that they are free from defects.

### **Aerial Lifts:**

- Lift devices may only be used by district personnel who have received training in the safe operation of this specific type of equipment.
- Prior to using a lift device, the operator should perform a visual and operational inspection in accordance with the manufacturer's instructions.
- All lift equipment must have a solid anchoring point within the bucket, platform, or boom, to which a safety belt or lanyard can be secured to.
- The manufacturer's rated lift capacity must be posted and easily identifiable on each lift device, and the combined load (including workers, material, and tools) must never exceed this rating.
- When operating a lift device, the operator must always be looking in the direction of travel of the bucket, platform, or boom, and maintain awareness of any potential objects that could pose a hazard.
- All hoses affecting the nonconductive components of a lift should be made of nonconductive material, and hydraulic fluids for insulated equipment should be dielectric.

### **Air/Pneumatic Tools & Compressors:**

- Pneumatic power tools may only be used by district personnel who have received training in the safe operation of this specific type of equipment.
- Pneumatic tools must be secured to the hose with a locking mechanical connector to prevent accidental disconnection.
- Safety clips or retainers must be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally ejected.
- The manufacturer's safe operating pressure for all fittings must never be exceeded.
- All hoses exceeding ½ inches inside diameter must have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- Any compressed air used for cleaning purposes must not exceed 30 psi.

### **Belt Sanding Machines:**

- Belt sanding machinery may only be used by district personnel who have received training in the safe operation of this specific type of equipment.
- Belt sanding machinery must be equipped with the provided guards at each nip point where the sanding belt runs onto a pulley.

### **Compressed Gas Cylinders:**

- Valve protection caps must be in place when compressed gas cylinders are transported, moved, or stored.
- Cylinder valves must be closed when work is finished. Cylinder valves should also be closed when cylinders are empty, or in the process of being transported.
- Compressed gas cylinders must be secured in an upright position at all times. If cylinders need to be hoisted or carried at an odd angle than they should be returned to an upright position as soon as possible.
- For any welding or cutting operations all gas cylinders must be kept far enough away so that sparks, hot slag, or flame will not reach them (or completely shielded by a fire resistant barrier).
- Compressed gas can never be used for any cleaning purposes.

### **Hand Tools:**

- All hand tools may only be used by district personnel who have received training in the safe operation of this equipment.
- The district is responsible for maintaining all tools and equipment used by its employees in safe and working condition. This policy must include tools furnished by employees, and so the use of personal equipment is forbidden without prior authorization of their direct supervisor.
- All employees have a responsibility to ensure that the district's tools are in good condition. Handles of tools must be kept tight in the tool, wooden handles must be free of splinters or cracks, wedges, chisels, and similar tools must be free of mushroomed heads, wrenches must not be used when sprung to the point that slippage occurs, etc. Once damaged equipment is identified it must be immediately put out of service until repaired or replaced.
- Electric power operated tools must either be double-insulated, grounded, or used with ground fault circuit interrupters.

**Fixed Ladders:**

- Any fixed ladder installed in or around district buildings must be constructed in accordance with NH Dept. of Labor Lab 1403.32, and must also comply with any other applicable building codes.
- All ladder openings must also be guarded on all exposed sides, and the entrance must have preventative means to keep a person from walking directly into the opening.
- Metal rungs will have a minimum diameter of  $\frac{3}{4}$  inches and wooden rungs will have a minimum diameter of  $1\frac{1}{8}$  inches.
- Rungs will be a minimum of 16 inches in length, and will have a uniform spacing between each rung that is no more than 12 inches.
- Cages, wells, or safety devices (such as fall prevention systems for ladders) will be provided on any ladder more than 20 feet in length.
- Landing platforms must be provided for every 30 feet of travel on a ladder where cages are provided. On ladders without a cage than landing platforms must be provided for every 20 feet of travel.
- The top of a cage on a fixed ladder must extend at least 42 inches above the top of the landing. The bottom of the cage must be between 7-8 feet above the base of the ladder, and the side rails must extend  $3\frac{1}{2}$  feet above the landing.

**Portable Ladders:**

- Any district employees who must use a portable ladder to perform any of their assigned responsibilities will be trained in the safe use of this equipment.
- Like any other piece of district equipment, ladders must be kept in good working condition, and should be maintained in accordance with NH Dept. of Labor Lab 1403.32.
- Ladders must be inspected prior to each use, and those which have identifiable issues must be immediately repaired or marked as "Dangerous, Do Not Use". If damage to a ladder is excessive than it must be withdrawn from service and replaced.
- Stepladders must be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- Extension ladders, or any other self-supporting type ladder, must be planted on a solid base and positioned with a 4 to 1 pitch to prevent slipping.
- The side rails of a ladder used to gain access to a roof or platform must extend at least 3 feet above the landing.
- All portable ladders must be secured to a wall with chain or hooks when not in use.

### **Lockout/Tagout:**

- District employees with duties that may bring them in contact with any stored energy hazards such as electrical, mechanical, hydraulic, pneumatic, or steam pressure, etc. will be trained in safe Lockout/Tagout procedure.
- Prior to performing any work that could subject an employee and/or contractor to potential injury the stored energy hazard must be released, locked-out, or rendered non-hazardous by some other reliable means.
- Padlocks will be made available to those employees who need to lockout equipment that may have a potential stored energy hazard, and these locks will indicate the identity of the employee using the device.
- The individual working on the equipment must be responsible for installing the lockout device before any work is performed, and for removing it after the task is complete.

### **Machine Guarding:**

- Guarded machinery may only be used or serviced by district personnel who have received training in the safe operation and repair of this specific type of equipment. Guards for this equipment must be in place at all times during operation.
- To protect the operator, machine guarding will be provided on any piece of district equipment that poses a potential hazard such as those created by point of operation, nip points, rotating parts, flying chips, sparks, etc. For details on specific machinery which requires guarding, and the requirements for safe operation, employees should refer to NH Dept. of Labor Lab 1403.36.
- Any equipment guard must be properly attached to the equipment and used in such a way so that it does not pose an accident hazard in itself.
- Point of operation guarding devices must be properly attached to the equipment and used in a way that does not require the operator to have any part of their body in the danger zone while the equipment is being used.
- Special supplemental hand tools must be used when placing and/or removing materials within the danger zone of the any guarded machine.
- Safety sleeves are required to guard couplings on any piece of equipment with bolts, nuts, or set screws that extend beyond the flange.
- Mechanical power transmission equipment must have guards installed that are constructed of metal or some other rigid material. Wood guards may be used for woodworking and chemical applications, as well as areas where conditions may rapidly deteriorate metal, or where extreme temperatures make metal guards undesirable.
- Mechanical power transmission equipment may not require guards installed over belts, pulleys, and shafting if the machinery is in an area that is kept permanently locked against unauthorized entrance.

### **Fixed Location Machinery:**

- The district will ensure that all district equipment that is designed to be in a fixed location is securely anchored to prevent movement during normal operation in accordance with NH Dept. of Labor Lab 1403.37.

### **Motorized Equipment:**

- Motorized equipment may only be used by district personnel who have received training in the safe operation of each individual piece of equipment.
- All outdoor motorized equipment including mowers, tractors, and other district vehicles must be checked before each use to ensure that all components that affect safe operation are in proper working condition and free from defects. Any defective equipment must be repaired or replaced before the vehicle is placed in service.
- All district vehicles must have an unobstructed view to the rear unless the vehicle has a clearly audible reverse signal alarm or the vehicle is backed up with an appointed observer signaling to the driver.

### **Rollover Protective Structures:**

- The district will ensure that rollover protective structures of substantial strength are in place on any material handling equipment including front-end loaders, tractors, etc. in accordance with NH Dept. of Labor Lab 1403.52.

**Scaffolds:**

- Scaffolds may only be used by district personnel who have received training in the safe use of this type of equipment. The district will also ensure that the condition of the scaffolding in its facilities, and the use of this equipment by its employees is in compliance with NH Dept. of Labor Lab 1403.55.
- Scaffolding equipment and planking must be checked before each use to ensure that it is in safe working condition and free from defects. Any defective equipment must be repaired or replaced before any scaffolding is erected.
- Scaffolds must be set-up on a rigid ground or flooring surface that is capable of carrying the maximum intended load without any settling or displacement.
- All planking must be stress-graded lumber. The maximum permissible span for 2in. x 10in. planks, or wider, is outlined in table below.

**Planking Material Thickness**

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

- The maximum permissible span for 1¼ x 9 inch or wider plank of full thickness is 4 feet, with medium loading of 50lbs per square foot.
- Scaffold planking must be overlapped a minimum of 12 inches, or securely anchored from movement by some reliable means.
- The amount of extension of scaffold planks beyond the end supports must be at least 6 inches, and may not exceed 12 inches.
- An access ladder, or equivalent safe access, must be provided for all scaffolds.
- Mobile platforms must be tightly planked for the full width of the scaffold (except for necessary entrance opening) and platforms must be securely anchored in place.
- Tubular welded frame scaffolds must be properly braced by cross and/or diagonal braces for securing vertical members together laterally, and all brace connections must be secure.
- Cross braces must be long enough so that they automatically square and align the vertical members, ensuring that the scaffold is plumb, square, and rigid when fully assembled.

## **Welding & Cutting:**

- Welding and cutting equipment may only be used by district personnel who have been properly instructed and qualified in its safe use by the district and/or the equipment manufacturer (IA students may also use this equipment under the direct supervision of qualified district personnel). The district will ensure that all equipment is chosen for safe application to the work, properly installed, and maintained in good working order in compliance with NH Dept. of Labor Lab 1403.67.
- The district will provide training regarding the necessary PPE (shielding, eye protection, etc.) for any welding and cutting tasks. All required PPE will be provided by the district to prevent exposure of its personnel (and IA students) from hazards.
- The district will comply with all applicable fire codes to ensure that proper precautions are taken for fire protection when cutting or welding is being performed. This will include isolating the area where the work is being done, removing fire hazards from the vicinity, as well as providing a fire watch when needed.
- Mechanical ventilation will be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet.
- Any welder operating equipment within a fixed location must be enclosed by either a booth or non-combustible screening. The materials used for this enclosure must have non-reflective finish to minimize visible/ultraviolet radiation.
- Welding and cutting operations (as well as arc welding and cutting) must be shielded by noncombustible or flameproof shields to protect employees from direct arc rays.
- When welding operations have the potential to produce specific health hazards, an authorized district supervisor will evaluate the potential exposure and ensure that the necessary protective measures (ventilation, personal protective equipment, etc.) are being used. This applies to welding operations requiring fluxes, coverings, coatings, or alloys. It also applies to welding operations involving fluorine compounds, zinc, lead, beryllium, cadmium, or mercury.
- When electrode holders are left unattended, the electrodes must be removed and the holder must be placed or protected so that they cannot make electrical contact with employees or conducting objects.
- Arc welding and cutting cables must be completely insulated and capable of handling the maximum current requirements for the job. There may be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable must be repaired or replaced.
- Fuel gas and oxygen hoses must be easily distinguishable and are not interchangeable. Hoses must be inspected before use, and must be repaired or replaced if defective.
- Oxygen and fuel gas regulators must be in proper working order when in use.

### **Wire Ropes, Chains, & Rigging Equipment:**

- Any wire ropes, chains, ropes, or other rigging equipment in district facilities will be used and maintained to a safe standard per NH Dept. of Labor Lab 1403.69. All equipment must be inspected prior to each use, and defective components must be must be repaired or replaced before the equipment is put back into service.
- All wire rope, chain, or rigging equipment hardware must be certified and rated for the application for which it is being used. Improvised hooks, links, makeshift fasteners formed from bolts and/or rods, or other such attachments, must not be used.
- When U-bolts are used for eye splices, the U-bolt must be applied so that the "U" section is in contact with the dead end of the rope. If U-bolt wire rope clips are used to form eyes, then the number and spacing of U-Bolt wire rope clips must comply with specifications outlined in the table below.

**Number and Spacing of U-Bolt Wire Rope Clips**

<b>Improved Plow Steel Rope Diameter Inches</b>	<b>Drop Forged</b>	<b>Other Material</b>	<b>Minimum Spacing (in.)</b>
$\frac{1}{2}$	3	4	3
$\frac{5}{8}$	3	4	$3\frac{3}{4}$
$\frac{3}{4}$	4	5	$4\frac{1}{2}$
$\frac{7}{8}$	4	5	$4\frac{1}{2}$
1	5	6	6
$1\frac{1}{8}$	6	6	6
$1\frac{1}{4}$	6	7	$7\frac{1}{2}$
$1\frac{3}{8}$	7	7	$8\frac{1}{4}$
$1\frac{1}{2}$	7	8	9

## **Woodworking Machinery:**

- Any woodworking tools or machinery may only be used by district personnel who have received training in the safe operation of this type of equipment. The district will also ensure that the condition of all woodworking machinery used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.70.
- All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, and veneer cutters will be used with all of the proper guards in place to protect the operator (and other employees) from hazards inherent to their operation.
- An emergency shut-off will be used on all woodworking machinery that can allow the operator to immediately cut off power if or when needed without leaving their position at the point of operation.
- The operating controls of all equipment must be located within easy reach of an employee at the point of operation. The location of these controls should not require the operator to reach over the cutter, or otherwise expose themselves to hazards, in order to make any adjustments that might normally be made during operation.
- Any operating foot pedal or treadle must be protected against unexpected or accidental tripping.
- Disconnect switches must be capable of being locked or tagged in the off position.
- In instances of power failure, the district must take the necessary precautions to prevent machines from automatically restarting upon restoration of power to minimize the chance of injury to any employee in the hazard area upon restart.

## **Woodworking: Band Saws**

- Band saw equipment may only be used by district personnel who have received training in the safe operation of this type of machinery. The district will also ensure that the condition of this type of equipment used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.54.
- On band saw equipment, all portions of the saw blade must be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table.
- Band saw wheels must be fully enclosed, with the outside periphery of the enclosure being a solid material, and the front and back being either solid wire mesh or perforated metal.

## **Woodworking: Circular Saws**

- Circular saw equipment may only be used by district personnel who have received training in the safe operation of this type of machinery. The district will also ensure that the condition of this type of equipment used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.54.
- Circular saws that have a blade diameter greater than 2 inches must be equipped with guards above and below the base plate or shoe.
- The lower guard of a circular saw must cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts. The lower guard must also return automatically to the covering position when the blade is withdrawn from material being cut.

## **Woodworking: Radial Saws**

- Radial saw equipment may only be used by district personnel who have received training in the safe operation of this type of machinery. The district will also ensure that the condition of this type of equipment used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.54.
- Radial saws must have an upper guard which completely encloses the upper half of the saw blade.
- The sides of the lower exposed portion of a radial saw blade must be guarded by a device that automatically adjusts to the thickness of, and remains in contact with the material being cut.
- Radial saws used for ripping must be equipped with a device which will prevent material from kicking back toward the operator. This device should be inspected periodically and adjusted as needed to ensure safe operation.
- An adjustable stop must be provided on radial saws to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations.
- Radial saws must be installed so that the cutting head automatically returns to the starting position when released by the operator.

## **Woodworking: Miter Saws**

- Miter saw equipment may only be used by district personnel who have received training in the safe operation of this type of machinery. The district will also ensure that the condition of this type of equipment used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.54.
- Swing or sliding miter saws must be provided with a hood that completely encloses the upper half of the saw, and inverted miter saws must have a hood that covers the part of the saw that protrudes above the top of the table or the material being cut.
- Limit stops must be provided to prevent swing or sliding miter saws from extending beyond the front or back edges of the table.
- Swing or sliding miter saws must have an effective device to return the saw automatically to the back of the table when released at any point of its travel.

## **Woodworking: Table Saws**

- Table saw equipment may only be used by district personnel who have received training in the safe operation of this type of machinery. The district will also ensure that the condition of this type of equipment used within its facilities is maintained in compliance with NH Dept. of Labor Lab 1403.54.
- Table saws must have a hood over the portion of the saw above the table, with the hood mounted so that it must automatically adjust itself to the thickness of, and remain in contact with the material being cut.
- Table saws must have a spreader aligned with the blade spaced no more than ½ inch behind the largest blade mounted in the saw except when grooving, dadoing, or rabbeting material.
- Table saws used for ripping must be equipped with a device that prevents material from kicking back toward the operator. This device should be inspected periodically and adjusted as needed to ensure safe operation.

## **Section 6: Disciplinary Policy**

The safety program outlined in this manual is not intended to put additional restraints on personal conduct, but rather instill within the district's employees a sense of responsibility for the safety and well-being of not only themselves, but also their co-workers, their students, and the district community as a whole. However, working safely is a condition of employment, and for the protection of property, business interests and, most importantly, the staff and students of the district, there are established rules of conduct that must not be ignored.

Employees are expected to familiarize themselves with the safety program, and the rules and regulations outlined therein, in order to minimize the likelihood of any employee (through misunderstanding or otherwise) becoming subject to any disciplinary action. Willful disregard of safety practices, district rules, instructions, or the welfare of staff or students will receive the same consideration as an employee's actions or decisions affecting their quality of work or other job requirements.

In any case of alleged misconduct the district will conduct a thorough and fair investigation, wherein the employee must be granted the opportunity to present their version of events and any evidence or mitigating circumstances before administering discipline. Should the results of the investigation warrant a penalty than it must be reasonably related to the seriousness of the proven offense, and should also take into account the employee's history. In each instance the district will inform the employee of the precise nature of the offense, as well as the consequences of further violations. Following the disciplinary action, Department Heads will be responsible for counseling employees moving forward in a process that is fair to all, yet maintains employee responsibility.

The district's progressive disciplinary model for handling issues regarding safety is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible. However, in those cases where it is determined that a blatant disregard for safety has occurred, action up to and including termination of employment will be taken. In the event that progressive discipline is appropriate the following will be followed:

- 1<sup>st</sup> Offense: Oral warning with review of safety policy.
- 2<sup>nd</sup> Offense: Written warning with retraining on safety procedures.
- 3<sup>rd</sup> Offense: Suspension without pay.
- 4<sup>th</sup> Offense: Termination of employment.

It should be additionally noted that, in the event that any conflict with local, state, or federal law, any applicable laws will take precedence.

## **Section 7a: Accident/Incident Reporting**

Workers' compensation benefits are most commonly provided for any accidental injury that occurs in the workplace, including cumulative trauma from repetitive duties, and any occupational diseases that arise from exposures to the employee in the course of employment. The State of NH has specific requirements for reporting workplace injuries which are summarized in this section.

### **Accident/Incident Response:**

It is important to note that the first action that must be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental to the health of the individual. The district has general medical guidelines for any given situation, but the judgement of its employees can be the key factor in the handling of an emergency.

All district employees must be familiarized with its policy for Emergency Care and First Aid (EBBC). Employees will also be trained in the correct procedures for summoning emergency services (medical, fire, police, rescue) and/or initiating an evacuation. Emergency contact numbers will be posted in key locations in each building. In addition to ensuring that first aid and emergency care is provided to the injured individual, immediate action should also be taken to prevent additional injuries (secure the scene) whenever that possibility should exist.

### **Accident/Incident Reporting:**

After proper action has been taken to address any accident, illness, or medical emergency then a Medical Incident/Accident Report (EBBB-R, see pages 32-33) must be completed by a district administrator or supervisor as soon as possible, but no later than 24hrs after the incident occurred.

The district will then be responsible for ensuring that sufficient information has been gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (see Form 8-WC on page 34) as required by the NH Department of Labor. This form should also be completed as soon as possible, and must be filed with the state no later than five days after the incident occurred.



**DESCRIPTION OF INJURY AND LOCATION:**

<b><u>Anatomical Location</u></b>	<b><u>Cause of Injury</u></b>	<b><u>Nature of Injury</u></b>	<b><u>Location</u></b>
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Animal	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Ankle R / L	<input type="checkbox"/> Assault/Fight	<input type="checkbox"/> Bite	<input type="checkbox"/> Auto/Bicycle
<input type="checkbox"/> Arm R / L	<input type="checkbox"/> Chemical	<input type="checkbox"/> Bruise/Bump	<input type="checkbox"/> Auto/Pedestrian
<input type="checkbox"/> Back	<input type="checkbox"/> Choking	<input type="checkbox"/> Burn	<input type="checkbox"/> Blacktop
<input type="checkbox"/> Chest	<input type="checkbox"/> Collision	<input type="checkbox"/> Chip	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Collarbone	<input type="checkbox"/> Drugs	<input type="checkbox"/> Concussion	<input type="checkbox"/> Classroom
<input type="checkbox"/> Ear R / L	<input type="checkbox"/> Electrical	<input type="checkbox"/> Cut	<input type="checkbox"/> Field Trip
<input type="checkbox"/> Elbow R / L	<input type="checkbox"/> Explosive	<input type="checkbox"/> Fracture	<input type="checkbox"/> Gym
<input type="checkbox"/> Eye R / L	<input type="checkbox"/> Fall/Slip	<input type="checkbox"/> Laceration	<input type="checkbox"/> Hallway
<input type="checkbox"/> Face	<input type="checkbox"/> Fire	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Finger	<input type="checkbox"/> Hot Liquid	<input type="checkbox"/> Pull	<input type="checkbox"/> Locker Room
<input type="checkbox"/> Foot R / L	<input type="checkbox"/> Lifting	<input type="checkbox"/> Puncture	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Hand R / L	<input type="checkbox"/> Pencil/Pen	<input type="checkbox"/> Scratch	<input type="checkbox"/> Playing Field
<input type="checkbox"/> Head	<input type="checkbox"/> Poison	<input type="checkbox"/> Shock	<input type="checkbox"/> Restroom
<input type="checkbox"/> Knee R / L	<input type="checkbox"/> Running/Jumping	<input type="checkbox"/> Sprain	<input type="checkbox"/> School Bus
<input type="checkbox"/> Leg R / L	<input type="checkbox"/> Sharp Object	<input type="checkbox"/> Wound	<input type="checkbox"/> Shop
<input type="checkbox"/> Mouth	<input type="checkbox"/> Thrown Object	<input type="checkbox"/> Other	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Neck	<input type="checkbox"/> Other		
<input type="checkbox"/> Nose			
<input type="checkbox"/> Ribs R / L			
<input type="checkbox"/> Shoulder R / L			
<input type="checkbox"/> Tooth			

**ACTION TAKEN: (Please indicate all that are applicable)**

<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Individual sent to Health Office / Athletic Trainer
<input type="checkbox"/>	<input type="checkbox"/>	Individual seen by Nurse
<input type="checkbox"/>	<input type="checkbox"/>	Emergency contacts notified
<input type="checkbox"/>	<input type="checkbox"/>	Individual taken home
<input type="checkbox"/>	<input type="checkbox"/>	If "yes", by whom? _____
<input type="checkbox"/>	<input type="checkbox"/>	Athletic Director notified, if interscholastic
<input type="checkbox"/>	<input type="checkbox"/>	Outside medical treatment recommended
<input type="checkbox"/>	<input type="checkbox"/>	EMS called
<input type="checkbox"/>	<input type="checkbox"/>	Sought treatment from medical practitioner

**Interscholastic**

- Baseball
- Basketball
- Cheerleading
- Soccer
- Volleyball
- Skiing
- Softball

**LOCATION OF INTERSCHOLASTIC EVENT:**

\_\_\_\_\_

School

\_\_\_\_\_

City/Town State

**DETAILED DESCRIPTION OF CARE PROVIDED AND BY WHOM:**

Report prepared by: \_\_\_\_\_

Name	Position	Date
------	----------	------

Administrator's Review: \_\_\_\_\_

Submission Date:

EMPLOYEE INFORMATION						
Employee Name (First & Last)			Gender	Hired Date		Hired in NH
Employee ID	Date of Birth	Age	Occupation when Injured			
Employee Address	Telephone	Wages per Hour	Hrs per Day	Days per Week	Average Weekly Earnings	

INJURY INFORMATION				
Injury Date / Time		Date Employer Notified of Injury	Location/Jobsite & Business Name where accident occurred	
Disability Began Date				
Claim Type		Full Wages Paid on Injury Date		
Accident Description				
Body part Injured			Cause of Injury	
Nature of Injury			Witness Name	Witness Phone
Has injured returned to work?	If so, what date?	If so, at what occupation?	If so, at what duty status?	
Initial Treatment				
Initial Treatment Comments				
Name of Treating Physician		Name of Treating Hospital		Has injured died? If so, what date

EMPLOYER INFORMATION			
Employer Name		Employer FEIN	Industry Code
Employer Contact Name	Contact Phone Number	Employer Business Address	
Managed Care Provider			
Leased Employee? Client Company		OCIP/Wrap-Up Policy? Name of policy holder	

INSURER INFORMATION			
Insurance Carrier	Insurer Type	Policy Number	Telephone Number

SUBMITTER INFORMATION			
Submitter Name	Title of Submitter	Represents	Telephone Number

## **Section 7b: Accident/Incident Investigation**

### **Accident/Incident Investigation:**

- Following any accident or incident (including near misses) the Joint Loss Management Committee must promptly conduct a thorough investigation to determine specifically what happened and why. The outcome of this investigation must always emphasize the measures that will be taken to prevent the accident/incident from happening again.
- The investigation should begin with securing the scene of the incident as soon as possible. Make notes, draw sketches, photograph, etc. to thoroughly document the environment, conditions, location of equipment, physical objects, and witnesses.
- Witnesses to the incident must be interviewed as soon as possible to best ensure the accuracy of the statements. The interview process should be handled in a non-confrontational manner, emphasizing the gathering of facts to prevent a recurrence rather than placing blame.
- The victim must also be interviewed as soon as possible. Again, the interview must be handled in a non-confrontational manner, with particular sensitivity to the victim's potential physical and/or emotional condition following the incident.
- Once the investigation has been completed the Joint Loss Management Committee must write a report of the facts and findings. The report must always include a clear recommendation of what can be done to prevent this type of accident or incident from happening again.

## **Section 8: Health & Safety Training**

Effective education and training of its employees is critical to the success of the Sunapee School District, and providing training that enables its employees to perform their job safely is of equal importance to instruction in any other area of the employee's responsibilities. An employee that is injured or ill due to a workplace exposure is guaranteed to be less productive, and so it is in the best interest of all parties to ensure that the necessary training is provided specific to the expectations required of each employee.

### **Training Requirements:**

- All new employees will be provided with a written job description that details their workplace expectations and job responsibilities, as well as their obligations relating to safety and health.
- All employees must be made aware of hazards to which they may be exposed and the required personal protective equipment and necessary emergency procedures. This hazard awareness training must be provided to new employees, as well as existing employees assigned to new job responsibilities and existing employees who may be exposed to newly recognized hazards or conditions.
- Introductory training will be provided to all new employees, as well as any existing employees assigned to new job responsibilities, before that employee performs their duties for the first time. Before being assigned any task, each employee must fully understand their job expectations and obligations relating to safety and health.
- All employees will be instructed in the safest methodology for performing each required duty to which they are assigned. This training must be in accordance with all federal, state, and local guidelines and mandates, and must also follow the recommendations of the manufacturer of any equipment that is being used.
- Follow up training may also be necessary for district employees. The frequency of any additional training must comply with any rate of recurrence outlined in federal, state, and local mandates.
- The district may also require additional training for its employees to reinforce safe work methods and habits, to correct unsafe behaviors or employee disregard for safety policies, to reintroduce employees who have been out of work for an extended period of time, to update staff on new policies, procedures, or equipment, to update staff on newly recognized conditions or hazards, etc.
- While general health and safety training may be sufficient for most teachers and staff throughout the district, more detailed training is required for Administration and supervisors, staff specialists, and members of the Joint Loss Management Committee. The district must ensure that sufficient time is allotted for these individuals to attend all of the required classes and training sessions.

## **Training Programs:**

The district will provide various types of training to its employees to ensure safe habits in the workplace, presented in both district-wide and smaller group formats. Some of these methods of instruction are outlined below. Each method should include some form of evaluation to certify an employee's understanding of the training, either through written, oral, or practical assessment of the individual.

- The district will provide instructional presentations that utilize in-house staff members who are certified in the required area of expertise.
- The district will provide instructional presentations that utilize an outside authority in the required area of expertise.
- The district will provide instructional media such as videos, PowerPoint (or other software) presentations, printed text materials, interactive and/or instructional computer software, online training programs, etc.
- The district will provide hands-on demonstrations such as CPR training, first aid training, use of Personal Protective Equipment (PPE), etc.
- This district will also allow for opportunities to receive training in areas that pertain to employee health and safety that are outside of the district, including conferences, seminars, instructional courses, etc.

## **Training Documentation & Recordkeeping:**

A copy of any certificate of training, or other documentation pertaining to instruction in health and safety, should be kept in each employee's personnel file. To maintain compliance with all applicable laws the following information must be recorded for all employee training:

- A brief description of the training topic.
- The date on which the training occurred.
- The name and affiliation of training instructor.
- A list of all attendees who received the training.
- All forms indicating understanding and completion of the training.

## **Section 9: Emergency Evacuation & Response Plans**

### **Emergency Plans: District Policy (EBCA)**

The School Board of the Sunapee School District recognizes that State law requires the district to implement and Emergency Response Plan that conforms to the Incident Command System and the National Incident Management System.

The Superintendent is responsible for ensuring that at least two times per year, the district conducts emergency response drills. The School Board or its designee will establish relations with local and state emergency and law enforcement authorities. The Superintendent and his/her designee will serve as a coordinator/liaison with these authorities.

Additionally, the Superintendent is responsible for ensuring the district's Emergency Response Plan addresses hazards such as:

- Acts of violence
- Natural disasters
- Fire
- Hazardous materials
- Medical emergencies
- Other hazards deemed necessary by the School Board or local emergency authorities

The School Board will Review this policy annually.

### **Emergency Drills: District Policy (EBCB)**

Emergency Drills must be conducted by the principals eight times during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

## Section 9a: Fire in the Building [Code Red]

- Fire alarm will sound.
- Everyone **EVACUATES** following normal procedure: Teacher closes windows and doors; shuts off lights; consults emergency flip-chart, if necessary; takes rank book, emergency information packet, and emergency flip chart.
- Evacuate using the safest route – be alert for hazards.
- Go to designated meeting place.
- Take attendance.
- Be prepared to take direction from the Principal.
- Do not reenter the building until it is declared safe.
- If building cannot be reentered, relocate to designated shelter, if necessary.

### Nearby Fire:

- If students are outside, conduct a **REVERSE EVACUATION & SHELTER IN PLACE:** Windows closed and locked, duct tape used to seal door cracks and windows if necessary, ventilation system shut off and expect loss of electricity.
- Wait for further directions [possible evacuation to another shelter].
- Wait to hear further instructions.

**\*\* See Teacher Responsibility Sheet**

## Section 9b: Bomb Threat [Code Blue]

- "Code Blue" is announced.
- Instruct students and all personnel to exit as quickly as possible in an orderly manner. NO ONE should open a locker, etc. and they should NOT take backpacks, purses, lunchboxes, etc.
- All students and personnel must be at least 1000 feet from the school.
- Take rank book containing **CLASS ROSTER & EMERGENCY FLIP CHART** and **EMERGENCY INFORMATION PACKET**. DO NOT PICK UP ANYTHING ELSE.
- Check bathrooms for students and/or personnel.
- Leave doors/windows **OPEN**.
- Turn lights off.
- Proceed to designated meeting place.

## Section 9c: Secure Classroom [Code Orange]

- Lock the door, pull shades down, shut off lights.
- Move class to a point in the classroom not visible through the door.
  - **Computer rooms**, under the shelving and behind the center counter.
  - **Gymnasium** goes to one locker room and locks the door.
  - **Library** into the back storage room and behind the stacks.
  - **Music Room** goes into locked storage room.

### **\*\* See Teacher Responsibility Sheet**

Situations where “**Secure Classroom**” might be used:

- Intruder
- Angry parent
- Guns fired outside
- Severe weather

## Section 9d: Caution [Code Yellow]

### **\*Assistance Needed In Specific Area**

- Teachers lock and close doors.
- Remain in classroom until all clear is broadcast.

*\*Used for strangers in building.*

### **Procedures For Dealing With Student Making Threats:**

- All threats will be taken seriously.
- A student who expresses such threats will immediately be sent to the principal, who will gather data concerning the situation.
- **When the Principal decides there has been a valid threat:**
  - The Superintendent of Schools will be apprised of the situation.
  - The Sunapee Chief of Police and the parent will immediately be notified and called to the building; appropriate action will be taken by the police, if deemed necessary.
  - The parent will be required to seek an outside psychological evaluation to determine whether or not the student poses a threat to either him/herself or others. The school psychologist or school counselor will assist the parent in getting a timely evaluation. A letter from the outside agency indicating that the student is safe to be in school must be provided to the principal prior to the student returning to school. This does not preclude the possibility of further disciplinary action, including suspension or expulsion.

## Section 9e: Health Hazard [Code Green]

- Everyone **EVACUATES** following normal procedure: Teacher closes windows and doors; shuts off lights; consults emergency flip-chart, if necessary; takes rank book, emergency information packet, and emergency flip chart.
- Evacuate using the safest route – be alert for hazards.
- Go to designated meeting place.
- Take attendance.
- Be prepared to take direction from the Principal.
- Do not reenter the building until it is declared safe.
- If building cannot be reentered, relocate to designated shelter, if necessary.

Situation in which a “**Code Green**” might be used:  
Noxious fumes entering ventilation system.

**\*\* See Teacher Responsibility Sheet**

### Shelter In Place:

- Windows closed and locked.
- Seal door cracks and windows if necessary.
- Shut off ventilation system.
- Expect loss of electricity.
- Try to conserve water.
- Wait to hear further instructions [possible evacuation to another shelter].

Situations where “shelter in place” might be used:

- Nearby fire (woods, neighboring structure, etc.)
- Hazmat situation outside (truck spill, accident)

**\*\* See Teacher Responsibility Sheet**

## Section 9f: Entering Building [Reverse Evacuation]

- When students and personnel are outside and need to return to the building for safety reasons:
  - Teachers will tell students to return to their classrooms.
  - Everyone will enter the building and return to the room they were just in or to their advisor’s room.
  - Doors and windows will be closed in the classrooms and throughout the building.
- Situations which might require a reverse evacuation:
  - Severe weather
  - Guns fired
  - Rabid animal
  - Forest fire
  - Nearby structure fire
  - Hazmat situation outside
  - Swarm of bees

## **Section 9g: Protocol For Dealing With Suicidal Ideation**

Rationale: The incidence of suicide or attempted suicide is increasing among children. Therefore, all suicidal messages should be taken seriously and dealt with in a professional and conscientious manner. This protocol for dealing with suicidal ideation will protect the students, their families, and the school district.

### **Guidelines For Identifying And Managing The Student:**

- All suicidal statements must be taken seriously.
- A student who expresses suicidal ideation needs to be seen immediately by the school psychologist or school counselor. The school psychologist or school counselor will confer with the principal.
- The school psychologist or school counselor will determine the need to make a referral for a psychiatric evaluation. Parents will be notified immediately.
- The school psychologist or school counselor will notify the classroom teacher and principal about the incident and the need for further intervention. Staff will be informed on a "need-to-know" basis.
- The school psychologist or school counselor will review findings with each other next available time, and make plans to follow up with the student.

### **The following are risk factors for students who might attempt suicide:**

- Previous suicide attempt by student or family member.
- Suicidal talk or behavior.
- Recent loss of family member or idol.
- Social isolation.
- Depression

## **Section 9h: Teacher Responsibility Checklist**

**IMPORTANT:** Under no circumstances may any personnel speak to the press regarding any school incident. Please say, "See the Superintendent of Schools for comments regarding this issue."

**Personnel:** All teachers, substitute teachers, support staff and specialists

**Responsibilities:** You are responsible to remain with students throughout the emergency until you are debriefed and officially released.

### **Actions Taken at Assembly Area:**

- ✓ Maintain control of your students in a calm manner.
- ✓ Take attendance [refer to your student information sheet in flip chart or use your own roster].
- ✓ Each teacher gives attendance to Assistant Principal.
- ✓ Administer first aid as necessary [refer to student information sheet for any health concerns]. Assess the severity of an injury; if necessary go with the student to the nurse assembly area.
- ✓ Be alert for latent signs of injury/shock in all students.
- ✓ Keep a record of location of all students at all times [refer to student information sheet].

### **Student Release:**

- ✓ If parent demands student, breaking release procedure, make appropriate notations on student information sheet describing the incident. Avoid confrontations. Ask for identification. Refer parent to the Assistant Principal or Guidance Counselor.
- ✓ The Guidance Counselor or Assistant Principal will approve the request for the student's release.
- ✓ Classroom teacher will record that the student has left on student information sheet.

\*\*Be prepared to take directions from the designated person in charge – Superintendent, Principal, Assistant Principal, Guidance Counselor, Police Chief, etc.

## **Section 9i: Emergency Evacuation & Response Plan Glossary**

**CODE BLUE:** Bomb threat - evacuate building.

**CODE GREEN:** Environmental health hazard or general medical emergency - evacuate.

**CODE ORANGE:** Safety threat - secure classroom and hide students.

**CODE RED:** Fire in building - evacuate building.

**CODE WHITE:** All clear - resume normal activities.

**CODE YELLOW:** Caution - assistance needed in specific area. Teachers lock and close doors.

### **COMMAND CENTER:**

Designated area where decisions are made (also a communications center where Assistant Principal will converse with the Principal, Superintendent, emergency personnel, etc. to get further updates and commands).

### **EMERGENCY INFORMATION PACKET:**

The packet contains all essential information in case of evacuation of the building. It should always go out with the class during any evacuation drill.

### **EVACUATION:**

Getting all students and personnel out of the building. Everyone may be evacuated to a safer location.

### **HAZMAT:**

Hazardous Materials (anything explosive, poisonous, flammable, i.e. truck carrying toxic materials rolls over on highway).

### **INCIDENT COMMANDER:**

The person who takes charge of the emergency situation (usually the Assistant Principal or Guidance Counselor taking direction from the emergency team (Principal, Asst. Principal, Superintendent, etc) – the role may switch when police or firefighters arrive on the scene).

### **Incident Command System (ICS):**

The protocol in place that takes over when an emergency occurs. The goal is to keep as much control of the situation as possible.

### **INTRUDER:**

Any unwelcome visitor in the school.

### **REVERSE EVACUATION:**

When students and/or personnel are outside and need to return to the building for safety reasons.

### **SEARCH and RESCUE:**

A team that will enter the building after a disaster whose goal it is search and recover missing people.

### **SHELTER IN PLACE:**

Windows closed and locked, seal door cracks and windows if necessary, shut off ventilation system and expect loss of electricity (used when HAZMAT situation occurs outside).

### **Standard Operating Procedures (SOP):**

All procedures written out in this booklet that would take place during an emergency situation.

### **STUDENT RELEASE:**

The system whereby students are released to their parents in a designated area.

## **Section 10: Health & Safety Communication**

- Employees of the Sunapee School District should express health and safety concerns to their Administrator or Supervisor, or any member of the Joint Loss Management Committee. The employee's concern will be discussed within a reasonable timeframe, but no later than the next meeting of the committee.
- All employees should immediately notify an Administrator or supervisor of any unsafe conditions or equipment they believe presents an imminent danger to any staff, students, or visitors of the district.
- All employees are encouraged to actively participate on the Joint Loss Management Committee.
- The district will do the following to encourage communication between employees and management.
  - All employees will be provided access to copies of the district's written safety program and all other health and safety policies and applicable training.
  - The Joint Loss Management Committee will post all relevant safety information, including notification of safety meetings and the minutes of those meetings.
  - The Joint Loss Management Committee will also post relevant health and safety posters to alert staff and students of current health concerns and other potential hazards.

## **Section 11: Workplace Violence**

The Sunapee School District is committed to having a workplace free from occupational safety and health hazards, and the district's obligations to its employees in this regard also extends to the prevention of incidents of workplace violence. The district's safety program includes policies for dealing with intimidation, harassment, threats of violence, and/or acts of violence that may occur to any district employee during work-related activities.

### **Prohibited Conduct:**

- Every staff member, student, parent, or other outside visitor (community member, vendor, contractor, etc.) must be treated with courtesy and respect at all times.
- Employees are expected to refrain from fighting, including aggressive play or similar conduct that could be interpreted as hostile/combatative and poses a danger to others.
- Any employee conduct that threatens, intimidates, or coerces another individual will not be tolerated.
- District resources may not be used to threaten, stalk or harass anyone at, or outside of, the workplace.

### **Reporting Of Workplace Violence:**

- Any acts or threats of violence, including suspicious individuals or activities, should be immediately reported to an Administrator or Supervisor. Employees should not place themselves in peril or attempt to intercede during an incident.
- Employees are encouraged to report safety concerns with regard to intimate partner violence. Employees should promptly inform the District Administration of any protective or restraining order that they have obtained that lists the workplace as a protected area.
- The district will not retaliate against employees making good-faith reports, and will support victims of intimate partner violence by providing referrals to the company's employee assistance program, community resources, and time off for reasons related to intimate partner violence.

## **Section 11: Workplace Violence** *(continued)*

### **Investigations and Enforcement:**

- The Sunapee School District will promptly and thoroughly investigate all reports of any acts or threats of violence, including suspicious individuals or activities.
- The identity of the individual making a report will be protected as much as possible.
- The district will not retaliate against employees making good-faith reports of acts or threats of violence, or suspicious individuals or activities.
- To maintain workplace safety and the integrity of its investigation, the district may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.
- Any employee found to be responsible for acts or threats of violence, or other conduct that is in violation of district guidelines, will be subject to prompt disciplinary action up to and including termination of employment.
- The district encourages employees to bring any dispute to the attention of their Administrator or Supervisor before the situation escalates, without risk of disciplinary action to employees for raising such concerns.

## **Section 12: Worker's Compensation**

### **Title XXIII Labor: Chapter 281-A**

#### **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. For the purposes of this section, "employer" shall include railroads, even if the employees of such railroads receive compensation for work injuries under federal law rather than RSA 281-A.

II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. 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 15 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.

V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

## **Section 12: Worker's Compensation** *(continued)*

VI. The commissioner, in conjunction with the National Council of Compensation Insurance (NCCI), shall develop a list of the best and worst performers based on the experience modification factors promulgated by NCCI. The list shall include the top 10 lowest experience modification employers. The commissioner shall publicly recognize these low experience modification employers by presenting them with an award at the department's annual workers' compensation conference. The list of the top 10 highest and lowest experience modification employers shall be provided to the advisory council. The department shall review any specific claim against any employer listed in the top 10 highest experience modification list in conjunction with the safety program on file with the commissioner.

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

VIII. The commissioner may assess an administrative penalty of up to \$250 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 deposited in the general fund.

IX. [Repealed.]

**Source.** 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013.

## Appendix: Additional Resources

- **New Hampshire Department of Labor**
  - <https://www.nh.gov/labor/>
- **NH Department of Labor Laws and Rules**
  - <https://www.nh.gov/labor/laws/>
- **NH Worker's Compensation Division**
  - <https://www.nh.gov/labor/workers-comp/>
- **NH Department of Labor Inspection Division**
  - <https://www.nh.gov/labor/inspection/>
- **New Hampshire Employment Security**
  - <http://www.nhes.nh.gov/>
- **United States Department of Labor**
  - <http://www.dol.gov/>
- **US Department of Labor elaws**
  - <http://www.dol.gov/elaws/>