



TOWN OF BROOKLINE

SAFETY MANUAL

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FORWARD

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

This manual has been prepared in order to provide all Town of Brookline personnel with a comprehensive set of written safety policies and procedures. For this reason, the manual is published in a loose-leaf format so that additional or revised pages may be inserted without the necessity of publishing an entirely new manual.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be reviewed every two years and amended as necessary. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

At no time does this manual supersede any individual department policy and procedure manual that may be adopted for a specific department.

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SECTION 1
THE TOWN OF BROOKLINE SAFETY PROGRAM

100. Joint Loss Management Mission Statement

The Town of Brookline values the health, welfare and safety of every employee and intends to provide a safe and healthful workplace. The Town of Brookline Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.

In order for the safety program to be successful there must be continuous, active support of all employees, including those in supervisory and management positions.

101. Elements of the Safety Program

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

- a) To assign safety-related responsibilities to personnel.
- b) To ensure that personnel are assigned to jobs, which they are physically, qualified to safely perform.
- c) To make equipment, work areas, and work methods safe.
- d) To search out safety hazards and eliminate them immediately.
- e) To encourage Employee interest in safety and to maintain that interest. Each employee shall comply with all safety rules and regulations, which are applicable to their own actions and conduct.
- f) To control the work habits of personnel by adequate and effective supervision.
- g) To provide proper protective equipment and to make its use mandatory.
- h) To investigate incidents in order to determine cause and then to take the action necessary to prevent their recurrence.
- i) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- j) To adopt and enforce safety rules, policies and procedures.

102. Responsibilities of Individuals

Joint Loss Management Committee: (LAB 1403.01, RSA281.66)

The Joint Loss Management Committee will consist of a minimum of six members and at least one half will be employees and the other portion management. The chairman will be elected annually from the membership of the JLMC. Meetings will be held quarterly throughout the year and more often if necessary to carry out the required functions of the JLMC.

The duties of the Committee are to advocate safety values, procedures, policies and programs. Also, the JLMC is charged to create and distribute a policy manual to all department heads for distribution to new employees. Further, the Committee must maintain clearly established goals and objectives and disseminate them to employees. Workplace accidents and injuries must be reviewed to assist with establishing goals and objectives.

This committee should assist the department heads with compliance of this policy, help identify training needs and review incidents within the Departments with the goal of incident prevention.

Selectboard:

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

- a) To provide overall support, direction and commitment;
- b) To ensure that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures;
- c) To provide required resources including funding for safety equipment, personal protective equipment and training materials;
- d) When needed, provide all town personnel with access to outside experts, loss prevention consultants and to insure the exchange of information between departments;
- e) To provide time as part of the normal operations of a department for inspections and the completion of reports when warranted by investigation, and to permit and encourage employees to participate in training programs;
- f) To provide other necessary support and programs as needed.

Department Head:

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

- a) The Department Head shall assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) The Department Head shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.

- c) The Department Head shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.
- d) The Department Head shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct same.
- e) The Department Head shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- f) The Department Head shall, or require the Supervisor to, determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

Supervisors:

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

- a) Giving job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- b) Constantly watching for and immediately correcting unsafe conditions and unsafe working practices as well as reporting to the Department Head those incidents which are beyond the scope of their authority to correct. (Lab 1403.01)
- c) Promptly informing the Department Head of all incidents involving personnel or equipment under their supervision, and taking immediate steps to investigate each incident to determine its cause.
- d) Assuring that proper action is taken any time an Employee is injured. This includes:
 - i) Making sure that the injured Employee receives appropriate medical attention, depending upon the severity of the injury.
 - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an Employee under their supervision in a timely fashion. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.
- e) Enforcing safety rules, policies and procedures and making sure that protective equipment is worn as the hazards of the job dictate such use.
- f) Actively promoting safety to all personnel. This shall be accomplished both through word and actions, and will at all times be stressed as being of the utmost importance.
- g) Informing all Employees of their responsibilities as outlined below.

Employees:

Each Employee is always responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed (Lab 1403.01 (b)). In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Supervisor, Department Head, or as common sense dictates.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:
 - i) **Promptly** giving verbal notice to Supervisor of any injury received while on the job **REGARDLESS** of the severity of the injury or whether or not medical treatment is required.
 - ii) Filing with the Supervisor, within 24 hours following any incident or injury, a written report of the incident with a copy forwarded to the JLMC.
- e) An Employee shall promptly inform Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor in all cases where conditions and/or previous instructions are not completely understood.

103. Physical Examinations and Physical Standards

Physical Examinations:

- a) New Employees may be required to undergo a physical examination. An appointed physician will perform this at the time of employment and in accordance with any State and Federal regulations. The purpose of this is to ensure that the Employee has a baseline set of vital signs and that the employee can perform the duties of the job without endangering his or her own health and safety, or the health and safety of fellow employees.
- b) There are certain jobs, which allow for the employment of persons with physical limitations. Therefore, the physical requirements of the particular job will be taken into consideration and reasonable accommodations for physical limitations will be made in accordance with any State and Federal regulations.
- c) Limitations noted upon a physician's examination will be brought to the attention of the Department Head and will then be discussed with the Supervisor. After consideration of the job description and the Employees' limitations, a determination will be made as to the suitability of the applicant for the job and any appropriate accommodations.

Maintaining Physical Standards:

- a) After employment, an Employee shall be expected to continue to meet any physical standards prescribed for the job at the time of employment.

In the event that an Employee develops a physical or mental condition, which may in any way endanger them or the health and lives of fellow employees, the Department Head will initiate action to accommodate the Employee to ensure that work can safely be performed.

- b) The Department Head is authorized to require any Employee of their department to undergo, at Town expense, a physical examination if it is deemed that such an examination is needed to ascertain the physical condition of the Employee. The Employee will be sent to an examining physician chosen by the Town.

Return to Work from Injury or Illness:

- a) Before an Employee is allowed to return to work from an absence due to serious injury, illness or major surgical operation, the Department Head may require the Employee to present a written doctor's release indicating that the Employee is physically able to resume his/her duties. A copy of this release will be forwarded to the Town Administrator.
- b) At the discretion of the Department Head, and as may be required by Federal or State laws, an Employee may be allowed to return to work on a "limited duty" status provided such status will be of a temporary nature. Both the Department Head and the Employee's Supervisor must know exactly what limitations will apply to the Employee's work.
- c) When assigning a "limited duty" Employee, consideration must be given as to what effect their physical limitations will have on the workload and safety of fellow Employees on the same work detail.

SECTION 2 JOINT LOSS MANAGEMENT COMMITTEE

200. Purpose of Joint Loss Management Committee:

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

201. Establishment of Joint Loss Management Committee:

Under Statutory Authority: RSA 281- A: 60 the Town of Brookline is required to establish a Joint Loss Management Committee. Under RSA 281- A: 60 Part Lab 603.02 the Town of Brookline will comply with the following:

- a) All employers of 15 or more employees shall establish a working Joint Loss Management Committee composed of equal numbers of employer and employee representatives unless exempted as outlines in 603.02 (c) (9).
- b) An employer's auxiliary, mobile or satellite locations may be combined into a single, centralized Joint Loss Management Committee. This committee shall represent the safety and health concerns of all locations.
- c) Joint Loss Management Committees shall be established at each of the employer's primary places of employment, as follows:
 - (1) The size of the committee shall be determined as follows:
 - (i) Employers with 20 or fewer employees shall have a minimum of 2 members;
 - (ii) Employers with more than 20 employees shall have a minimum of 4 members;
 - (2) Employee representatives shall be selected by employees;
 - (3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;
 - (4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by an labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group;
 - (5) Committee members shall be representative of the major work activities of the employer;
 - (6) Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate or pay for all time spent on such activities;
 - (7) The employer shall respond in writing to recommendations made by the Committee but verbal response that has been recorded in the committee's official minutes shall be deemed a written response. Communication and resolution will be noted in the JLMC log.

- d) The Joint Loss Management Committee will consist of at least as many employees as management. At a minimum the committee will include 6 members with equal representation from labor and management.
- e) In addition to the JLMC, each employee is encouraged to assist the department head with compliance with this policy, help identify training needs and review incidents within the Department with the goal of incident prevention.

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

The committee shall:

- a) Meet at least quarterly to carry out their duties and responsibilities. Minutes of meetings shall be kept and made available for review of all employees;
- b) Elect a chairperson annually.
- c) Develop and disseminate to all employees, through the department managers, the Safety Manual;
- d) Review workplace incident and injury data to help establish the committee's goals and objectives;
- e) Establish specific safety programs, which shall include, but not be limited to, the following:
 - (i) Designation, by name and title, of a person who shall be knowledgeable of site-specific safety requirements and be accountable for their implementation and adherence;
 - (ii) Provisions for health and safety inspections at least annually for hazard Identification purposes;
 - (iii) Performance of audits at least annually regarding the Inspection findings; and
 - (iv) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- f) Ensure that the required and necessary safety and health training for employees shall be provided so they may perform their work in a safe and healthy manner and environment. This training shall be conducted at no cost, and without any loss of pay, to the employees;
- g) Establish procedures to provide for a system of handling suggestions and recommendations that are submitted to the Committee. It is advisable to establish these when the Committee is organized. Following is a step-by-step procedure for handling recommendations:
 - 1) Review of recommendations submitted to Committee by Employees or Committee members.
 - 2) Discussion and acceptance, modification or rejection by the Committee.
 - 3) Accepted recommendations submitted to head of department. Rejected recommendations returned to originator with reasons therefore.

- 4) Head of department submits written reply to Committee regarding actions taken on recommendations.
- h) Investigate all complaints pertaining to Employee safety.
- i) Recommend training programs for Employee groups

203. JLMC Meetings:

The chairperson of the Safety Committee shall normally follow an established order of business in conducting meetings. Following is a recommended outline:

- 1) Roll call.
- 2) Review of minutes from previous meeting.
- 3) Old business - with emphasis on follow-up of reported unsafe conditions listed in minutes of previous meeting.
- 4) Program (film, talk, demonstrations, etc.)
- 5) Review of all incidents that have happened since the last meeting.
- 6) Report of unsafe conditions or unsafe acts from Employees present.
- 7) Inspections of Town buildings and facilities

204. Training Programs

As the need is identified, training for all employees or a department's employees will be provided in a timely manner. Training may include:

- 1) Safety presentation.
- 2) Talk on an appropriate incident prevention subject. The speaker may be a member of the department or an outside expert.
- 3) Demonstration of artificial respiration, first aid, etc., with hands-on experience by Employees.

Training shall occur based on common incidence occurrences and/or based on the span of time since the last training on topics such as:

- 1) Preventing workplace harassment and discrimination
- 2) Preventing workplace violence
- 3) Bloodborne pathogens
- 4) Use of a fire extinguisher

Other department-specific training, as needed

SECTION 3
REPORTING OF JOB INJURIES

300. Reporting of Job Injuries by Employees:

a) Verbal Report to Supervisor.

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

b) Written Report to Departmental Office.

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

301. Reporting of Job Injuries by Departments:

a) Initial Reports of Injury.

1) Workers' Compensation Report ("First Report of Injury") to be completed online via the Primex website (www.nhprimex.org) by the Employee or his/her Supervisor.

- i) When **any injury** occurs, the injured Employee and/or his/her Supervisor will complete a Workers' Compensation Report as soon as possible and **no later than 24 hours** after the time the injury occurred.
- ii) This report shall be completed for **all job injuries** even though medical treatment was not required. Information contained in this report is important because it provides the basis for any future claims that the injured Employee might have in connection with the injury.
- iii) In the event of a fatality or injury to three or more employees the Workers' Compensation Report will be submitted within eight hours.

2) First Report of Injury

- i) In the event of a lost time or medical treatment injury, the injured Employee's Supervisor will immediately have the departmental office file a First Report of Injury.
- ii) If the injured Employee is too disabled to come to the departmental office to fill out any required reports, the Supervisor or other person designated as the head of department will obtain the required information and complete the report.
- iii) **The Report will not be delayed pending the return to work of the disabled Employee.**

- iv) The departmental office will then promptly forward a scanned copy of the submitted Report to the Town Administrator.

302. Verification of Statements:

- a) Whenever an Employee claims to have been injured in the course of their employment, the Town's obligated to provide, if necessary, an initial medical examination to determine whether or not the injury was, in fact, received as a result of employment.
- b) When the Supervisor is not an actual eyewitness to an incident resulting in an injury, he/she shall make every effort to verify the statements of the injured Employee as part of the incident investigation procedure to assure that:
 - i) The injury occurred on the job, and
 - ii) Circumstances described by the injured Employee are correct.
- c) If there is reason to doubt statements made by the injured Employee, or evidence indicates that all or part of the statements are false, the Employee will be informed of these findings.
- d) If the Employee persists in claiming that the injury was job connected, a Workers' Compensation Report must still be submitted. The Supervisor or Department Head will also attach a memorandum to the Report detailing the reasons why he/she believes that the Employee's statements are not correct.
- e) Employees who make false statements concerning job injuries (which statements can be documented as being false), are subject to dismissal from their jobs as well as being held liable for the repayment of any compensation or medical payments received by them in connection with the injury.

303. Report of Injuries by Non-Employees on Any Town Property

- a) Initial Report of Injury
 - i) When any injury occurs on any Town of Brookline property, an Incident Reporting Form will be filled out by a staff member reporting the injury/incident. This report shall be turned into the Town Administrator within 72 hours of the incident. A phone call will also be made to notify the Town Administrator of any sever type of injuries/incidents.
 - ii) This report shall be prepared for all injuries even though medical treatment was not required. Information contained in this report is important because it provided the basis for any future claims that the injured party might have in connection with the injury.

SECTION 4 FUNDAMENTALS OF INCIDENT PREVENTION

400. Fundamental Activities for Incident Prevention:

- a) Successful incident prevention requires a minimum of four fundamental activities:
 - i) A study of all working areas in order to detect, eliminate, or control physical hazards, which contribute to incidents.
 - ii) A study of all operating methods and practices.
 - iii) Education, instruction, training, and discipline to minimize human factors, which contribute to incidents.
 - iv) Thorough investigation of incidents in order to determine other circumstances, which may contribute to incidents.

401. Incidents are Preventable:

It must be emphasized that incidents do not happen without cause, and the identification, isolation and control of these "causes" are the underlying principles of all incident prevention techniques.

402. Causes of Incidents:

Causes of incidents are divided into three major categories:

- a) Acts of Nature (floods, hurricanes, etc).
- b) Unsafe Conditions.
- c) Unsafe Acts.

403. Unsafe Conditions:

- a) Most unsafe or hazardous conditions can be grouped into one of the following classifications:
 - 1) Defectiveness, inferiority, or unsuitability of tools, machinery, equipment, or materials.
 - 2) Hazards of surroundings. (Poor housekeeping)
 - 3) Hazards of methods or procedures being implemented.
 - 4) Hazards of improper employee placement. (Person not mentally or physically compatible with job requirements.)
 - 5) Inadequate safeguarding of machinery, equipment, work areas, etc.

404. Unsafe Acts:

- a) The majority of unsafe acts of persons may be assigned to one or more of the following classifications:
 - 1) Failure to follow instructions or proper job procedures.
 - 2) Failure to take necessary safety precautions when performing maintenance on equipment, i.e. cleaning, oiling, adjusting, or repairing equipment that is moving, electrically energized, or pressurized.
 - 3) Failure to use available protective equipment such as gloves, goggles, hard-hats, etc.
 - 4) Failure to wear safe personal attire.
 - 5) Failure to secure a work area or warn others of the safety hazards in the work area.
 - 6) Failure to use equipment properly.
 - 7) Failure to maintain the proper function of safety devices.
 - 8) Failure to exercise common sense when performing job duties.
 - 9) Improper use of hands or body parts.
 - ii) Taking an unsafe position or posture.
 - iii) Operating or working at unsafe speeds.
 - iv) Unsafe placing, mixing, combining of hazardous substances.
 - v) Using tools or equipment known to be unsafe.
 - vi) Driving errors.
 - vii) Horseplay.

- b) Unsafe acts are usually brought about by one of the following:
 - 1) Lack of knowledge, skill, coordination or planning.
 - 2) Improper attitudes.
 - 3) Physical or mental limitations.
 - 4) Temporary lack of safety mindedness at time of incidents.

405. Control of Incident Causes:

There are three main methods utilized in the control of incident causes. These are sometimes referred to as “**The Three E's of Safety**” and are outlined in the section below.

a) Engineering:

Environmental causes of incidents or unsafe conditions can be eliminated through the application of engineering principles.

- i) When an operation is mechanically and physically safe, it helps reduce the risk of unsafe acts by Employees. Machines are less apt to fail than humans.
- ii) It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts.
- iii) Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and handrails are varied examples of safety engineering at work.

b) Education and Training:

Just as safety engineering is the most effective way of preventing environmental incident causes (unsafe conditions), safety education is the most effective tool in the prevention of human causes (unsafe acts).

- i) Personnel will gain useful knowledge and develop safe attitudes through adequate instruction in safety principles.
- ii) Safety consciousness developed in personnel through education will be supplemented and broadened by specific, additional instruction in safe working habits, practices and skills.
- iii) Training gives each employee a personal safety tool by developing in them habits of safe practice and operation. This is very important.

c) Enforcement and Supervision:

- i) Strict enforcement of safety practices is imperative, as incidents are frequently the direct result of violations of safety principles.
- ii) Department Heads and Supervisors are responsible for enforcing safety standards and regulations.
- iii) Violations of safety practices should be backed by prompt corrective action.

406. Elimination of Unsafe Conditions:

One of the most effective means of preventing incidents is to eliminate unsafe conditions. To talk safety while unsafe conditions exist and remain unaddressed will obviously create a barrier to Employee understanding of, acceptance of, and cooperation in the program.

a) **Supervisor Involvement:**

- 1) The Supervisor must take the initiative in safety-related matters. This should be done without additional instruction from higher authority.
- 2) The principle goal of the Supervisor should be to search out hazardous conditions and eliminate them **before** they cause work interruption or injury. Too often an unsafe condition is allowed to exist simply because it has not caused an incident--yet. The job **must be** made safe as possible.
- 3) If the elimination of an unsafe working condition is beyond the Supervisor's authority, it is his/her responsibility to bring it to the attention of their immediate Supervisor or Department Head.

b) **Procedures for Elimination of Unsafe Conditions.**

- 1) Remove all obstacles and impediments to the safe movement of personnel, vehicles or machines.
- 2) Repair damaged floors, broken steps, broken glass, cracked walls and ceilings.
- 3) Replace worn or damaged tools.
- 4) Install guards for moving parts of machinery, fans, etc.
- 5) Provide protective equipment such as goggles and hard-hats.
- 6) Insist on good housekeeping practices - remove debris, waste material and obsolete or useless equipment.
- 7) Replace worn electrical wiring and fixtures.
- 8) Post signs warning of hazards in certain areas.

407. Control of Work Habits:

Regardless of the degree of safety built into a job, unsafe actions on the part of human beings will always be a cause of injuries. Teaching Employees good work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials, and less damage to equipment.

a) **Showing the "Why" as Well as the "How".**

An Employee, from time to time, may need to be reminded **why** a safety procedure is in place. It may be necessary to insist that an Employee repeat a certain step or work practice to stress the seriousness with which safe practices are regarded by the department.

Demonstrations of "Right" and "Wrong" ways of performing tasks should be conducted as a basis for showing **how** one work habit is preferred over another.

b) **Providing Adequate and Constant Supervision.**

- 1) It is important to provide watchful supervision on subsequent performances.
- c) **Implementing Disciplinary Action for Failure to Comply.**
 - 1) When the right way has been presented and agreed to by the individual workers, it is essential that failure to comply be noted. No matter how skillful an Employee may be in performing his duties, if they are not performed safely, the Employee will not be performing acceptably.
 - 2) Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge if necessary.

408. Safety Orientation of New Employees:

- a) **Attitudes Which Promote Safety Consciousness.**
 - 1) It is imperative that the Department Head, Supervisor, and fellow Employees exhibit proper attitudes about incident prevention and safety to all new Employees.
 - 2) The new Employee must also be told that unsafe workers will not be tolerated. In addition, Employees should be told that they are always required to obey safety rules and instructions, wear protective equipment whenever required, and attend safety meetings. These are necessary conditions to be met in order to continue employment with the Town.
- b) **Previous Experience is Never an Adequate Substitute for Proper Instruction.**
 - 1) It will never be taken for granted that the previous experience and apparent qualifications of the new Employee mean that "somewhere along the way" they have learned to do the job in a safe manner.
- c) **The Supervisor Will Do Review and Follow Up with the New Employee.**
 - 1) The Supervisor will meet with the new Employee, being sure to point out the possible hazards involved in doing the job.
 - 2) If possible, the new Employee should be assigned to work with a safety-minded Employee during the first few weeks.
 - 3) The Supervisor will check on the new Employee at frequent intervals.
 - i) The new Employee will be asked about any problems that may have arisen.
 - ii) The new Employee will be reminded of safe work practices.
 - iii) The Supervisor with regard to any tendency of overlooking safety procedures will promptly and vigorously warn the new Employee.
 - iv) New employee will be issued a copy of the Safety Program
 - v) Complete Safety Orientation Form (see Appendix)
 - vi) Complete Employee Safety Responsibilities Signature Form (see Appendix)

**SECTION 5
DISCIPLINE POLICY**

500. DISCIPLINE POLICY RATIONALE:

Employers are required to promulgate safety policies and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced.

A fair process requires that the employer inform the employee of the precise nature of the offense and any verbal or written warning tells the employee the consequences of further violations. A fair process also allows the employee to present his/her version of events and any evidence or mitigating circumstances.

501. DISCIPLINE POLICY

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

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

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

Section 6
HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION
OF INCIDENTS

600. Purpose:

A workers' compensation injury is defined as an incidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definitive State requirements for reporting these injuries, which are summarized in this section and to which conformance by all employees are mandatory.

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

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

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

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

The Principle Purposes of Incident Investigation.

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

601. Handling Emergencies:

Judgment is a key factor in handling any emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help and take every due precaution to preserve life.

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

602. Cases to be Investigated:

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

- a) Every incident, which results in death, disabling injury or Town property damage, shall be investigated. All incidents resulting in death shall be reported to the Department of Labor within 8 hours of the incident.
- b) Near-misses or incident resulting in non-disabling injuries will also be investigated because they are equally important from the safety standpoint. An incident that results in only slight injury to a person may easily result in death to the next person.

603. Persons Making Investigations:

Department Heads:

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

Supervisors:

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

604. Procedures for Making Investigations:

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

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

1. **Arrive at Incident Scene Promptly.**

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

2. **Conduct Interviews with Involved Parties.**

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

3. **Note Conditions and Evidence.**

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

4. **Note Any Reference to Unsafe Acts.**

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

605. Reports of Investigations:

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

WHO was injured or WHAT was damaged?

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

(The investigator must be particularly thorough in determining the WHY of each incident.)

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

SECTION 7 MOTOR VEHICLES POLICY

The following is a guideline pertaining to the use of motor vehicles owned by the Town of Brookline.

700. Use of Vehicles:

- a) Reckless driving will **NOT** be tolerated, even on emergency calls.
 - 1) The Brookline Police Department and/or New Hampshire State Police will investigate incidents involving Town vehicles.
 - 2) The Supervisor will see that all the necessary reports are made and proper action is taken in accordance with rules and regulations.
- b) **Seat belts: in All Town owned vehicles are mandatory; also if you are using your personal vehicle (POV) on town time it is mandatory for you and any passengers to wear a seat belt.**
- c) Permissibility of Passengers in Town Vehicles.

Town personnel shall not allow any non-Town employee to ride with them in any Town vehicle without first securing the permission from the Department Head, except as follows:

- i) Persons taken into custody or persons necessary to aid an investigation which is being made by a Police Officer, or Fire Officer or.
- ii) Emergency situations in which it is reasonably impracticable to obtain prior permission.

701. When an Incident Occurs:

When Town vehicles are involved in any incident, **STOP IMMEDIATELY**, the immediate Supervisor must be called at once regardless of the extent of damage to the vehicles or whether or not personal injury has occurred.

- Turn on warning devices.
- Assist injured persons, but DO NOT move if likely to cause further injury.
- The radio dispatcher should be notified immediately of conditions surrounding the incident and request a police officer.
- Give your name, address, employer name and address, vehicle registration number, and operator's drivers license number to police
- DO NOT admit fault. Discuss details **only** with your supervisor, and the investigating police officer.
- If you have no radio equipment and/or phone, stop a passerby and ask him or her to call for help.
- Secure names and addresses of witnesses or first persons at the scene.

- If you strike an unattended vehicle and owner cannot be located you MUST place your name and the Town's address securely on the vehicle.
- Protect the vehicle from any further damage.
- Complete driver's report at incident scene.
- Drivers subject to post incident testing shall remain readily available for such testing.
- Post incident drug and alcohol testing is required of each driver who was driving a vehicle of 26,001 lbs. or over and there was severe personal injury or loss of life resulting from the incident, or, the driver has been issued a citation for a moving traffic violation resulting in the incident.
- An "Incident Report Kit" will be completed any time a Town-owned vehicle is involved, regardless of amount of damage or location of incident. Return the completed PLT packet to your supervisor upon return.
- Personnel may be subject to disciplinary action when damage to Town vehicles results from their carelessness or poor judgment.

702. General Maintenance of Town Vehicles:

- Personnel who have vehicles assigned to them shall be held personally responsible for their condition.
- When a vehicle breaks down, the operator shall immediately notify the immediate Supervisor as well as the radio dispatcher. The Supervisor will instruct the operator in accordance with the rules and regulations.
- Personnel are responsible for the cleanliness of the vehicle. They shall keep windshields and windows clean so that vision will not be impaired.
- Proper tire pressure must be maintained.
- Kicking or slamming of doors or forcing the windows of Town vehicles is forbidden.
- No personal equipment shall be installed on Town vehicles without prior approval from the Department Head.
- Personnel must not push or tow any vehicle or object with a Town vehicle unless said vehicle is properly equipped for such purpose.

703. Physical Safety of Town Vehicles:

- a) Except in extreme emergencies, personnel are forbidden to leave vehicles unlocked when they contain Town property or other valuables.
 - 1) Exemption: Emergency vehicles
- b) Under no circumstances are ignition keys to be left in the vehicles.
 - 1) Exemption: Emergency vehicles
- c) Engines are to be turned off when vehicle is not in use and unit is left unattended.
 - 1) Exemption: Emergency vehicles

- d) Persons who are permanently or temporarily subject to recall and who have vehicles assigned to them will keep the vehicles either at their homes or at the designated area for the vehicle, whichever is determined necessary for administrative efficiency by the Department Head.
- d) Persons to whom Town vehicles are assigned vehicles shall monitor the two-way radio when using the vehicle.

704. Use of Town Vehicles for Official Town Business:

Any Employee may use or travel in any Town vehicle as is necessary or convenient to perform official Town business, including the observation of Town facilities or the operation of Town government.

705. Use of Personal Vehicle on Town Business:

Employees may use their personal vehicles when conducting town business. In the event of an incident while using a personal vehicle on town business:

- Turn on warning devices.
- Assist injured persons, but DO NOT move if likely to cause further injury.
- The radio dispatcher should be notified immediately of conditions surrounding the incident and request a police officer.
- Give your name, address, employer name and address, vehicle registration number, and operator's drivers license number to police
- DO NOT admit fault. Discuss details **only** with your supervisor, and the investigating police officer.
- If you have no radio equipment and or phone, stop a passerby and ask him or her to call for help.
- Secure names and addresses of witnesses or first persons at the scene.
- If you strike an unattended vehicle and owner cannot be located you **MUST** place your name and the Town's address securely on the vehicle.
- Protect the vehicle from any further damage
- Complete driver's report at incident scene (Vehicle Information kits are available from the Town Administrator).

In New Hampshire, vehicle insurance coverage follows the vehicle and its owner. Therefore, if an employee is involved in an accident while conducting official town business or on town assignment, the owner of the vehicle (and their insurer) is responsible for coverage on the vehicle. If the employee is not at fault, then their insurer would likely subrogate with the party responsible for the accident. If the individual is injured in an accident, the Town's workers compensation coverage may apply, depending on the circumstances.

SECTION 8 BLOOD BORNE PATHOGENS POLICY

Employees are to treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Universal precautions and appropriate personal protective equipment shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.

Employees responding to an emergency or situation where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed. (Kits are provided in many Town buildings and vehicles).

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

Disposal: All contaminated and suspected to be contaminated materials will be disposed in approved Bio-Hazard bags/containers. The use of Bio-Hazard sharps containers is advised. Bio-Hazard materials cannot be disposed of in normal trash containers or dumpsters. Contaminated materials are typically accepted by medical providers. Agreements with hospitals, Health Clinics, Ambulance Services, etc. are highly recommended.

Department Heads should contact the Ambulance Director for Bio-Hazard bags.

SECTION 9
HAZARD COMMUNICATION POLICY & PROGRAM

900. Hazardous and Toxic Substances:

- a) Employees who might be exposed to toxic substances during the course of their work shall be informed of the nature and hazards of these substances in accordance with N.H. RSA 277-A "Worker's Right to Know Law."
- b) Engineering and administrative controls shall be implemented, whenever feasible, to maintain concentration levels below the levels established by the American Conference of Governmental Industrial Hygienists (ACGIH), 1995-96 and published in "Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment".
- c) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

901. Purpose:

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

902. Policy:

- a) All Department Heads and Supervisors or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
- b) The JLMC will review and update the program, as necessary.
- c) Under this program, employees will be informed of:
 - i) The contents of the hazard communication standard;
 - ii) The hazardous properties of in-house chemicals with which they work;
 - iii) Safe handling procedures;
 - iv) Measures to take to protect themselves from these chemicals

903. List of In-House Hazardous Chemicals:

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

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located at the Town Office and a copy should be kept at the fire department.

904. Material Safety Data Sheets:

- a) SDS's provide employees with specific information on chemicals they may be exposed to. The Department Heads will maintain a binder in each facility with an SDS on every substance on the list of hazardous chemicals MSDS Index.
- b) Each Department Head or their designee shall be responsible for acquiring and updating SDS's. The Department Heads shall contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment received by the Town.
- c) SDS forms must be kept on file for a minimum of thirty (30) years in the workplace.

905. Labels:

- a) The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (**NFPA 704 label**) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.
- b) If you transfer chemicals from a labeled container to a portable **container** that is intended only for your **immediate use, labels are not required on the portable container.**

906. Training:

Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Department Heads or his or her designee.

907. Contractor Employees:

Each contractor bringing chemicals on-site must provide the Town with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

908. Handling Chemicals:

All Employees should be aware that all chemical products may be potentially harmful or dangerous if improperly mixed or applied or when used without protective equipment or in a manner not consistent with the manufacturers guidelines. Many commonly used products not commonly regarded as "hazardous" are, in fact, chemicals and can cause injury if not properly used. Extreme care should be used at all times by personnel who are working with acids, caustics, solvents, pesticides, toxic, petroleum based or other chemical products (specific rules for certain activities and/or use of specific chemicals are provided in departmental safety policies and procedures).

Basic safety information relating to the usage of chemicals is outlined as follows:

Material Safety Data Sheets (MSDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the Town.

The MSDS will be kept in the appropriate departments and made available to Employees on request.

Always consult the MSDS before working with a new product. The MSDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, fire fighting information and required protective equipment.

Never mix chemical products unless it's safe to do so. Many common products are incompatible or become unstable when mixed. Consult the MSDS or ask a knowledgeable superior.

First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.

All containers of chemicals must be labeled.

When using small quantities of a chemical, use the entire chemical or return it to the original container.

Never leave any quantity of hazardous material in an unlabeled or improper container.

No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.

Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.

Wash hands frequently.

Wear protective clothing, respiratory protection, rubber gloves, protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.

Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.

Keep fire and flames away from flammable materials. Smoke only in authorized areas.

In case of a chemical fire, evacuate the building as quickly as possible and call the fire department and exit the area, but do not go downwind.

If acid or caustic materials come in contact with the eyes or skin, flush immediately with large amounts of water. Get medical attention for any eye injury.

See Addendum on next three pages for handling of opioid and unknown substances.

SECTION 10 LOCK-OUT/TAG-OUT POLICY

Electrical equipment shall be effectively disconnected, and disconnected switches locked in the "off" position prior to making repairs, adjustments, lubricating, cleaning, or performing any work where there is a danger of being injured from contact with live parts, or from equipment activation.

All stored energy hazards produced by mechanical means, such as hydraulic pressure, pneumatic pressure, steam pressure, vacuum, and electricity shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury.

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

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

Contractors must provide the Town with appropriate Lock-out/Tag-out procedures when working on Town equipment or facilities. Contractors will utilize their own Lock-out/Tag-out equipment. Notification to the Town will be made upon the installation of a Lock-out/Tag-out device on Town property or equipment.

Any Town employee who is going to work on electrical or mechanical equipment must complete Lock-out/Tag-out training before doing so.

SECTION 11
PERSONAL PROTECTIVE EQUIPMENT/NOISE EXPOSURE POLICY

1100. Introduction

It is the responsibility of the Department Head or his/her designated representatives to determine by examination of the job description to see which Employees are exposed to hazards and see that they are afforded proper safety equipment and personnel protective equipment (PPE).

Protective equipment, including personal protective equipment for eyes, face, hearing, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

1. The employer shall be responsible for assessing the hazards, and providing and requiring the use of appropriate personal protective equipment where indicated based upon that assessment.
2. Where employees furnish their own personal protective equipment, the employer shall be responsible to assure its adequacy and to ensure that the equipment is properly maintained and in a sanitary condition.
3. Employees working over or near water, where the danger of drowning exists, shall be provided with a U.S.Coast Guard-approved life jackets or buoyant work vests.

1101. Personnel Protective Equipment

1. Head Protection:

Approved ANSI hard-hats shall be furnished to and shall be worn by personnel who are working in and around areas where there is a possibility of head injury.

2. Eye Protection:

- a) Goggles, face shields, or other suitable eye protection shall be required for wear by Employees whenever there is danger of exposing the eyes to flying particles chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the Supervisor.
- b) Suitable eye protection devises will be purchased and furnished by the department.

3. Hand Protection:

- a) Employees may be required to use appropriate work gloves in completing their duties.
- b) The department shall furnish specialized hand protection such as rubber gloves, welding gloves, etc.

4. Foot Protection:

Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazard pose an increased risk that foot injuries may occur.

5. Clothing:

- a) Employees are required to dress appropriately. Standard dress will be trousers and shirt. Shorts and T-shirts may be worn in certain circumstances.
- b) Employees are further required to use appropriate personal protective clothing and equipment when necessary.

6. Hearing Protection:

- a) Employees shall be required to wear hearing protection to protect against the effects of occupational noise exposure when the sound levels exceed 85 dB in duration or when impulsive or impact noise exceeds 140 dB peak.
- b) Suitable hearing protection with an adequate NRR rating will be provided by the department.

7. Training:

Training in PPE and Noise Exposure will be provided as needed on a department by department basis.

SECTION 12 RECORD KEEPING

An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept in the Town Administrator's office and made available to a safety inspector upon request.

Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement.

The log shall include, at a minimum, the following information:

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

SECTION 13 SUB-CONTRACTORS/OUTSIDE SERVICE PROVIDERS

Per RSA 277:5-a all sub-contractors and Outside Service Providers working on a project of \$100,000 or more are required to have completed the OSHA 10-hour Construction Safety Program and follow their own company's safety policies. In circumstances where there are no policies, all Sub-contractors/Outside Service Providers will adhere to the Town of Brookline's Safety Manual while on Town property. Project categories include construction, reconstruction, alteration, remodeling, installation, demolition, maintenance, and repairs of any public building.

SECTION 14 TRAFFIC CONTROL

Per LAB 1403:58 the community will ensure effective means for control of pedestrian and vehicular traffic. Traffic control devices shall conform to the Federal Highway Administrative Manual on Uniform Traffic Control Devices.

Per LAB 1403.22 (Flagger) the Employer shall ensure compliance with the following requirements:

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

**THIS SAFETY MANUAL IS NOT INTENDED TO SUPERSEDE ANY CURRENT POLICY
AND PROCEDURE MANUAL IN PLACE BY ANY TOWN DEPARTMENT.**

APPENDIX

**TOWN OF BROOKLINE
SAFETY ORIENTATION FORM**

Employee Name: _____

Position: _____

Date Hired: _____

Check Appropriate Employee Status:

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

Check Completed Items:

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

First Aid/Kit:

- Obtaining treatment
- Location in facilities
- Emergency Telephone Numbers

Potential hazards on the job:

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

What to do in event of emergencies:

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

The total safety program:

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

Personal work habits:

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

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

Supervisor's Signature _____

Date _____

Employee's Signature _____

Date _____

**TOWN OF BROOKLINE
EMPLOYEE SAFETY RESPONSIBILITIES SIGNATURE FORM**

As an employee of the Town of Brookline I will:

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

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

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

Observe all hazard warnings and no smoking signs.

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

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

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

Not report for work under the influence of alcoholic beverages or drugs or to consume them while on Town property.

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

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

Follow proper lifting procedures at all times.

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

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

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

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

I have read and agree to abide by the Town of Brookline Safety Manual and all its contents.

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

Employee Signature _____ Date _____

**TOWN OF BROOKLINE
TEMPORARY ALTERNATE DUTY PROGRAM**

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

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

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

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

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

EMPLOYEE SIGNATURE _____ DATE _____

**TOWN OF BROOKLINE
INCIDENT REPORTING FORM**

(To be completed within 24 hours by Staff Member reporting/involved)

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

NATURE OF INCIDENT WITH BRIEF DESCRIPTION:

WITNESS (PATRONS AND/ OR STAFF MEMBER ON DUTY)

NAME	ADDRESS	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACTION TAKEN: _____

RECOMMENDATIONS: _____

RESULTS: _____

SUBMITTED BY: _____ DATE: _____

Copies to: Selectboard XX Joint Loss Management Comm. XX