



**COUNTY OF MERRIMACK  
SAFETY PROGRAM**

MERRIMACK COUNTY  
SAFETY AND HEALTH PROGRAM

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## I. Introduction

Every employee has the right to a workplace free from occupational safety and health hazards. It is the policy of the County of Merrimack to provide a safe and healthy workplace for employees consistent with applicable federal, state, and local safety laws and standards. This Safety and Health Program is designed to prevent accidents and illnesses by providing the framework to manage workplace safety and health issues through planning, organization, leadership, and control. It is the obligation of all employees to be knowledgeable of this program and to follow applicable safety rules and regulations in performing their duties and carrying out their responsibilities.

## II. Responsibilities

All employees shall be fully responsible for implementing the provisions of this program within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to implement more comprehensive procedures to improve workplace safety and health.

- a. Elected Officials and Department Heads are responsible to authorize and maintain safe and healthful work places and work practices. Specifically, they will do the following:
  1. Officially adopt the safety program.
  2. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible.
  3. Clearly communicate with all members of the organization. Emphasize that the program is a joint effort among all parties.
  4. Ensure that required resources are available when necessary. Resources may include, but not be limited to the following:
    - a. Funding - Safety equipment; personal protective equipment; training courses and materials.
    - b. Personnel - Outside experts; Risk Management Services consultants; inter-departmental liaisons.

- c. Time - Review and respond to inspection/recommendation/investigation reports; participate in training programs.
    - d. Support - Encourage acceptance by everyone.
  - 5. Respond, in writing, to recommendations made by the Joint Loss Safety Committees.
  - 6. Provide training for members of the Joint Loss Management Committees in workplace hazard identification and accident/injury investigation adequate to carry out the committees' responsibilities.
  - 7. Ensure that sub-contractors follow all appropriate safety and health standards.
- b. The Human Resources Director is responsible for compliance with rules, regulations, and implementation of the Safety and Health Program. It is the responsibility of the Human Resources Director to:
- 1. Remain current on applicable federal, state, and local safety laws and standards.
  - 2. Ensure all Safety and Health Program records are properly maintained.
  - 3. Ensure that personnel responsible for carrying out the provisions of the Safety and Health Program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established personnel policies and procedures.
  - 4. Investigate safety and health hazards to ensure that they are corrected.
  - 5. Ensure the operation of Joint Loss Safety Committees.
  - 6. Represent any departments not represented on the Joint Loss Safety Committees.
  - 7. Report to the County Commissioners regulation changes, needed policy changes, safety problems that need attention, and activities of the Joint Loss Safety Committees.
- c. The Joint Loss Safety Committees shall be composed of employees selected to represent specific departments. The Committees will meet quarterly to:

1. Become familiar with laws and regulations regarding safety and health in the workplace.
  2. Review accident reports and the results of safety inspections and investigations.
  3. Confirm that documented hazards have been corrected.
  4. Make recommendations to the County Commissioners regarding safety and health policies, and the need for training and safety equipment.
- d. Supervisory personnel have the responsibility and authority to maintain safe and healthful work places and work practices. Specifically, they will do the following:
1. Comply with this Safety and Health Program and applicable work rules.
  2. Ensure that all employees within their jurisdiction comply with the program and follow all work rules.
  3. Actively and fairly enforce disciplinary procedures for violation of work rules.
  4. Educate employees within their jurisdiction in the accepted way to perform tasks, the nature of hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment.
  5. Be actively concerned for the safety and health of staff. Leaders are accountable for the positive, successful performance of their staff, as well as accidents, incidents, and near-misses which occur.
  6. Investigate accidents and take steps to prevent their occurrence.
  7. Conduct inspections of the work place and take steps to correct any identified hazards.
  8. Evaluate employee safety records as part of the employee's performance appraisal.
  9. Require sub-contractors to check in before beginning work and ensure that they follow applicable safety and health standards.

- e. Employees are required, as a condition of employment, to exercise such care in the course of their work as to prevent injury to themselves, to other workers and to visitors. Employees shall:
  - 1. Understand and follow all work rules.
  - 2. Wear required personal-protective equipment, including seat belts.
  - 3. Report all unsafe acts or conditions to their supervisor.
  - 4. Operate only machines and equipment that they have been authorized and trained to operate by the supervisor.
  - 5. Follow all accident reporting procedures.

### III. Emergencies, Accidents, and Investigations

- a. Handling Emergencies - Employees are expected to exercise their best judgment in accordance with the following guidelines:
  - 1. Call the appropriate emergency service (medical, fire, police, rescue).
  - 2. See to it that first aid is provided.
  - 3. Notify the supervisor.
  - 4. Follow reporting and investigation procedures.
- b. Accident Reporting - Employees are expected to:
  - 1. Report all accidents or incidents immediately to the responsible supervisor.
  - 2. Complete the Employee's First Report of Injury or Occupational Disease (Form 8-wc) as soon as possible after the occurrence of an occupational injury or disease, but no later than five days thereafter. Once complete and signed, form should be delivered to immediate supervisor who will forward to Human Resources.
  - 3. All injuries, even those requiring only common first aid, must be reported following these guidelines.

- c. Incident Investigations - The immediate supervisor, or other designated individual, will investigate all accidents, injuries, or incidents which occur within their jurisdiction. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An investigative report should be completed if the incident is serious in nature or had the potential to cause serious injury.

Investigations should be conducted following these guidelines:

1. Survey the scene as soon as practicable after the incident noting conditions, location of objects, and identifying witnesses. Make notes and draw sketches as needed.
2. Interview witnesses soon after the incident so the facts will be fresh in their mind. The purpose is not to determine who was at fault, but to determine the cause so that similar incidents can be prevented in the future.
3. Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.
4. Make recommendations to prevent similar occurrences.

#### IV. Inspections

Supervisors and employees are responsible for conducting necessary safety inspections. Any unsatisfactory conditions are to be dealt with in the appropriate manner. The Joint Loss Safety Committees will conduct annual inspections and record their findings.

##### a. Frequency

Formal inspections of the work area and equipment are conducted annually, or more frequently if required by applicable work rules. Supervisors and employees are expected to constantly be alert for unsafe acts and conditions and take necessary corrective action.

##### b. Guidelines for Correcting Unsatisfactory Conditions

1. First and foremost, take the necessary action to prevent an injury, i.e. remove faulty equipment from service, post a warning sign, etc.

2. If within your authority, take steps necessary to permanently correct the hazard. Report all action taken to your supervisor.
3. If you do not have the authority to correct the problem, take steps to prevent an injury and report the problem and your recommended solution to the person who has the authority to correct it.

c. Recordkeeping

1. Inspections should be documented; at a minimum, recording the inspector's name, date, location, list of unsatisfactory conditions noted, action taken, and recommendations.
2. If unsatisfactory conditions are noted, send a copy of the report to your department head/supervisor and to the appropriate Joint Loss Management Committee.
3. If no unsatisfactory conditions were noted, a copy of the inspection report should be kept on file to document compliance with the Safety and Health Program.

V. Training

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to demonstrate their concern for the welfare of employees.

a. Orientation

All new or transferred employees will be told their responsibilities under this Safety and Health Program and will be provided access to a copy of department policies and procedures. When the individual conducting the training is confident that the employee understands the work rules, the employee will sign a form indicating that, and the form will be placed in the employee's personnel file.

b. Specific/On-The-Job

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



changes in the job occur, or whenever deemed necessary by the supervisor.

c. Follow-up

When the supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to employees after an accident or incident.

d. Recordkeeping

1. Orientation training is documented in the employee's personnel file.
2. Specific, on the job, or follow-up training should also be documented either in the employee's personnel file or a separate training file. Documentation consists of a brief description of the training, the date and instructor's name, and a list of those attending.

VI. Seat Belt Policy

a. Rationale

1. Your welfare and safety is a consideration at all times.
2. The use of seat belts in all motorized vehicles has proven to be an important factor in both preventing, and reducing the severity of, personal injury in the event of vehicle accidents. This is especially true when the vehicle is equipped with airbags (SRS), or rollover protective systems (ROPS).

b. Policy

1. All employees are required to wear seat belts while operating or riding in any vehicle while on county business. This applies to county vehicles, personally owned vehicles, as well the vehicles of others, regardless of the presence of any supplemental restraint system (airbags).
2. In addition, passengers in vehicles operated by county staff while on county business are required to wear seat belts.

3. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts.
4. County employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

c. Discipline

Employees found to be violating this policy may be subject to discipline as outlined in the County's Disciplinary Policy and Procedures.

VII. Disciplinary Policy and Procedures

a. Policy

1. It is the County's 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 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.
2. These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the organization considers to be important. It is also fair that you 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.
3. 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.
4. 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.

b. Disciplinary Procedures

The following establishes the County's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy or procedure that was violated will be reviewed with the employee to reinforce the behavior expected. In the case of written warning, suspension, or termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

1. Verbal Warning

Any infraction of the rules, policies, or procedures will warrant a verbal warning from the employee's immediate supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include but not be limited to a written warning, suspension and/or discharge.

2. Written Warning

Any subsequent or serious violation of the rules, policies, or procedures of the organization may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures and rules.

3. Suspension

Any subsequent or serious violation of the rules, policies, procedures of the organization may result in the suspension of the employee. The department head may suspend the employee for up to ten (10) working days without pay.

4. Termination

Employees may be terminated from employment for a single serious violation of the rules, policies, or procedures, and/or for repeated violations of the rules, policies, or procedures. An employee need not have been suspended for any previous violations before being terminated.

## EXHIBIT A

### Statement of Safety Policy

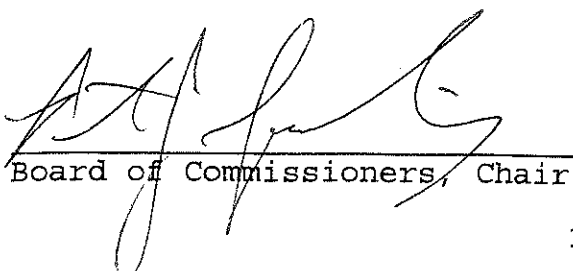
The County of Merrimack values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, the Merrimack County Commissioners recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the County of Merrimack will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

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

Your efforts will make the difference!

  
Board of Commissioners, Chair

3-25-2014  
Date

## Exhibit B

### Joint Loss Safety Committee Guidelines

#### I. Purpose and Intent

Their purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Workers' Compensation.

#### II. Organization of Committee

##### A. Size, Membership and Structure

Merrimack County has three Joint Loss Safety Committees:

Concord Complex: Made up of employees from the following Departments: Sheriff's Office, Deeds, County Attorney's Office, Facilities and Human Resources.

Nursing Home: Made up of employees from the following Departments: Nursing Services, Housekeeping, Laundry, Recreation, Dietary, Facilities, Administration and Human Resources.

Corrections: Made up of employees from the following Departments: Line Staff, Medical, Facilities and Human Resources.

Joint Loss Safety Committees are made up of management and employee representatives with equal representatives on both sides. In Committees that have representation of a Labor organization, there are co-chairs, one representing Management and one representing Labor.

1. Employee representatives shall be selected by the employees according to the following guidelines:

a. Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;

b. Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group or unrepresented employees shall have a proportionate

number of committee members based on the number of employees in each bargaining unit or group;

2. Committee members must be representative of the major work activities of the County Department or County wide Department.

3. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities;

4. The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives except where a labor organization is present, there will be co-chairs from labor and management.

#### Sample Agenda

1. Call to order.
2. Roll call by secretary.
3. Introduce any visitors, if allowed.
4. Read minutes of previous meetings.
5. Review any new rules or regulations issued since last meeting, and/or any correspondence received.
6. Address any unfinished business.
7. Review any noted safe practices, behaviors, or ideas.
8. Review all personal and property accidents and "near misses" and define preventive measures to be taken.
9. Discuss safety inspections and recommendations to be submitted to the employer.
10. Bring up new business. Include any outside programs of interest.
11. Adjourn the meeting. Indicate date, time, and location of next meeting.

### III. Duties and Responsibilities

#### A. General

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

B. Recordkeeping

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



## **EXHIBIT C**

### **Index of Safety Policies**

Accident Reporting & Record Keeping
Aerial Lift
Air & Pneumatic Powered Tool
Blood Borne Pathogens
Chain, Cable, Rope & Hook
Compressed Gas Cylinder
Confined Space Entry
Ergonomic
Fall Protection
Fire Protection
Fix Ladders
Forklift & Powered Industrial Truck
Hand Tool
Hoist
Housekeeping
Lockout
Mechanized Equipment
Medical Services
Personal Protective Equipment
Portable Abrasive Wheel Machinery
Powered-Actuated Tool
Railing
Respiratory Protection
Rollover Protective Structure
Safety & Health Requirement
Saw
Storage
Toxic Substance
Trash
Welding & Cutting
Woodworking Machinery

**COUNTY OF MERRIMACK**  
**Accident Reporting Requirements and**  
**Record Keeping Policy**

**1. Purpose**

- To ensure that all accidents in the workplace are reported immediately and to the proper authorities.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.04 Accident Reporting Requirements and 1403.46, Record Keeping.

**2. Responsibilities**

• **Employer shall:**

1. Record all accidents occurring in the workplace no matter how serious.
2. Report all accidents which are fatal or which result in the hospitalization of 3 or more employees to supervisor or department head or Human Resources. Human Resources will report to the commissioner of labor within 8 hours of its occurrence. Notification of such accidents will be given by telephone by calling the New Hampshire Department of Labor at (603) 271-6297 or (603) 271-6850.
3. Post emergency telephone numbers for ambulance service, hospital, or physician at each worksite next to every administrative/reception telephone throughout the County for use in the event of an emergency.
4. Keep a log of all injuries and illnesses sustained by employees in the workplace.

The loss shall include:

- a. Date of injury
  - b. Name of injured employee
  - c. Occupation
  - d. Injury/Illness Description
  - e. Lost time status
  - f. Date of return to work
5. Keep records available for use by NHDOL inspectors upon request.

• **Employee shall:**

1. Report all accidents immediately to employer (supervisor) or Human Resources no matter how serious.
2. Report accidents that happen to yourself, and those to which you are a witness, using the County's accident reporting form.

# COUNTY OF MERRIMACK

## Aerial Lift Policy

### 1. Purpose

- To protect employees from hazards associated with the use of aerial lifts.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.05, Aerial Lifts.

### 2. Scope

- This policy does not apply to fire fighting apparatus (ladders, towers, platforms).

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that all vehicle mounted aerial lift equipment in the workplace is in accordance with American National Standards Institute (ANSI) A92.2-1979, "Vehicle-Mounted Elevating and Rotating Aerial Platforms."
  2. Ensure that all hoses affecting the nonconductive characteristics of equipment are made of nonconductive material and that hydraulic fluids for insulated equipment are of the insulating type.
  3. Ensure that rated load capacities for aerial lift equipment is conspicuously posted.
  4. Provide employees who work on aerial lifts with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
  5. Train employees who operate aerial lift equipment in safe operating procedures.
- **Competent Person (Supervisor) shall:**
  1. Perform a visual inspection and operational check in accordance with the manufacturer's and owner's instructions.
- **Employee shall:**
  1. Survey the area in which aerial lifts will be used for hazards such as overhead power lines.
  2. Operate aerial lifts according to section 4 of this policy.
  3. Check the rated load capacity posted on the lift prior to loading of tools and equipment.

# COUNTY OF MERRIMACK

## Aerial Lift Policy

### 4. Procedural Overview

- **Lift Operation-**

1. When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
2. An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation.
3. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
4. During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less.
5. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

### 5. Personal Protective Equipment

- Personal Protective Equipment typically required for aerial lift operations include:
  1. Protective hardhat with di-electric properties.
  2. Fall protection full body harness (not a waist belt!)
  3. Shock Protective bucket liner

# COUNTY OF MERRIMACK

## Air & Pneumatic Powered Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of air and portable pneumatic powered tools.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.06, Air Tools and 1403.42, Portable Pneumatic Powered Tools.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all pneumatic powered tools are equipped with safety guards to prevent accidental disconnection of tools from their air supply.
  2. Provide eye protection for all employees engaged in the use of portable pneumatic and air tools.
- **Employee shall:**
  1. Only use tools that are properly connected to their air supply and secured to the hose or whip with a mechanical conductor.
  2. Only use pneumatic impact tools with safety clips or retainers.
  3. Use all air powered tools at manufacturer's safe operating pressure.
  4. Always wear eye protection when using air powered or pneumatic tools.

### 3. Procedural Overview

- **Air-powered tool set-up and use:**
  1. Put on eye protection.
  2. Check connectors, tools and hoses for recommended manufacturer operating pressure.
  3. Attach tool to air supply or hose.
  4. Secure safety clips or retainers to prevent attachments from being accidentally expelled.
  5. In the case of a hose exceeding 1/2 inch inside diameter, install a pressure release device at the air source or branch line to reduce pressure in case of hose failure.
  6. Turn on air supply only as high as recommended manufacturer operating pressure.
  7. Perform work task.
  8. Turn off air supply.

# COUNTY OF MERRIMACK

## Air & Pneumatic Powered Tool Policy

9. Release excess pressure in hose and tool.
10. Detach tool from hose.

### 4. Personal Protective Equipment

- **Personal Protective Equipment typically required for this operation:**
  1. Safety glasses or safety goggles.

# COUNTY OF MERRIMACK

## Blood Borne Pathogens Policy

### 1. Purpose

- To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.
- Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious where the potential exists for contact with blood or other potentially infectious material.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.08, **Blood Borne Pathogens**.

### 2. Responsibilities

- **Employer shall:**
  1. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
  2. Identify job classifications where some employees have exposure based on certain tasks.
  3. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
  4. Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other blood borne pathogens).
  5. Supply first aid and potentially infectious material clean-up kits that contain:
    - a) One time use disposable gloves such as surgical or examination gloves;
    - b) Eye/face protection to protect the face against splashing of body fluids;
    - c) Material to absorb blood or other potentially infectious material;
    - d) Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
    - e) Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
    - f) Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.

# COUNTY OF MERRIMACK

## Blood Borne Pathogens Policy

g) Waterless, disinfectant hand cleaners

- **Employee shall:**

1. Respond to all situations involving blood or other human body fluids with universal precautions (treat all blood and body fluids as if known to be infectious for HIV, HBV or other blood borne pathogens).
2. Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials.

### 3. Procedural Overview

- **Protection measures when responding to a medical emergency:**

1. Before attending to a victim medically, don the following personal protective equipment:
  - a) Single use disposable gloves, such as surgical or examination gloves;
  - b) Wash hands after removal of exam gloves and wear eye protection when blood or other potentially infectious material might be splashed.
  - c) Eye and face protection to protect from splashed body fluids.
2. Attend to victim and perform needed medical measures.
3. Clean up and dispose of contaminated sharps and dressings as outlined below.

- **Clean-up of blood or any other potentially infectious material:**

1. Before cleaning up any human blood or other potentially infectious material don the following personal protective equipment:
  - a) Single use disposable gloves such as surgical or examination gloves;
  - b) Eye and face protection to protect from splashed body fluids.
2. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
3. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
4. Once all the absorbent and body fluid(s) are scooped up, dispose of the devices(s) into the same container.



# COUNTY OF MERRIMACK

## Blood Borne Pathogens Policy

5. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
  6. Dispose of used bandages, gauze, linens and all other items that come in contact with blood or other potentially infectious materials.
  7. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing).
- **Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids:**
    1. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
    2. Do not suck or "force bleed" the exposed area.
    3. Report the exposure to your supervisor.
    4. Fill out appropriate forms, which may include:
      - For Fire, Police, EMS, Corrections:
        - a. Emergency Response/Public Safety Worker Incident Report Form
        - b. First Report of Injury
      - For Others:
        - a. First Report of Injury

# COUNTY OF MERRIMACK

## Chain, Cable, Rope and Hook Policy

### 1. Purpose

- To protect employees from the hazards associated with damaged or improperly used chains, cables, ropes and hooks.
- To assure compliance with New Hampshire Department of Labor Standard 1403.09, **Chains, Cables, Ropes and Hooks**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all damaged chains, cables, ropes and hooks are replaced upon discovery of damage or wear.
  2. Ensure that employees are trained to recognize worn and damaged chains, cables, ropes and hooks according to manufacturer's guidelines.
- **Employee/Competent Person shall:**

Visually inspect chains, cables, ropes and hooks on a daily basis before use.

Remove from service any chain, cable rope or hook meeting criteria in section 3 (inspection criteria).

Install any U-bolt wire rope clips in accordance with manufacturer's guidelines.

### 3. Procedural Overview

- **Chain, Cable, Rope and Hook Inspection Criteria-**
  1. Must be visually inspected, before use for deformation, cracks, excessive wear, twists and stretch and defective gears.
  2. Remove from service any equipment meeting the above criteria for disposal or repair.
- **Crawler, Locomotive and Truck Crane Hoist Rope Provisions-**
  1. Must be free of kinks or twists.
  2. Must not be wrapped around the load.
- **U-bolt provisions-**
  1. U-bolt wire rope clips on hoist ropes must be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. The saddle portion of the bolts shall be on the load-carrying end.

**COUNTY OF MERRIMACK**  
**Chain, Cable, Rope and Hook Policy**

2. U-bolts must be installed according to manufacturer's guidelines.
3. Nuts on newly installed clips shall be retightened after the first hour of use.

# COUNTY OF MERRIMACK

## Compressed Gas Cylinder

### 1. Purpose

- To protect employees from hazards associated with compressed gas cylinder use and storage.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.12, **Compressed Gas Cylinders**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide an area for compressed gas cylinder storage meeting the following requirements:
    - a) Oxygen cylinders separate from fuel gas cylinders or combustible materials by a minimum distance of 20 feet; or
    - b) By a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.
  2. Train employees on proper use and storage.
- **Employee shall:**
  1. Ensure that valve protection caps are in place whenever compressed gas cylinders are transported, moved or stored, whether full or empty.
  2. Ensure that cylinder valves are in the closed position when work is finished and when cylinders are empty or moved.
  3. Ensure that compressed gas cylinders are in an upright and secure position except for short periods of time when cylinders are being carried or hoisted.
  4. During actual welding operation:
    - a) Cylinders must be kept far enough away so that sparks, hot slag or flame will not reach them; or
    - b) Protected by a fire resistant barrier; or
    - c) When the previous are impractical, fire resistant shields shall be provided.
  5. Not use compressed gas for cleaning purposes.

### 3. Procedural Overview

- **Compressed Gas Cylinder Storage:**
  1. Turn cylinder valve to "closed" position after use.
  2. Secure valve protection cap.
  3. Store cylinder in a secure and upright position.

**COUNTY OF MERRIMACK**  
**Compressed Gas Cylinder**

4. Separate oxygen and fuel cylinders by distance (20 ft) or by a non-combustible barrier with a fire-resistance rating of at least 1/2 hour.

# COUNTY OF MERRIMACK

## Compressed Gas Cylinder

- **Moving Compressed Gas Cylinders:**
  1. Turn cylinder valve to ``closed`` position.
  2. Secure valve protection cap.
  3. Move cylinder to desired location (it may be laid down for carrying or hoisting).
  4. Secure cylinder in an upright position.
  
- **Cylinder use in welding:**
  1. Set up cylinder(s) in an upright and secure position far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so the sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields must be used, as required by NFPA 51B
  2. Turn cylinder valve to ``open`` position.
  3. Perform welding or cutting operation.
  4. Turn cylinder valve to ``closed`` position.
  5. Store cylinder(s) in a secure and upright operation.

# COUNTY OF MERRIMACK

## Confined Space Entry Policy

### 1. Purpose

- To protect workers from hazards associated with Confined Space Entry.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.14, Confined Space Entry and 1403.64, Welding in Confined Spaces.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the New Hampshire Department of Labor Standard 1402.02.
  2. Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
  3. Train all involved employees in safe confined space entry operations.
  4. Assign a minimum of 2 employees to entry operations.
- **Supervisor shall:**
  1. Ensure that an entry permit is accurately completed before allowing entry into a confined space.
  2. Continually evaluate the entry and remove entrants should conditions warrant.
- **Employee shall:**
  1. Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically this is done by "cracking" a cover or partially opening a door.
  2. Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
  3. Follow procedures outlined for entrants and attendants outline in 3. Procedural Overview.

### 3. Procedural Overview

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

# COUNTY OF MERRIMACK

## Confined Space Entry Policy

- c) Potentially toxic air contaminants.
  - 3. If the confined space has been determined to have a hazardous atmosphere:
    - a) Eliminate the hazardous atmosphere before entry through the use of forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.
  - 4. Identify and effectively control any physical hazards including, but not limited to:
    - a) Material with potential to engulf an entrant;
    - b) Internal configuration which could cause an entrant to become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross-section; and
    - c) Fall hazards.
    - d) Electrical hazards (or other energy sources).
  - 5. Establish means of communication between the employee entering the space and the space attendant (i.e.: face-to-face, radio or other appropriate means).
  - 6. Determine which types of PPE the entrant(s) should use based on hazards identified.
  - 7. Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (i.e. Tripod with retrieval mechanism and full body harness).
  - 8. Complete the Confined Space Evaluation form (permit) based on 1-7 above.
- **During Entry:**
- 1. Attendant-
    - a) One employee shall remain directly outside the space throughout the duration of the entry; and
    - b) Remains in constant contact with the entrant.
  - 2. Entrant-
    - a) Enters space wearing appropriate personal protective equipment; and
    - b) Remains in constant contact with the attendant
  - 3. Communication-
    - a) Continual communication must occur between entrant and space attendant.
    - b) In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.
  - 4. Air monitoring-
    - a) Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
    - b) In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.



# COUNTY OF MERRIMACK

## Confined Space Entry Policy

### 5. Ventilation-

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

- **After entry:**

1. Replace the entrance cover securely.
2. Document the entry procedures using the confined space evaluation form.

### 4. Welding Provisions

- While ventilation can not be effectively ventilate from air supplied respirators or have mask approved by (MSHA) Mine Safety and Health Administration shall be used.
- If an (IDLH) Immediately dangerous to Life and Health situation is created, (SCBA's) Shelf Contained Breathing Apparatus shall be used.
  1. Personnel using SCBA's shall be specifically trained in the use of SCBA's being used.
- Oxygen shall never be used for ventilation.

## CONFINED SPACE ENTRY PERMIT CHECKLIST

### GENERAL

LOCATION OF CONFINED SPACE \_\_\_\_\_

TYPE OF CONFINED SPACE \_\_\_\_\_

CAN WORK BE DONE WITHOUT ENTERING THE CONFINED SPACE ( )YES ( )NO

BACKGROUND OF SPACE (History, Potential Hazards, Etc). \_\_\_\_\_

\_\_\_\_\_

ENTRY DATE: \_\_\_\_\_ ENTRY TIME: \_\_\_\_\_

ESTIMATED LENGTH OF STAY IN THE SPACE: \_\_\_\_\_

EMPLOYEES ASSIGNED: \_\_\_\_\_

\_\_\_\_\_

SUPERVISOR IN CHARGE OF ENTRY: \_\_\_\_\_

### PREPARATION FOR ENTRY

ELECTRICAL HARZARDS CONTROLLED: ( )YES ( )NO IF NO, WHY? \_\_\_\_\_

LOCKOUT PROCEDURES UTILIZED: ( )YES ( )NO IF NO, WHY? \_\_\_\_\_

INCOMING MATERIALS CONTROLLED: ( )YES ( )NO HOW? (Circle Method Below)

BLANKED OFF      LOCKED OUT      FLUSHED

OTHER (list) \_\_\_\_\_

TYPES OF INCOMING MATERIALS (Circle Applicable):

SEWAGE, WATER, GASSES, CHEMICALS

OTHER (list) \_\_\_\_\_

### ATMOSPHERIC TESTING

TESTED FOR:      % OXYGEN ( ) READING \_\_\_\_\_ WITHIN ACCEPTED LIMITS ( )YES

                    % of LEL ( ) READING \_\_\_\_\_ WITHIN ACCEPTED LIMITS ( )YES

                    CO ( ) READING \_\_\_\_\_ WITHIN ACCEPTED LIMITS ( )YES

                    OTHER TOXINS \_\_\_ WERE ANY NOTED ( )YES ( )NO CONTROLLED ( )

ATMOSPHERE TESTING TIME: \_\_\_\_\_ TESTING PERSON: \_\_\_\_\_

INSTRUMENT USED FOR TESTING: \_\_\_\_\_

**OTHER PROTECTION**

- |                                 |     |                                |     |
|---------------------------------|-----|--------------------------------|-----|
| AIR MONITORED CONTINUOUSLY      | ( ) | PERSONAL PROTECTIVE EQUIP      | ( ) |
| VENTILATION PROVIDED/USED       | ( ) | RESPIRATORY PROTECTION         | ( ) |
| SAFETY HARNESSSES PROVIDED/USED | ( ) | APPROVED LIGHTING UTILIZED     | ( ) |
| FALL PROTECTION PROVIDED/USED   | ( ) | ON-SITE COMMUNICATIONS PRESENT | ( ) |
| EMERGENCY RESCUE CAPABILITY     | ( ) | OUTSIDE ATTENDANTS AVAILABLE   | ( ) |

**PERMIT**

PERMIT NUMBER (Circle Applicable): \_\_\_\_\_

PERMIT DATE: \_\_\_\_\_

ENTRY AUTHORIZED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERMIT NOT VALID FOLLOWING (date & time): \_\_\_\_\_

SITE SPECIFIC CONSIDERATIONS (List): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DO NOT DESTROY – MAINTAIN PERMIT FOR 1 YEAR**

# COUNTY OF MERRIMACK

## Ergonomic Policy

### 1. Purpose

- To protect employees from ergonomic hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.18, **Ergonomics**.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace for ergonomic hazards using job hazard analysis.
  2. Address any complaint made by employees that suggests the presence of ergonomic hazards in the workplace.
  3. Correct any ergonomically related problem in the workplace that has been determined to be the source of employee injuries and illnesses.
  4. Provide training for employees who might be subject to ergonomic exposures.
- **Employee shall:**
  1. Report all ergonomic related injuries and illnesses using the County's accident reporting procedures.

# COUNTY OF MERRIMACK

## Fall Protection Policy

### 1. Purpose

- To protect workers from injuries associated with elevated falls.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.20, Fall Protection and 1403.61 Wall Opening.

### 2. Scope

- This policy does not apply to stairways, ladders, scaffolds, cranes or steel erection.

### 3. Procedural Overview

- **Employer shall:**
  1. Provide employees with proper equipment to ensure protection against elevated fall hazards.
  2. Ensure the use of fall protection systems by employees to protect against elevated fall hazards.
- **Employee shall:**
  1. Evaluate work site for walking/working surfaces with an unprotected side or edge presenting an elevated fall hazard 6 feet or more above a lower level.
  2. Establish and use of fall protection systems in any of the following work situations:
    - a) Hoist areas;
    - b) Holes;
    - c) Formwork and reinforcing steel;
    - d) Ramps;
    - e) Runways and walkways;
    - f) Excavations;
    - g) Bricklaying;
    - h) Working above dangerous equipment;
    - i) Roofing work;
    - j) Precast concrete erection;
    - k) Wall openings; and
    - l) Other walking/working surfaces.

# COUNTY OF MERRIMACK

## Fall Protection Policy

### 4. Personal Protective Equipment

- **Hazard Evaluation:**

1. Before work commences during any of the above listed work situations, the site must be inspected for elevated fall hazards 6 or more feet above a lower level.
2. Any walking/working surface with an unprotected side or edge meeting the above height requirement is considered a hazard from which employees should be protected.
3. Wall openings from which there is a drop of more than 6 feet, and where the bottom of the opening less than 3 feet above the wall surface, shall be guarded.
4. If the work site or situation meets any of the previous requirements, see **Selection of Fall Protection Equipment**.

- **Selection of fall protection equipment:**

1. Select fall protection equipment based on hazards present.
2. Use guardrail systems, safety net systems or personal fall arrest systems to protect against fall hazards specified in this procedure.
3. When using personal fall arrest systems, components should be used according to manufacturer's guidelines.

### 5. Personal Protective Equipment

- Full body harness. Waist belts are not permitted.
- Fall arrest system
- Hard hat
- Gloves

# COUNTY OF MERRIMACK

## Fire Protection Policy

### 1. Purpose

- To ensure proper installation, placement and use of fire doors and fire extinguishing devices.
- To ensure compliance with sections of the National fire Protection Associations Life Safety Code (NFPA 101).

### 2. Responsibilities

- **Employer shall:**
  1. Ensure labeling of fire doors as such.
  2. Ensure use of self-closing devices on all fire doors except elevator and power operated dumbwaiter doors equipped with electric contacts or interlocks.
  3. Provide the appropriate fire extinguishers throughout the workplace for the conditions and hazards involved in that area.
  4. Train employees in the correct use of fire extinguishers and in hazards involved with early stage fire fighting.
- **Employee shall:**
  1. Not block a fire door, tie it in an open position, or otherwise prevent it from operating as designed.
  2. Never remove a label from a fire door.
  3. Use fire extinguishers and other fire protection systems according to training provided by employer.
  4. Never tamper with fire extinguishers, standpipe systems, or other fire protection systems.

### 3. Procedural Overview

- **Fire Doors:**
  1. Fire doors must be installed according to manufacturer's specifications.
  2. All doors must be installed with self-closing devices (with the exception of elevator and power operated dumbwaiter doors equipped with electric contacts or interlocks).
  3. All fire doors must be installed so that they automatically close in the event of a fire.
  4. **In the event that a fire door may be obstructed from functioning properly:**
    - a) Remove the obstruction immediately; or
    - b) If it cannot be removed, report the problem to <enter position or name>.

# COUNTY OF MERRIMACK

## Fire Protection Policy

- **Fire Extinguishers:**

1. Install extinguishers in conspicuous locations.
2. Inspect extinguishers on a yearly basis by examining the service tag and general condition of the container:
  - a) In the event an extinguisher's maintenance is not up to date it must be recharged.
  - b) If any part of the extinguisher (pin, nozzle, handle or tank) is damaged or missing it must be serviced so it will work correctly.
  - c) Record all recharges and repairs done on extinguishers.
  - d) Carbon tetrachloride and soda acid fire extinguishers are prohibited from use as fire protection.
3. Post signs as needed to better locate extinguishers in work areas where they are not conspicuous.

- **Other**

1. Specific questions and guidance can be obtained by contacting the authority having jurisdiction which is typically the local fire department.



# COUNTY OF MERRIMACK

## Fixed Ladder Policy

### 1. Purpose

- To protect employees from hazards associated with fixed ladder installations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.30, Ladders (Fixed and Portable).

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all fixed ladder installations meet requirements listed in section 3 of this policy.
  2. Ensure that all portable ladders meet the requirements in sections of this policy.
  3. Provide stepladders with metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
  4. Train employees in proper inspection, use and set-up of ladders including wooden, metal and non self-supporting ladders.
- **Employee shall:**
  1. Perform pre-use ladder inspection, according to section 3 of this policy, before placing any ladder into service.
  2. Remove from service any ladder that has developed defects and is unsafe for use.
  3. Tag or mark unsafe ladders with the words "Dangerous, Do Not Use."
  4. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
  5. Set up any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.

### 3. Procedural Overview

- **Fixed Ladder Installation Requirements:**
  1. Metal rungs must have a minimum diameter of 3/4 inch.
  2. Wooden rungs must have a minimum diameter of 1-1/8 inch.
  3. Rungs must be spaced uniformly no more than 12 inches apart.
  4. Rungs must be a minimum of 16 inches in length.
  5. Ladder side rails must extend 3 1/2 feet above the top landing.

# COUNTY OF MERRIMACK

## Fixed Ladder Policy

- **Fixed Ladder Safeguards:**
  1. Ladders more than 20 feet in length must be equipped with safety devices such as cages, wells or fall protection systems.
  2. Ladders with cages must have a platform every 30 feet of travel.
  3. Ladders without cages must have a platform every 20 feet of travel.
  4. Cages on fixed ladders must extend at least 42 inches above the top landing.
  5. The bottom of the cage shall be not less than 7 feet nor more than 8 feet from the bottom of the ladder.
  
- **Portable Ladder Pre-use Inspections:**
  1. Check joints between the steps and side rails to make sure they are tight
  2. Hardware fittings should be firmly attached
  3. Lubricate pulleys, locks and wheels when necessary.
  4. Look for cracks in wood ladders.
  5. Check for frays in ropes of extension ladders. Replace worn or frayed ropes before use.
  6. Ensure that movable parts operate without binding or undue play.
  7. Look for bends or cracks in metal ladders.
  
- **Portable Ladder Use Precautions:**
  1. Always check for overhead power lines and maintain a safe distance from them when raising, lowering and using portable ladders of wood, metal or fiberglass.
  2. Always check ladder for load capacities before use.
  3. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
  4. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.

# COUNTY OF MERRIMACK

## Forklift and Powered Industrial Truck Policy

### 1. Purpose

- To protect employees from the hazards associated with the operation of forklift trucks and other powered industrial trucks.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.23, **Forklift Trucks and Powered Industrial Trucks.**

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of forklifts and powered industrial trucks.
  2. Ensure that all employees operate forklifts and powered industrial trucks in a safe manner.
- **Employee shall:**
  1. Receive proper training before operating a forklift or powered industrial truck.
  2. Conduct a pre-trip inspection before driving a forklift or powered industrial truck.
  3. Communicate any hazards or unsafe conditions associated with the truck.
  4. Report accidents or property damage caused or involving forklifts or powered industrial trucks.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall stop and sound horn at any blind intersection that presents the possibility of collision with another forklift, workers, etc.
  2. Palletized material shall not be pushed into trailers or across floors.
  3. Stunt driving and horseplay is strictly prohibited.
  4. Drivers must slow down for wet or slippery floors.
  5. Driver will not proceed if visibility is obscured by the load.
- **Loading:**
  1. Only stable or safely arranged loads shall be handled.
  2. Only loads within the rated capacity of the truck shall be handled.
  3. No more than (2) pallets of material may be stacked for transporting.
  4. No more than (1) pallet material shall be handled while loading or unloading from storage areas.

# **COUNTY OF MERRIMACK**

## **Forklift and Powered Industrial Truck Policy**

5. Truckers and/or Highway trucks shall be braked and/or chocked placed under the wheels to prevent rolling dump loading operations.

- **Inspection:**

1. Employees are required to perform pre-trip inspections prior to operating a forklift or powered industrial truck using the pre-trip inspection form. (See Pre-Trip Forklift Checklist)
2. Any forklift or powered industrial truck that does not pass all points of pre-trip inspection must be removed from service until an authorized person can properly repair it.

## Pre-Trip Forklift Checklist

Unit #

Hour Meter Reading:

Item	Description	Method	Look For	Status	
				OK	Not OK
1	Hydraulic Fluid	Visual	No Leaks on floor		
2	Horn	Audible	Working?		
3	Parking Brake	Operation	Resist when applied		
4	Service Brake	Operation	Resist when applied		
5	Steering	Operation	Free play (1/4 turn)		
6	Forward and Reverse	Operation	Smooth and even?		
7	Lift and Tilt	Operation	Smooth and even?		
8	Limit Switch	Visual	Is it engaged?		
9	Hitch and Pin	Operation	Seats when engaged		
10	Power Cables	Visual	No bare wires or cuts		
11	Battery Connector	Visual	Intact, not broken		
<b>The items above should be repaired immediately! The items below should be repaired as soon as possible.</b>					
12	Lights	Visual	Working?		
13	Tires	Visual	Check condition		
14	Hours Meter	Visual	Working?		

Operator

Out of service date:

Supervisor

Back in service date:

Date of inspection:

Time:

# COUNTY OF MERRIMACK

## Hand Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of hand held tools and hand held power tools.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.25, **Hand Tools**.

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of all hand tools including those furnished by employees.
  2. If electric power operated tools are provided they must be double insulated, grounded or used with ground fault circuit interrupters.
- **Employee shall:**
  1. Only use hand tools that are in safe working order.
  2. Inspect hand tools prior to use to look for:
    - a) Cracked handles;
    - b) Loose heads;
    - c) Mushroomed heads on wedges, chisels or similar tools;
    - d) Broken screw driver tips;
    - e) Any other damage to hand tool that would make it unsafe for use.
  3. Remove any damaged hand tool from service until it can be fixed or dispose of the tool permanently.
  4. When using electric power operated tools, ensure the tools are double insulated, grounded or used with ground fault circuit interrupters.
  5. Wear appropriate safety glasses, face shields, etc. while using hand tools or equipment that might produce flying materials or be subject to breakage.

# COUNTY OF MERRIMACK

## Hoist Policy

### 1. Purpose

- To protect employees from hazards associated with the operation of hoisting equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.26, Hoists.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all hoists are installed according to the manufacturer's specifications and limitations.
  2. Post rated load capacities, recommended operating speeds, and special hazard warnings or instructions on cars and platforms.
  3. Ensure that hoists are guarded according to the specifications listed in section 3 of this policy.
  4. Train employees on proper operating procedures for hoists.
- **Employee shall:**
  1. Operate hoists according to manufacturer's guidelines
  2. Not remove hoist safeguards unless energy sources are properly locked out.
  3. Not remove hoist safeguards unless authorized to do so.

### 3. Procedural Overview

- **Safeguarding requirements:**
  1. Protect hoistway entrances of material hoists with full width gates or bars.
  2. Hoistway doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car.
  3. Overhead protective coverings must be provided on the top to the hoist cage or platform.

# COUNTY OF MERRIMACK

## Housekeeping Policy

### 1. Purpose

- To protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.27 House Keeping

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Ensure that permanent aisles and passageways are appropriately marked.
  3. In wet processes, assure maintenance or drainage or provide false floors, platforms, mats or other dry standing places when practical to reduce slip and fall potential.
  4. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.
- **Employee shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Report hazardous conditions to your supervisor for repair.
  3. Store materials and/or tools and equipment so it will not present a hazard.
  4. Dispose of trash at frequent intervals as established by the employer.
  5. Appropriately dispose of combustible materials at the end of each shift.
  6. Remove scrap with protruding nails and other debris from the work area immediately.

### 3. Procedural Overview

- **Clean-up:**
  1. Spills shall be cleaned up in a timely fashion.
  2. When necessary, warning signs must be put up in a spill area to warn employees.
  3. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.



# COUNTY OF MERRIMACK

## Housekeeping Policy

- **Maintenance:**

1. Damaged floor surfaces that present a hazard to workers shall be promptly reported to and repaired in timely fashion.
2. In the event that a damaged floor surface cannot be repaired in a timely fashion, warning signs and/or barricades must be put up in the immediate area until repairs can be made.

# COUNTY OF MERRIMACK

## Lockout Policy

### 1. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.32, Lockout.

### 2. Responsibilities

- **Employer shall:**
  1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
  2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
  1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
  2. Lock all energy sources or switches in the "off" position prior to making any repairs.

### 3. Procedural Overview

- **Identify all forms of potentially hazardous energy:**
  1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees:**
  1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means:**
  1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device:**
  1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
  2. Attach the lock to the machine's energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
- **Release all excess energy from machinery:**

# COUNTY OF MERRIMACK

## Lockout Policy

1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery:**
  
  - **Remove lock:**
    1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
    2. Only the employee performing repair work may remove the lock and restart the machinery.
  
  - **Restart equipment:**
    1. Ensure that people, tools, etc. are clear of machine before start up.

# COUNTY OF MERRIMACK

## Mechanized Equipment Policy

### 1. Purpose

- To protect employees from hazards associate with the operation of mechanized construction equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.37, **Mechanized Equipment**.

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of all mechanized equipment.
  2. Ensure that employees operate the equipment in a safe manner.
- **Employees shall:**
  1. Receive proper training before operating equipment.
  2. Conduct an inspection of the equipment before use.
  3. Report any hazards or unsafe conditions at once.
  4. Report any accidents or damage caused by or involving the mechanized equipment.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall not use any construction, earthmoving, or compacting equipment with an obstructed view to the rear unless:
    - a. A reverse signal (back up alarm) is operational and distinguishable from surrounding noise; and
    - b. Is backed with the use of a spotter/observer who communicates clearly with the operator that it is safe to do so.
- **Maintenance - Repair:**
  1. All suspended parts of said equipment (i.e. hoppers, dump bodies, buckets, booms) shall be blocked or braced before work begins below said components.

# COUNTY OF MERRIMACK

## Medical Services

### 1. Purpose

- To provide for prompt medical attention to injured employees.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.36, **Medical Services**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that a medical chest (first aid kit) is available on site in accordance with new Hampshire RSA 277:6.
  2. Emergency phone numbers for ambulance service, hospital, or physician are posted throughout the facility.
- **Employee shall:**
  1. Follow practices set by the employer when dealing with medical emergencies.
  2. Shall notify the employer when supplies in the medical chest (first aid) kit are running low and need to be re-stocked.

### 3. Procedural Overview

- **General Requirements:**
  1. Maintain an up-to-date first aid kit in each workplace.
  2. Post emergency phone numbers throughout the workplace.
- **Medical Chest (RSA 277:6)**
  1. The medical chest (first aid kit) shall be free of expense to the employees.
  2. The medical chest shall contain bandages, absorbent cotton, gauze and all other necessary medicines, instruments and other appliances for the treatment of persons injured or taken ill upon the premises.

# COUNTY OF MERRIMACK

## Personal Protective Equipment Policy

### 1. Purpose

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.40, **Personal Protective Equipment**.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
  2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
  3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
  4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
  5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
- **Employee shall:**
  1. Wear/use all personal protective equipment provided by the employer.
  2. Wear/use all personal protective equipment according to manufacturer's guidelines.
  3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
  4. Replace all personal protective equipment that is damaged, worn through or no longer protects from the hazards of the work task.
  5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

# COUNTY OF MERRIMACK

## Portable Abrasive Wheel Machinery Policy

### 1. Purpose

- To protect employees from hazards associated with the use of portable abrasive wheel machinery.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.41, **Portable Abrasive Wheel Machinery**.

### 2. Scope

- This policy is not applicable to wheels used while within the work being ground and to mounted wheels, used in portable operations, 2 inches and smaller in diameter.

### 3. Responsibilities

- **Employer shall:**
  1. Provide safety guards for machines that use abrasive wheels.
  2. Provide eye protection to employees who operate portable abrasive wheel machinery.
- **Employee shall:**
  1. Only use machines with abrasive wheels that are properly guarded as specified by section 4 of this policy.
  2. Never remove an abrasive wheel guard unless the equipment is unplugged and the removal is for maintenance reasons.
  3. Always wear eye protection provided by employer when operating portable abrasive wheel machinery.

### 4. Procedural Overview

- **Portable Abrasive Machinery Guard Requirements:**
  1. A safety guard must cover the following abrasive grinding machinery parts:
    - a) Spindle end;
    - b) Nut projections;
    - c) Flange projections; and
  2. Guards must be mounted so as to maintain proper alignment with the wheel.
  3. Guards used on right angle head or vertical portable grinders must have a maximum exposure angle of 180 degrees.
  4. Guards must be aligned so they are between the wheel and operator during use.
  5. Guards must be aligned to so that pieces of debris and pieces of accidentally broken wheels are deflected away from the operator.

# COUNTY OF MERRIMACK

## Portable Abrasive Wheel Machinery Policy

### 5. Personal Protective Equipment

- Personal Protective Equipment required for use with abrasive wheel machinery includes:
  - Safety Glasses/Goggles
  - Face Shield
  - Gloves



# COUNTY OF MERRIMACK

## Powder-Actuated Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of powder-actuated tools.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.43, Powder-Actuated Tools.

### 2. Responsibilities

- **Employer shall:**
  1. Provide employees who operate powder-actuated tools with training prior to use of such tools. Training can be conducted by the employer or by the equipment's manufacturer prior to use of powder-actuated tools.
  2. Provide employees and assistants to employees using powder-actuated tools, with eye and face protection.
  3. Ensure that powder-actuated tools used by employees meet the specifications identified in section 3 of this policy.
- **Employee shall:**
  1. Not use powder-actuated tools unless trained by employer or equipment manufacturer.
  2. Perform pre-use inspection and test to ensure powder-actuated tools are working properly. If tool is not working correctly it shall not be used until defects are correct.
  3. Not load tools until ready for immediate use.
  4. Not leave loaded tools unattended.
  5. Not use powder-actuated tools without personal protective equipment.

### 3. Procedural Overview

- **Powder-actuated Tool Safeguarding Requirements-**
  1. Muzzle end of the tool must have a protective shield.
  2. Tools must be designed so that they cannot fire unless a guard is in place.
  3. Tools must be designed so that they cannot fire during loading or preparation to fire or if the tool is dropped.
  4. Tools must be designed so that they cannot fire unless pressed against the work surface.

### 4. Personal Protective Equipment

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## **Powder-Actuated Tool Policy**

- **Personal Protective Equipment needed for use with powder-actuated tools includes:**
  1. Safety Glasses/Goggles
  2. Face Shield
  3. Hearing Protection (Muffs or Plugs)
  4. Hand Protection

# COUNTY OF MERRIMACK

## Railing Policy

### 1. Purpose

- To ensure proper installation and safe construction of railings in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.45, Railings.

### 3. Responsibilities

- This policy shall not apply to scaffoldings or stairway railings.

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that railings are in place and maintained per the specific requirements listed in section 3 of this policy.
- **Employee shall:**
  1. Report any damaged or defective rails immediately and take the necessary steps to warn or protect the hazard or defect until repairs are made.

### 3. Procedural Overview

- **Railing Guidelines-**
  1. Railings shall be 42 inches in vertical height and shall consist of a top rail, and an intermediate (mid) rail.
  2. Railings over walkways or areas where persons could pass beneath shall be equipped with a toe board of 4 inches in height.
  3. Railings shall be constructed to withstand a load of at least 200 pounds in any vertical or horizontal direction.

# COUNTY OF MERRIMACK

## Respiratory Protection Policy

### 1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.47, **Respiratory Protection**.

### 2. Responsibilities

- **Employer shall:**
  1. Minimize respiratory hazards through engineering, work-practice and administrative controls.
  2. Test any work area or work process to determine the necessity of respiratory protection for employees in those areas.
  3. Train supervisors and other affected employees in the selection, use and maintenance of respiratory protection.
  4. Provide fit testing of respirator protective equipment.
  5. Ensure that employees wear respiratory protection when required to do so.
- **Employee shall:**
  1. Follow practices set by the employer for proper selection, use and maintenance of respiratory protection.
  2. Use respiratory protection when deemed necessary by the employer.

### 3. Procedural Overview

- **General Requirements:**
  1. Issue respiratory based on hazardous conditions or potential hazards.
  2. Fit test employees expected to use respirators to ensure an adequate face-to-face piece seal.
  3. Employees with long facial hair such as beards are not permitted to wear respiratory protection.
- **Respiratory Protection Cleaning, Inspection and Maintenance:**
  1. Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use. Respirators for emergency use shall be inspected at least monthly.

# COUNTY OF MERRIMACK

## Respiratory Protection Policy

2. Disinfect and clean respiratory protection after use and check for damage.
3. Store respirators in a clean and sanitary location when not in use.

- **Medical**

1. Employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

# COUNTY OF MERRIMACK

## Rollover Protective Structure (ROPS) Policy

### 1. Purpose

- To protect employees from accidental rollover of mechanized equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.49 Rollover Protective Structures (ROPS).

### 2. Scope

- This policy does not apply to sideboom pipelaying tractors or compactors or other equipment exempted by these requirements.

### 3. Responsibilities

- **Employer shall:**
  1. Only purchase equipment listed in Section 4 which is equipped with rollover protective structures.
  2. Retrofit existing equipment listed in Section 4 with appropriate rollover protective structures in accordance with manufacturer's guidelines.
- **Employee shall:**
  1. Wear seat belts whenever operating equipment with rollover protective structures.
  2. Report damage and defects to the rollover protective structures immediately.

### 4. Procedural Overview

- **General Requirements:**
  1. The following equipment shall have ROPS:
    - a. Rubber tired front end loaders
    - b. Rubber tired dozers
    - c. Wheel type agricultural and industrial tractors
    - d. Crawler tractors/dozers
    - e. Crawler type loaders
    - f. Motor graders
  2. All operators of equipment equipped with ROPS shall wear a seat belt.

# COUNTY OF MERRIMACK

## Safety and Health Requirement Policy

### 1. Purpose

- To ensure that both employees and the employer take all necessary steps to ensure safe work practices and a safe work place.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.01, **Safety and Health Requirements**.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace and work practices to identify any hazardous conditions causing or likely to cause death or serious physical harm to employees.
  2. Take all necessary measures to eliminate those conditions causing or likely to cause death or serious physical harm to employees.
  3. Train employees to recognize and avoid unsafe conditions and in the rules applicable to their work environment to control or eliminate any hazard or other exposure to illness or injury.
  4. Investigate any unsafe conditions in the workplace reported by employees within a reasonable amount of time.
- **Employee shall:**
  1. Follow all State of New Hampshire Department of Labor Administrative Rules for Safety and Health applicable to their own work practices.
  2. Not use any machinery, tool, material or equipment that does not comply with State of New Hampshire Department of Labor Administrative Rules for Safety and Health.
  3. Inform the employer of any unsafe conditions or work practices in the workplace.

### 3. Procedural Overview

- **Hazard Assessment:**
  1. Observe an employee performing a specific job and break it down step by step.
  2. Review each step with the employee to confirm the accuracy of the analysis.
  3. Examine each step in the job sequence to determine the hazards involved or those that might occur.
  4. Review each step with the employee performing the job to determine whether the job could be performed in a different manner to eliminate hazards.

**COUNTY OF MERRIMACK**  
**Safety and Health Requirement Policy**

5. Add or eliminate steps to the job, including adding of safety equipment, to reduce or eliminate the hazards involved with the job.
6. Record the results of the hazard assessment and the procedures involved with each job for employee reference.



# COUNTY OF MERRIMACK

## Saw Policy

### 1. Purpose

- To protect employees from hazards associated with band saws, portable circular saws, radial saws, swing or sliding cut-off saws and table saws.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.51, Saws.

### 2. Scope

- This policy applies to Band Saws, Portable Circular Saws, Radial Saws, Swing or Sliding Cut-off Saws, and Table Saws

### 3. Responsibilities

- **Employer shall:**
  1. Ensure proper guarding of all saws.
  2. Provide proper guards for all saws.
  3. Provide training on safe use of all saws.
- **Employee:**
  1. Ensure that proper guards on saws are in place before use.
  2. Perform pre-use inspection of all saws.
  3. Not use any saw that cannot pass all parameters of pre-use checklist.
  4. Wear eye protection (personal protective equipment).

### 4. Procedural Overview

- All parameters of a saw checklist must be met before the saw may be used. If accommodations cannot be made so that the saw does meet those requirements it should be removed from service until fit for use.
- **Band Saw Pre-use Checklist:**
  1. All portions of the band saw are enclosed and guarded except the working portion.
  2. Band saw wheels are fully enclosed.
  3. The outside periphery of the enclosure is solid.
  4. The front and back are solid, wire mesh or perforated metal.
- **Portable Circular Saw Pre-use Checklist:**
  1. If the saw blade diameter is greater than 2 inches:

# COUNTY OF MERRIMACK

## Saw Policy

2. It is equipped with guards above and below the base plate or shoe.
3. Lower guard covers the saw to the depth of the blade.
4. When pulled back and released, the lower guard springs back into its original position.

- **Radial Saw Pre-use Checklist:**

1. The saw has an upper guard that fully encloses the upper half of the saw blade.
2. The sides of the blade are equipped with a guard that automatically adjusts to the thickness of the material.
3. A device that prevents material kick back is in place.
4. The saw has an adjustable stop that prevents forward travel of the saw beyond a desired point.
5. When pulled forward and released, the saw returns from its starting position on its own.

- **Swing or Sliding Cut-off Saw Pre-use Checklist:**

1. A hood that completely encloses the upper half of the saw is in place.
2. When the saw is pulled forward and released at any point in its travel distance, the saw returns to its starting point automatically.
3. If the saw is inverted, it has a hood that covers the portion of the blade that protrudes above the top of the table or material being cut. **\*This parameter must only be met if the saw has an inverted set-up.**
4. The limit stop, which prevents the saw from extending beyond front and back edges of the table, is in place and working properly.

- **Table Saw Pre-use Checklist:**

1. The hood covering the portion of the blade protruding from the table is in place and automatically adjusts itself to the thickness of the material being cut.
2. When a table saw is used for ripping, a device is in place to prevent material from kicking back at the operator.
3. The saws with feed rolls are protected with hoods or guards to prevent the hand of the operator from coming in contact with in-running rolls at any point.

# COUNTY OF MERRIMACK

## Saw Policy

### 5. Personal Protective Equipment

- Personal Protective Equipment typically required when using saws includes:
  - Safety Glasses/Goggles
  - Dust Mask

# COUNTY OF MERRIMACK

## Storage Policy

### 1. Purpose

- To protect employees from hazards associated with improper storage of materials in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.54, **Storage**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide adequate storage areas for all tools, materials, waste etc. so that their presence in the workplace does not become a hazard.
  2. Ensure that employees are informed to the correct location for storage of all materials in the workplace.
  3. Where mechanical handling equipment is used, ensure the work area is set up to provide sufficient safe clearance for aisles, at loading docks, through doorways, and whenever turns or passage is made.
- **Employee shall:**
  1. Keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest haborage.
  2. Stack, block, interlock and limit in height all stored materials so that they are secure against sliding or collapse.
  3. Remove and/or control vegetation in storage areas when necessary.
  4. Store flammable and combustible.
  5. Never use stairs for storage.

# COUNTY OF MERRIMACK

## Toxic Substance Policy

### 1. Purpose

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.57 Toxic Substances, and N.H. RSA 277-A "Worker's Right to Know Act."

### 2. Responsibilities

• **Employer shall:**

1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A "Worker's Right to Know Act."
2. Keep a running inventory of all hazardous and toxic substances in the workplace.
3. Determine the level of chemical hazards within the workplace.
4. Replace chemicals with less harmful alternatives when applicable.
5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
7. Post appropriate signs and notices as required by N.H. RSA 277-A "Worker's Right to Know Act."
8. Provide and require the use of appropriate personal protective equipment at no cost to employees.
9. Maintain on file at the workplace material safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all material safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to material safety data sheets provided in this chapter shall apply to the full 30 year period.

**Employee shall:**

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer's guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

# COUNTY OF MERRIMACK

## Toxic Substance Policy

### 3. Procedural Overview

- **Material Safety Data Sheets:**

1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
2. The Material Safety Data Sheets shall be kept on file in a convenient office location <note location(s)> and made available, upon request, for examination and reproduction.
3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
  - a) Identity of the substance as it is listed on the label;
  - b) The chemical's common name;
  - c) If the chemical is a mixture, the identity of the ingredients;
  - d) Physical and chemical characteristics;
  - e) Physical and health hazards including the primary routes of entry into the body;
  - f) Safe handling, use and disposal procedures;
  - g) Spill and leak precautions and procedures;
  - h) Emergency and first aid procedures; and
  - i) Name, address and phone number of the chemical manufacturer

- **Labeling Requirements:**

1. All hazardous and toxic substances must have a label containing the following information:
  - a) Identity of the substance
  - b) Name and address of the chemical manufacturer, importer, etc.
  - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

- **Training Requirements:**

1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
  - a) Any operations in their work area where hazardous chemicals are present;
  - b) Location and availability of Material Safety Data Sheets and lists of chemicals.

# COUNTY OF MERRIMACK

## Toxic Substance Policy

3. Employees will be trained in the following areas:
  - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
  - b) Physical and health hazards of the chemicals in their work area;
  - c) Methods employees can use to protect themselves from hazards in their work area;
  - d) Labeling systems;
  - e) How to use Material Safety Data Sheets

### 4. Personal Protective Equipment

- Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes:
  - Goggles
  - Face shields
  - Goggles
  - Chemical resistant gloves
  - Aprons
  - Appropriate Footwear

# COUNTY OF MERRIMACK

## Trash Policy

### 1. Purpose

- To ensure that refuse is discarded properly in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.78, Trash.

### 2. Responsibilities

- **Employer shall:**
  1. Provide adequate receptacles for all types of discarded materials in the workplace.
  2. Establish a schedule identifying specific times at which refuse shall be emptied to ensure a clean and sanitary workplace.
- **Employee shall:**
  1. Remove all sweepings, solid or liquid wastes, refuse, and garbage in such a manner as to avoid creating a menace to health and safety.



# COUNTY OF MERRIMACK

## Welding and Cutting

### 1. Purpose

- To protect employees from hazards associated with the hazards of welding and cutting.
- To insure compliance with New Hampshire Department of Labor Standard 1403.63, **Welding and Cutting**.

### 2. Responsibilities

- **Employer shall:**
  1. Train all employees who will engage in welding and cutting operations in safe operating procedures.
  2. Provide employees with all necessary personal protective equipment including welding shields.
  3. When welding operations required fluxes, coverings, coatings, or alloys, or involving fluorine compounds, zinc, lead, beryllium, cadmium or mercury produce specific health hazards, a competent person shall evaluate potential exposure and ensure necessary protective measures, such as ventilation and personal protective equipment , are used.
  4. Shall keep Material Safety Data Sheets on file for all materials used for welding and cutting.
- **Employee shall:**
  1. Shall receive training from trained supervisor before performing any welding or cutting operation.
  2. Shall observe all safe operating procedures identified in section 3 of this policy when performing any welding or cutting operation.

### 3. Procedural Overview

- **Fire Prevention and Protection:**
  1. Fire extinguishers are required to be present in the immediate work area when welding or cutting.
  2. Isolation of welding and cutting, removal of combustible materials or fire watch must be performed when necessary to reduce fire hazards.
  3. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
  4. Combustible walls and building material shall be covered with non-combustible material; such as metal or concrete when location of welding or cutting creates a fire hazard in those areas.

# COUNTY OF MERRIMACK

## Welding and Cutting

- **Welding and Cutting Tools:**

1. When welding in fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation.
2. When electrode holders are left unattended, the electrodes shall be removed and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.
3. All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced.
4. Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective.
5. Oxygen and fuel gas regulators shall be in proper working order when in use.

- **Employee protection:**

1. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
2. Mechanical ventilation shall be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet.
3. Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided.
4. Shall wear a flameproof welding apron whenever performing welding or cutting operations.
5. Gloves

# COUNTY OF MERRIMACK

## Woodworking Machinery Policy

### 1. Purpose

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

### 2. Responsibilities

- **Employer shall:**
  1. Perform hazard assessment on all woodworking machinery to determine the necessity and application of machine guards.
  2. Provide woodworking equipment with guards that meet the requirements of <Employer> Machine Guarding Policy.
- **Employee shall:**
  1. Insure that all guards are in place prior to operation of any woodworking equipment.
  2. Shall not operate any woodworking machinery with missing or damaged guards.

### 3. Procedural Overview

- **Woodworking machinery that requires guards-**
  - a) Table saws;
  - b) Swing saws;
  - c) Radial saws;
  - d) Band saws;
  - e) Jointers;
  - f) Tenoning machines;
  - g) Boring and mortising machines;
  - h) Shapers;
  - i) Planers;
  - j) Lathes;
  - k) Sanders;
  - l) Veneer cutters; and
  - m) Any other woodworking machinery that shows a need for guarding according to hazard assessment.
- **Power control devices:**
  1. Shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.
  2. Shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary

# COUNTY OF MERRIMACK

## Woodworking Machinery Policy

to reach over the cutter to make adjustments. (This shall not apply to constant pressure controls used only for setup purposes.)

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

- **Lockout/Tagout :**

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

#### 4. Personal Protective Equipment

- **Personal protective equipment typically required when using woodworking machinery includes:**
  - o Safety glasses/goggles
  - o Face shield
  - o Hearing protection (muffs or plugs)