



SAFETY MANUAL

PREPARED BY:

City of Laconia Safety Board

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SECTION 1

PURPOSE AND BACKGROUND INFORMATION

Every employee has the right to a workplace free from occupational safety and health hazards. A Loss Prevention Management Program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

Unsafe acts, unsafe conditions and accidents all demonstrate a weakness in the City's organizational system. This program provides the framework for safety to be managed like any other function through planning, organization, leadership and control. A well-trained and well-supervised employee in a safe and healthful environment is less likely to have an accident.

SECTION 2

RESPONSIBILITIES

Employees shall be fully responsible for implementing the provisions of this program as they pertain to operations under their jurisdiction. The responsibilities listed are minimum, and should not be construed to limit individual initiative to implement more comprehensive procedures to control our losses and prevent injuries to employees and to the public.

A. Safety Board

1. Officially adopt the program and update at least every five years in accordance with New Hampshire Department of Labor regulations.
2. Provide overall support, direction and commitment. (Exhibit 1)
3. Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established contracts, personnel policies and procedures.
4. Provide required resources:
 - a. Funding (Safety Training Budget) – training materials, safety literature, outside training. Safety equipment, personal protective equipment, if sufficient funding available, or make recommendation to Department.
 - b. Training - outside experts; loss prevention consultants; between departments for information exchange.
 - c. Time - review inspection/ incident investigation reports and make recommendations to prevent future incidents; participate in training programs.
 - d. Other as needed.

SECTION 2 - CONTINUED

B. Supervisory Personnel

Employees with supervisory duties, whether they be first line supervisors or department heads, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will do the following:

1. Comply with this program and applicable work rules.
2. Ensure that all employees within their jurisdiction comply with the program and follow all work rules. Supervisors are expected to set the proper example.
3. Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules as applicable.
4. Educate employees within their jurisdiction in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required. (See Section 5)
5. Meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
6. Carry out additional inspections, investigations and administrative duties as outlined in Sections 3, 4 and 5.
7. Be accountable for accidents, incidents and near-misses involving their staff, especially if it is determined that additional preventive measures can or should have been taken. A supervisor's capability to supervise is measured by the efficiency of his/her operation.
8. Include and evaluate an employee's safety record in each formal performance appraisal. This record may highlight specific performance deficiencies that must be recognized and corrected.

SECTION 2 - CONTINUED

C. Employees

Employees are required to exercise due care in the course of their work to prevent injuries to themselves and to their fellow worker, the general public and equipment entrusted to their care. Employees shall:

1. Understand and follow all work rules. If you do not understand a work rule, it is your responsibility to notify your supervisor.
2. Wear required personal protective equipment including seatbelt.
3. Report all unsafe acts and conditions to the supervisor.
4. Operate only machines and equipment that they have been authorized and trained to operate by the supervisor.
5. Report all incidents to your supervisor immediately, and complete an Employee Report of Injury Form. See Section 3 for further information.
6. Report any motor vehicle citation or violation occurring in a City vehicle to your supervisor/department head.
7. Report any incident involving a City vehicle or equipment to the Laconia Police Department.

SECTION 3

ACCIDENT REPORTING AND INVESTIGATION

After incidents or accidents involving employees, injuries or property damage, the City must investigate and report what happened.

HANDLING INJURIES

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

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

- A. Handling Emergencies - Judgment is a key factor in the handling of an emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow; however, if there is any question whatsoever about the seriousness of an injury, call for help!
 1. Call the appropriate emergency service (Medical, Fire, Rescue 524-6881) (Police 524-5252) or 9-111.
 2. See to it that first aid is provided.
 3. Notify the supervisor.
 4. Follow reporting and investigation requirements.

- B. Accident Reporting
 1. All accidents or incidents are to be reported immediately to the responsible supervisor. Any incident involving a City vehicle will be reported to the Laconia Police Department immediately.
 2. Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury. The supervisor will ensure that the injured employee completes the Employee's Report of Accident or Injury and the supervisor will complete the Supervisor's Report of Accident or Injury. These will be forwarded immediately to the Personnel Specialist.

3. The First Report of Injury Form will be completed and processed by the Personnel Specialist. Personnel will also complete any other required forms.
4. Injuries requiring only common first aid must also be reported following these guidelines.
5. The employee will report any accident (personal/equipment/motor vehicle/exposure) or injury to his/her Supervisor immediately. A written report to Personnel must be filed within two (2) business days. Failure to immediately report an injury or accident to the Supervisor or file the necessary paperwork with the Personnel Office may result in the Safety Board making a determination that the responsible party will lose all Safety incentives for the year.

C. Accident/Incident Investigation

The immediate supervisor, or other designated individual, will investigate all accidents (personal injury, exposure, motor vehicle, or equipment), incidents and near-misses which occur within their span of control. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report shall be completed for all incidents, and turned in to the Personnel Specialist. (See Exhibit 6 for sample reports).

GUIDELINES FOR CONDUCTING INVESTIGATIONS:

1. Investigate the scene as soon as practicable after the accident/incident noting conditions, location of equipment, physical objects and witnesses. Make notes and draw sketches as needed.
2. Interview witnesses soon after the accident so the facts will be fresh in their mind. Be certain that they understand that no blame is being placed - you are simply trying to gather facts to prevent a recurrence.
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. Terms such as "employee was careless" have no place in a factual report.
5. It is critical that no statements regarding blame or responsibility be publicly made at an accident scene.

SECTION 4

INSPECTIONS

Supervisors are responsible for conducting necessary safety inspections and recording their findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner.

A. Frequency

Formal inspections of the work area and equipment are to be conducted regularly. Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules.

Supervisors 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! (Remove the tool from service, post a warning sign, etc.)
2. If within your authority, take steps to permanently correct the hazard. Report all action taken to your department head/supervisor.
3. If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem and your recommended solution to the person who has the authority to correct it.

C. Recordkeeping Guidelines

1. Document the inspection! At a minimum, record the inspection date, location/piece of equipment, inspector's name, list of unsatisfactory conditions noted, action taken and a list of recommendations. (See Exhibit 6 for sample inspection reports)
2. If unsatisfactory conditions are noted, send a copy of the report to your department head/supervisor and keep a copy in your file.
3. If no unsatisfactory conditions are noted, just keep the inspection report in your file.

SECTION 5

SAFETY EDUCATION AND 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. Types of Training

1. Introductory - All new or transferred employees will be told of their responsibilities under this loss prevention management program. When the supervisor who conducts the training is confident that the employee understands the rules, the employee will sign a form indicating that and the form will go into the employee's training file.

2. Specific/On the Job
Employees will be instructed by the supervisor in the proper method of performing each job, the hazards associated with it, the required personal protective equipment and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur or whenever deemed necessary by the supervisor. Any employee not comfortable with the operation of equipment assigned to them shall immediately notify their supervisor and cease operating the equipment until they are thoroughly checked on the equipment.

3. Follow-up
When the supervisor identifies the need, follow-up training will be conducted.

4. In-House Training
Employees will attend in-house training provided by outside personnel i.e. Risk Management Consultant. .

5. Off-Site Training
Employees will attend training as requested by their respective Departments.

B. Recordkeeping

1. Introductory training - Document in the employee's training file.

2. Specific training - Documentation of training provided for specific tasks (e.g. proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date and instructor's name, and a list of those attending. The supervisor can keep these lists.

EXHIBIT 1

CITY OF LACONIA

CITY MANAGER'S OFFICE

STATEMENT OF SAFETY POLICY

The welfare and safety of our employees is of prime concern to management. Accidents result in unnecessary suffering, loss of wages and too often in permanent disability. Therefore, it is our policy to provide and maintain safe and healthful working conditions and to require safe work practices.

To assure that our best efforts are going toward the prevention of accidents, we are establishing a comprehensive loss prevention management program. (Details of the program are included in the Safety Manual developed by the City of Laconia Safety Board). If you have suggestions or concerns, please forward them to the Safety Board.

Each of us share a responsibility for the prevention of accidents, and we expect that everyone will participate to the fullest extent to ensure that this will be a safe organization in which to work.

Sincerely,

Eileen Cabanel
City Manager

EXHIBIT 2

APPLICABLE WORK RULES

Mandatory:

ALL DEPARTMENTS: State of New Hampshire Department of Labor Administrative Rules for Safety and Health Chapter LAB 1400 pursuant to : RSA 281-A & RSA 277 and Chapter RSA. 281-A Administrative Rules for Safety Programs and Joint Loss Management Committees

EXHIBIT 3

SEAT BELT POLICY

ATTACHED

CITY OF LACONIA

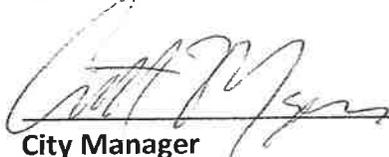
SEAT BELT POLICY

The City of Laconia recognizes that safety belts are an important and effective item of personal protective equipment. Additionally, Section 1403.50 NH, RSA 227, "Code of Administrative Rules for Public Employee Safety and Health", requires personal protective equipment be worn.

The purpose of this policy is to establish mandatory belt usage as a City Policy and to designate responsibility for implementation and enforcement.

- (1) These guidelines apply to all City employees and to all occupants of vehicles driven by employees on official business.
- (2) Occupants shall use the restraints in City owned, leased or rented vehicles whenever such vehicles are in use. Occupants shall also use belts in personal vehicles when used for official business.
- (3) **In cases where City vehicles are engaged in operations requiring frequent stopping and dismounting, an employee may be allowed not to use safety restraints if approved by a Supervisor or if stated in the Department policy. This exception is discouraged unless absolutely necessary, since the only way to prevent seat belts from becoming a source of aggravation is to use it continuously until it is an automatic and subconscious part of operating a vehicle.**
- (4) Responsibility for enforcement of this policy shall rest with the foreman and/or Department Head. Disciplinary action shall be in accordance with applicable Personnel Rules and Regulations or Collective Bargaining Agreement.
- (5) It is important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.
- (6) **Seat belt systems in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order. The lack of a properly functioning seat belt or restraint system in a City vehicle shall result in the vehicle being placed out of service. No vehicle shall be operated unless all occupants can be properly restrained with the installed seat belt.**

APPROVED:



City Manager

DATE:

10-21-13

EXHIBIT 4

PERSONNEL POLICIES

DISCIPLINE POLICY RATIONALE

Employers are required to promulgate safety policy and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced. We fully expect to have problems develop from disciplining employees for safety violations.

The employer must remember that an unenforced rule is no rule at all, and that silence implies consent, so you must be prepared to actively and fairly enforce the rules.

The keys to an effective disciplinary procedure are as follows:

- * the employee must know the rules and the consequences for violating them
- * the rules must be enforced
- * the enforcement cannot be arbitrary and capricious

A progressive disciplinary process insures that the rights and obligations of the employer and employee are guarded.

In 1982, the N. H. Supreme Court defined these processes in the Appeal of Byron Miller (122 NH 933). The case involved an appeal of the denial of unemployment compensation benefits because of employee misconduct and in large part was the result of violations of safety rules. The court wrote:

Miller began working for Revue Products in 1979 and on at least three occasions received reprimands and suspensions for various reasons relating to safety-procedure infractions (emphasis added). The fourth incident leading to his discharge occurred when he allegedly jumped off a loading dock despite orders not to do so.

An unemployment compensation system is predicated upon benefits being paid to those who become unemployed through no fault of their own. No compensation is to be paid to one who is terminated because of "misconduct connected with his work." Isolated and inadvertent instances of unsatisfactory conduct are not sufficient for a finding of "misconduct", but recurring careless or negligent acts are enough to constitute "misconduct". Safety in the workplace is not only a legal requirement but a sound social policy for employer and employee alike (emphasis added).

Mr. Miller's employers had a progressive disciplinary process in place. He had been warned and suspended before being terminated for jumping off the loading dock. The employee was told that his conduct violated company policies and was told of the consequences of continued violations (i.e. further disciplinary action which, in this case, included a suspension and ultimately, discharge). The court has repeatedly found that a safe workplace is a reasonable rule.

The employer, in all cases of alleged misconduct, must conduct a thorough and fair investigation before administering discipline. In addition, the employer must use discipline in a fair and consistent fashion. Simply stated, the employer must implement the discipline for every employee and the penalty must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer maintain accurate records of each instance where discipline is administered and not let the employee talk the employer out of administering the penalty.

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

DISCIPLINE POLICY

It is the City of Laconia'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 a sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, other employees, and the public, we have established certain rules of conduct. Violations of any rule cannot be ignored.

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 City considers to be important. Should any disciplinary action be required, the procedures outlined in your Collective Bargaining Agreement or Rules & Regulations will be followed.. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues, as outlined in your Collective Bargaining Agreement or Rules & Regulations. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.

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.

EXHIBIT 5

SAFETY COMMITTEE GUIDELINES

I. Organization

- A. **Membership** - All departments and all levels; each Collective Bargaining Unit must be represented.
- B. **Meetings**
 - 1. **When** - monthly. The same day and time each month (the first Thursday of each month at 2:30 P.M.).
 - 2. **Location** - City Hall, unless otherwise noticed.

II. Duties

- A. **Accident Review** - All accidents and subsequent recommendations for prevention are reviewed and approved/returned for clarification. Any recommendations made are followed through to completion and communicated to other departments with similar exposures.
- B. **Inspections** - the committee may choose to conduct an inspection of a particular location/piece of machinery/job site. Any recommendations will be communicated to those responsible for completing them.
- C. **Communication of Relevant Information**
 - 1. **Meeting Minutes** - The committee is a functioning body of and for the employees. All information from the meetings shall be distributed, or at a minimum, posted.
 - 2. **Literature** - As committee members come across safety information/literature, it should be made available to others.
 - 3. **Suggestions** - Committee members need to listen to and present safety suggestions from co-workers to the committee.

EXHIBIT 6

IN-HOUSE INSPECTION PROGRAMS

Every municipality that is serious about controlling or reducing the costs of daily operations should find ways of preventing accidents. Accidents don't have to happen. Through a program of periodic in-house inspections, unsafe practices that contribute to or cause accidents can be identified. Appropriate corrective action may then be taken to assure that the hazard in questions is controlled or eliminated.

Surprisingly, a mere investment of 20-30 minutes at each facility during each inspection interval could prevent accidents costing hundred or even thousands of dollars each! Such occurrences as tripping over electrical cords, slipping on icy stairs and twisting an ankle in a cluttered repair bay are examples of needless accidents which happen all too often.

Through implementing a self-inspection program based on the following guidelines, along with encouraging workers to report hazardous conditions as they are detected, any municipality can work toward reducing accident frequency and cost.

- FIRST STEP:** Determine which facilities will be inspected. While those areas that have been involved in recent accidents may be of special interest at the time, most buildings and work areas should be seen.
- SECOND STEP:** Determine who will conduct the inspections. It is not necessary that this person have prior experience with inspections. A good choice would be a person who normally works at the facility in questions. A person knowledgeable of daily operations at that area can most effectively interpret the inspection checklist to be used. By rotating inspectors every year or two, more people can become involved. Persons who become involved in a safety program tend to become more safety conscious themselves.
- THIRD STEP:** Develop a checklist to be used. Attached to this chapter are sample checklists which can be used for relatively simple work areas. You may want to add or delete items to tailor these checklist to your specific needs. It is imperative that a written checklist be used, both to minimize the inspection time required and to assure that all critical areas will be covered.

FOURTH STEP: Communicate with the designated inspection personnel. Each inspector should understand how the inspection process works, and know what is expected from him. Nothing could be a greater waste of time than for inspectors to fill a check list with what they think someone wants to see-- not noting hazards that exist, but rather painting a rosy picture that hides problems and allows employees to get hurt.

FIFTH STEP: Select a frequency of inspections. Quarterly or semi-annually are two options, depending upon the complexity of work areas and intensity of use. It is important that a regular frequency be chosen and adhered to, to follow up on past identified hazards and keep the in-house inspection program part of the municipality's active safety effort.

SIXTH STEP: The safety officer and safety committee should analyze the completed checklists. Control hazards should be given prompt attention toward corrective action. All identified hazards should be rectified within a reasonable time. Previously completed checklists should be kept on file for review and comparison in looking for recurring hazard trends.

NOTES:

SELF-INSPECTION PROGRAM - SUPERVISOR'S PERSPECTIVE

Where, how and why do accidents occur? These questions should be asked by the progressive supervisor who makes accident prevention an important part of this job.

The supervisor uses many methods to locate trouble spots. Personal observation often uncovers hazards that can be remedied immediately. Common sense, job studies and inspection help locate many other accident-causing trouble spots.

The self-inspection program is established to:

1. Assist the safety officer/safety committee in developing an impression of how the overall safety program is succeeding in the main facility and at satellite locations/job sites.
2. Give the safety officer/safety committee meaningful input with regard to how individual supervisors are suited to perform supervisory tasks so that the safety officer will know how much assistance may be required.
3. Make all supervisors an integral part of the safety program by having them submit periodic safety reports on their work areas, thereby sharpening their awareness of inherent safety hazards.

Supervisors will find the program useful to define areas which must be strictly controlled to prevent accidents. As with accident investigations, supervisors can use inspection activities as a means of documenting the completion of their own safety responsibilities, thus putting the emphasis safety follow-up action on department heads and management. Inspections are also a good means of communicating directly with management.

CITY OF LACONIA
SELF-INSPECTION CHECK LIST

Location _____

Inspected by _____

Date _____

Recordkeeping

- Are all occupational injuries or illnesses, other than minor first aid treatments, being recorded?
- Are all operating permits and records up-to-date for such items as elevators, air pressure tanks etc.?
- Do you have a "Joint Loss Management Committee?"
- Are minutes of the committee meetings kept and made available.
- Is one person clearly responsible for overall activities of the safety & health program?
- Are all accidents and incidents reported?
- Do you have disciplinary procedures for violations of your safety & health rules?

Pass/Fail/NA _____

Medical and First Aid

- Are emergency phone numbers posted?
- Are first aid kits easily accessible to each work area, with the necessary supplies available?
- Have your first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled/

Pass/Fail/NA _____

Fire Protection

- If you have a fire alarm system, is it tested at least annually?
- If you interior stand pipes and valves, are they inspected regularly?
- Are fire doors in good operating condition?
- Are fire doors unobstructed and protected against obstruction, including their counterweights?
- Are fire door fusible links in place?
- Are portable fire extinguishers provided in appropriate types?

- Are fire extinguishers recharged regularly and so noted on the inspection tag?
- Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?

Pass/Fail/NA _____

Personal Protective Clothing and Equipment

- Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries?
- Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is a reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?
- Are hard hats provided and worn when there is a danger of falling objects?
- Is appropriate foot protection required where there is a risk of foot injuries from hot or corrosive materials, falling objects, or crushing or penetrating injuries?
- Are approved respirators provided for regular or emergency use as required?
- Is all personal protective equipment maintained in a sanitary condition and ready for use?
- Do you have an eye wash station for quick drenching of the eyes in areas where employees are exposed to corrosive materials?

- Is protection against occupational noise exposure provided when the sound levels exceed limits/

Pass/Fail/NA _____

General Work Environment

- Are all work areas clean, sanitary and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- Are accumulations of combustible dust routinely removed from the work areas?
- Are covered metal waste cans used for oily and paint-soaked rags?
- Are paint spray booths, dip tanks and spray areas cleaned regularly?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

Pass/Fail/NA _____

Walkways

- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?
- Are wet surfaces covered with a non-slip material?
- Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- Are spilled materials cleaned up immediately?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated above any floor or ground
- Are bridges provided over conveyors and similar hazards?

Pass/Fail/NA _____

Floor and Wall Openings

- Are floor openings guarded by a cover, guardrail?
- Are toeboards installed around the edge of permanent floor openings (where persons may pass below the opening)?
- Are unused portions of service pits or pits not in use covered or protected by guardrails or equivalent?
- Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and also provided with self-closing devices?

Pass/Fail/NA _____

Stairs and Stairways

- Are standards stair rails or handrails provided on all stairways having 4 or more risers?
- Do stairway handrails have at least 3" of clearance between the rail and the wall or surface they are mounted on?
- Are stairways at least 22" wide?
- Are step risers on stairs uniform from top to bottom?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2" of the top edge, in any downward or outward direction?

Pass/Fail/NA _____

Elevated Surfaces

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are all surfaces elevated more than 30" above the ground provided with a standard guard?

- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing or rolling?
- Are dockboards or bridge plates used when transferring materials between a loading dock and truck or rail car?

Pass/Fail/NA _____

Exiting or Egress

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Is the direction to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, marked "Not An Exit"?
- Are all exits kept free from obstructions?
- Are there sufficient exits to permit prompt escape in the event of an emergency?
- Are special precautions taken to protect employees during construction or repair operations?

Pass/Fail/NA _____

Exit Doors

- Are doors which are required to serve as exits designed and constructed such that the way of exit is obvious/
- Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort?
- Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even when it is padlocked or otherwise locked on the outside?
- Where exit doors open directly to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing ports in each door?

Pass/Fail/NA _____

Portable Ladders

- Are all ladders maintained in good condition?
- Are non-slip safety feet provided on each ladder?
- Are ladder rungs and steps free from grease or oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to gain additional height?
- Are employees instructed to face the ladder while ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, or otherwise defective?
- Are employees instructed not to use the top step of the stepladder as a step?
- When portable ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3' above the elevated surface?
- Are all ladders inspected periodically for damage?
- Are the rungs of ladders uniformly spaced at 12" center to center?

Pass/Fail/NA _____

Hand Tools and Equipment

- Are all tools, used by the employees at the workplace, in good condition?
- Are hand tools such as chisels, & punches, which may develop mushroomed heads during use, reconditioned or replaced as necessary/
- Are broken or fractured handles on hammers, axes and similar tools replaced immediately?
- Are worn or bent wrenches replaced as necessary?
- Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment which might be subject to breakage or could result in flying parts such as metal from chisels?
- Are tools stored in dry, secure locations where they won't be tampered with?

- Are grinders, saws and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard or other attachment as recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the blade?
- Are portable circular saws checked to assure that the guard is not wedged in the up position?
- Are rotating or moving parts of equipment guarded to prevent physical contact?
- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type.
- Are effective guards in place over belts, pulleys, chains, sprockets, and gears?
- Are portable fans provided with full guards or screens with openings not larger than ½”?
- Is hoisting equipment available and used for lifting heavy objects, and are ratings and characteristics appropriate for that task?
- Are ground fault circuit interrupters provided on all temporary electrical 15 & 20-ampere circuits used during periods of construction?

Pass/Fail/NA _____

Abrasive Wheel Equipment- Grinders

- Is the work rest adjusted to within 1/8” of the face of the abrasive wheel?
- Is the adjustable tongue guard on the top side of the grinder used and kept adjusted to within ¼” of the wheel?
- Do side guards cover the spindle end, nut and flange and 75% of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are goggles and or face shields worn while grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- Are fixed or permanently mounted grinders connected to their supply system with metal conduit or other permanent wiring?
- Does each grinder have it’s own on-off control?
- Before new abrasive wheels are mounted, are they visually inspected and ring

tested/

Pass/Fail/NA _____

Machine Guarding

- Is there a training program to instruct employees on the safe methods of machine operation?
- Is there a regular program of inspection to assure the safe operation of machinery and equipment?
- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing?
- Is there a power shut-off switch within reach of the operator's station?
- Can all power sources to each machine be locked out for safe maintenance or set-up?
- Are all non-current carrying metal parts of electrically operated equipment properly grounded/
- Are foot-operated switches guarded or arranged to prevent accidental operation from personnel or falling objects?
- Are all emergency stop buttons colored red?
- Are all pulleys and belts within 7' of the floor properly guarded?
- Are all moving chains and gears guarded?
- Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation?
- Are machine guards secure and so arranged so that they do not pose a hazard by their use?
- Are provisions made to prevent machines from automatically re-starting following a restoration of power after a power outage?
- Are saws used for ripping equipped with an anti-kick back device and spreader bar?
- Are radial arm saws so arranged so that the cutting head will gently return to the back of the table when released?

Pass/Fail/NA _____

Lockout/Tagout Procedures

- Is there a program that describes the procedures for safely locking out machinery and equipment prior to repairs, routine maintenance and setup?
- Are employees properly trained in the correct lockout techniques?
- Does the lockout program include all energy sources such as electrical, pneumatic, hydraulic, and all other stored energy?

Pass/Fail/NA _____

Welding, Cutting and Brazing

- Are only authorized and trained personnel permitted to use welding, cutting and brazing equipment?
- Are compressed gas cylinders regularly examined for obvious signs of defects, rusting or leakage?
- Are cylinders kept away from heat sources?
- Are all hoses, regulators and valves checked periodically for wear or defects?
- Are electrodes removed from the holder when not in use?
- Are firewatchers assigned when welding or cutting is performed in locations where there is a danger of fires starting?
- Is eye protection worn whenever welding or cutting operations are performed?

Pass/Fail/NA _____

Compressed Gas Cylinders

- Are compressed gas cylinders stored in the upright position and secured to prevent them from being knocked over?
- Are fuel cylinders and oxygen cylinders stored at least 20 feet apart or separated by a non-combustible partition at least 5' high and with a fire rating of at least ½ hour?

- Are valve protection caps in place when cylinders are transported, moved or stored?

Pass/Fail/NA _____

Industrial Trucks – Forklifts

- Are only trained employees allowed to operate powered industrial trucks/
- Are forklifts trucks with extended lifts equipped with an overhead guard?
- Are forklift trucks maintained in good operating condition and are repairs performed in a timely manner?

Pass/Fail/NA _____

Spraying Operations

- Is adequate ventilation assured before spray operations begin?
- Is mechanical ventilation provided when spraying operations are conducted in confined areas?
- Is the spray area at least 20' feet from any flames, sparks, operating electric motors or other ignition sources?
- Are “No Smoking” signs posted in any spray area or booth?
- Is approved respiratory equipment provided and used when spraying operations are undertaken?
- Are spray booth filters checked on a regular schedule and replaced when necessary?

Pass/Fail/NA _____

Confined Space Entry

- Is there a plan for assuring the safety and health of employees when they are

required to enter into any confined workspace?

- Are all the provisions of the Confined Space Entry program strictly adhered to by all employees?
- Are employees trained in the hazards of working in confined spaces?
- Is documentation kept to assure that the correct procedures have been followed whenever anyone has had to enter into a confined space?

Pass/Fail/NA _____

Flammable & Combustible Materials

- Are proper containers used for storage and handling of flammable and combustible materials?
- Are drums of flammable liquids grounded and bonded to containers when dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof wiring and lights?
- Is there a portable fire extinguisher, rated at least 6# BC, located within 75' of any refueling area?

Pass/Fail/NA _____

Hazardous and Toxic Substances

- Are all employees who might be exposed to hazardous materials during the course of their work, properly trained as required by the Worker's Right To Know Law"?
- Are Materials Safety Data Sheets (MSDS'), available for all hazardous materials used in the facility?
- Is proper personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials?

- Do employees understand the reasons for use and limitations of the personnel protective equipment?
- Are all containers of such materials properly labeled to indicate their

content?

Pass/Fail/NA _____

Electrical Requirements

- Are live parts of all electrical equipment operating at 50 volts or more adequately guarded to prevent accidental contact?
- Are all metal non-current carrying parts of fixed equipment grounded?
- Are exposed non-current carrying metals parts of cord & plug connected equipment grounded?
- Is flexible cord being used in place of required fixed wiring?
- Are disconnects in electrical service panels legibly marked to indicate their purpose?
- Are flexible cords used free from splices, cracks in insulation and fraying?
- Are ground fault circuit interrupters used on all 15-20 ampere circuits for construction sites that are not part of the permanent wiring of the building or structure?

- Are flexible cords connected to devices and fitting so that strain relief is provided which will prevent pull from being directly transmitted to the joints or terminal screws?

Pass/Fail/NA _____

October 2013

How to conduct inspections:

- . Use the General Safety Checklist to determine where inspection should be conducted and which rules, procedures or policies might affect losses.
- . Require supervisors or employees to conduct inspections regularly.
- . Review the inspections to determine what actions need to be taken to correct hazardous conditions or practices.
- . Make sure that all recommended actions are taken. This could be done through a follow-up inspection.

What to look for during inspections:

- Possibilities of objects or people falling
- Undesirable discharges into the environment
- Deterioration, deformation and abrasion
- Inadequate lighting
- Effects of weather conditions
- Wear, leaks, corrosion, scaling, erosion, cracks, rotting
- Improper function of alarm systems
- Inadequate fire extinguisher
- Obstructed access to entrances, exits, emergency exits and halls
- Improperly marked and lighted exits
- Hazardous condition sin electrical, heating, ventilation and plumbing systems
- Inappropriate or inaccessible first-aid supplies
- Improper safeguards for belts, pulley, gears, flywheels, shafts, coupling and point-of-operation of machines

- **Unprotected openings, holes or defects in floors or floor coverings**
- **Improper maintenance-related items such as unmarked wet floors or loose wiring across floors**
- **Improper storage of hazardous materials**

EXHIBIT 7

SAFETY POLICIES

City of Laconia
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

- **The City of Laconia shall:**
 1. Record all accidents occurring in the workplace no matter how serious.
 2. Report all accidents which are fatal to one or more employees, or which result in the hospitalization of 3 or more employees, 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 next to every telephone throughout the facility for use in the event of an emergency.
 4. The Personnel Specialist shall keep a log of all injuries and illnesses sustained by employees in the workplace.
(See Appendix A)
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) no matter how serious.
 2. Report accidents that happen to yourself, and those to which you are a witness, using City of Laconia accident reporting form.

APPROVED:



DATE:

5/19/09

**EMPLOYEE'S REPORT OF ACCIDENT OR INJURY
CITY OF LACONIA**

To be completed by employee directly involved in personal injury or equipment accident.

**PLEASE PRINT. THIS FORM WILL BE USED TO FILL OUT REQUIRED FORMS.
DO NOT LEAVE ANY INFORMATION BLANK.**

DATE OF THIS REPORT: _____

INJURY

VEHICLE / EQUIPMENT

EXPOSURE

NAME: _____ DEPARTMENT: _____

JOB TITLE: _____ DATE OF HIRE: _____

HOME ADDRESS: _____
Street/PO Box City Zip Code

HOME TEL NUMBER: _____ SOCIAL SECURITY NO: _____

DATE OF BIRTH: _____

DATE AND TIME OF INCIDENT: _____ A.M./P.M. _____

LOCATION OF INCIDENT (*Exact*): _____

IF MOTOR VEHICLE OR EQUIPMENT: VEHICLE ID NUMBER _____

PLATE NUMBER: _____ WAS ANYONE INJURED? YES NO

IF YES: NAME: _____

ADDRESS: _____

INITIAL TREATMENT: NONE ON SITE EMERGENCY ROOM

LAKES REGION OCCUPATIONAL HEALTH OTHER _____

NAME OF TREATING PHYSICIAN: _____

NAME OF TREATING HOSPITAL: _____

WILL YOU LOSE TIME FROM WORK? IF YES, LIST DATES: _____

(over)

DESCRIBE FULLY HOW ACCIDENT OCCURRED – WHAT YOU WERE DOING; MACHINE OR EQUIPMENT BEING USED; WHERE DID IT HAPPEN - ON GROUNDS, IN BUILDING (IDENTIFY); PART(S) OF BODY INJURED.

WHAT ACTION WILL YOU TAKE TO PREVENT THIS OR A SIMILAR INCIDENT FROM OCCURRING IN THE FUTURE:

- Seek additional training
- Be more aware
- Caution other employees about this situation
- Recommend an adjustment of the equipment involved
- Other _____

IS THIS YOUR FIRST ACCIDENT? YES NO

WITNESS (ES): _____

NAME(S) AND ADDRESS(ES) _____

EMPLOYEE SIGNATURE: _____

NAME OF SUPERVISOR YOU NOTIFIED: _____

DATE: _____

PLEASE GIVE TO YOUR SUPERVISOR IMMEDIATELY; IF YOU CANNOT, PLEASE CONTACT THE PERSONNEL OFFICE AT 524-3877 OR FAX TO 524-1520.

**SUPERVISOR'S REPORT OF ACCIDENT OR INJURY
CITY OF LACONIA**

To be completed by immediate supervisor of employee involved in an accident or injury.

**PLEASE PRINT. THIS FORM WILL BE USED TO FILL OUT REQUIRED FORMS. DO NOT
LEAVE ANY INFORMATION BLANK.**

DATE OF THIS REPORT: _____		
DATE YOU WERE NOTIFIED BY THE EMPLOYEE: _____		
<input type="checkbox"/> INJURY	<input type="checkbox"/> VEHICLE / EQUIPMENT	<input type="checkbox"/> EXPOSURE

EMPLOYEE NAME: _____

JOB TITLE: _____ DEPARTMENT: _____

DATE AND TIME OF INCIDENT: _____ A.M./P.M. _____

LOCATION OF INCIDENT (*Exact*): _____

IF MOTOR VEHICLE OR EQUIPMENT: WAS LPD NOTIFIED? YES ___ NO ___
(Attach Citizen Reference Card provided by LPD) IF NOT, WHY? _____

DESCRIBE IN DETAIL HOW ACCIDENT HAPPENED BASED ON YOUR INVESTIGATION:
INCLUDING BUT NOT LIMITED TO: What task was the employee performing? How was the employee injured?
Where there any unsafe acts or problems? Was any equipment defective or misused? Was the weather a factor?
Employee statements; witness statements

Answer where applicable:

- WEATHER/ROAD CONDITIONS: _____
- WAS PERSONAL SAFETY EQUIPMENT BEING WORN: _____
- TYPE OF FOOTWEAR BEING WORN: _____
- WERE THERE ANY OTHER EMPLOYEES INVOLVED IN THE INCIDENT? _____
IF YES, HOW? _____
- WERE THERE ANY WITNESSES? YES ___ NO ___ IF YES, WERE THEY INTERVIEWED?
YES ___ NO ___ IF YES, PLEASE ATTACH NOTES.

- EQUIPMENT INVOLVED _____
WERE SAFEGUARDS IN PLACE? _____
- WAS EMPLOYEE WEARING A SEAT BELT? _____ IF NO, WHY NOT?

- IS THERE A POLICY OR PROCEDURE THAT COVERS THIS SITUATION?
YES ___ NO ___ IF NO, SHOULD THERE BE ONE? _____
- WAS THIS AN EMERGENCY SITUATION? YES ___ NO ___
- DID EMPLOYEE HAVE ADEQUATE EMPLOYEE BACK UP TO PERFORM THE TASK?
YES ___ NO ___
- COULD THE TASK HAVE BEEN DELAYED UNTIL ADEQUATE HELP WAS ON HAND?
YES ___ NO ___
- DID THE EMPLOYEE HAVE PROPER EQUIPMENT TO PERFORM THE TASK?
YES ___ NO ___

WHAT HAVE YOU DONE TO PREVENT THIS OR A SIMILAR INCIDENT FROM OCCURRING IN THE FUTURE? (Please check all that apply):

- Provide additional training for this employee
- Remind this individual about awareness
- Caution other employees about this situation
- Adjust the equipment involved or recommend the purchase of equipment
- Other _____

COULD ANYTHING HAVE BEEN DONE DIFFERENTLY BY THE INDIVIDUAL TO AVOID THIS ACCIDENT? YES NO. IF YES, DESCRIBE _____

WHAT ACTS, FAILURES TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?

INVESTIGATED BY: _____ DATE: _____ TIME: _____

SUPERVISOR'S SIGNATURE _____

PLEASE FORWARD TO THE PERSONNEL DIVISION WITHIN TWO WORK DAYS; IF YOU CANNOT, PLEASE CONTACT THE PERSONNEL DIVISION AT 524-3877 OR AT baumoepl@city.laconia.nh.us

City of Laconia

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

- The City of Laconia 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.
 - 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

City of Laconia

Blood Borne Pathogens Policy

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 device(s) into the same container.
 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

City of Laconia

Blood Borne Pathogens Policy

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

APPROVED:



DATE:

5/19/09

City of Laconia

Compressed Air Use Policy

1. Purpose

- To protect employees from the hazards associated with use of compressed air for cleaning purposes.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.10, Chipguards, and 1403.11, Compressed Air Use.**

2. Scope

- This policy does not apply to concrete form or mill scale, or to areas where compressed air is used in fixed processes, such as attached to a machine.

3. Responsibilities

- **The City of Laconia:**

1. Shall equip all processes involving compressed air for cleaning use with **chipguards** to protect employees against flying chips or other such hazards.
2. Shall ensure that **compressed air** used for cleaning does not exceed 30 psi.

- **Employee:**

1. Shall not perform any operation or process involving compressed air for cleaning use without the use of a chipguard in place.
2. Shall not remove a chipguard from machinery unless authorized to do so.
3. Shall not use compressed air for cleaning at pressures higher than 30 psi.

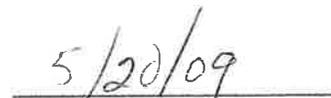
4. Personal Protective Equipment

- **Personal Protective Equipment typically required for use with compressed air includes:**
 1. Safety Glasses/Goggles
 2. Hearing Protection (Muffs or Plugs)

APPROVED:



DATE:



City of Laconia

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, as required by NFPA 51B (Appendix A).
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.
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.

City of Laconia 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 (Appendix A)
 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.

APPROVED:

DATE:



5/19/09

City of Laconia

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

- **The City of Laconia 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. (See Appendix B)
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
 - c) Potentially toxic air contaminants.

City of Laconia

Confined Space Entry Policy

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 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. (See Permit Appendix C)
- **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.
 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.

City of Laconia

Confined Space Entry Policy

- **After entry:**
 1. Replace the entrance cover securely.
 2. Document the entry procedures using the confined space evaluation form. (See permit Appendix C)

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.

APPROVED:



DATE:



Confined Space Entry Permit Checklist

This is an example of a CONFINED SPACE ENTRY PERMIT. The permit depends on the atmospheric and physical hazards of that particular confined space. Entry must comply with NHDOL Rule 1403.14 Confined Space Entry.

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 HAZARDS 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: _____

CALIBRATED: () YES () NO DATE OF RECENT CALIBRATION: _____

OTHER PROTECTION

AIR MONITORED CONTINUOUSLY	()	PERSONAL PROTECTIVE EQUIPMENT	()
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

Confined Space Defined

Lab 1402.02 - "Confined space" as referenced in Policy 1403.14 means a space that meets the following criteria:

- (a) Large enough and so configured that an employee can bodily enter and perform assigned work; and
- (b) Has limited or restricted means for entry or exit; and
- (c) Is not designed for continuous employee occupancy; and
- (d) Contains or has a potential to contain a hazardous atmosphere; or
- (e) Contains a material that has the potential for engulfing an entrant; or
- (f) Has an internal configuration such that an entrant could be trapped Or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (g) Contains any other recognized serious safety or health hazard.

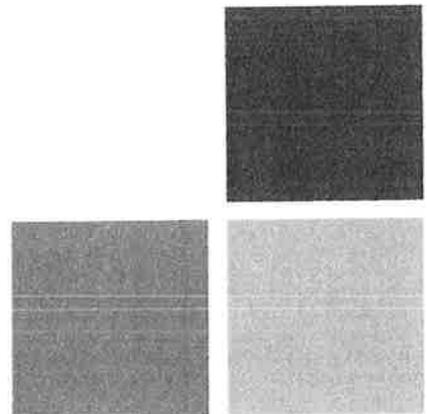
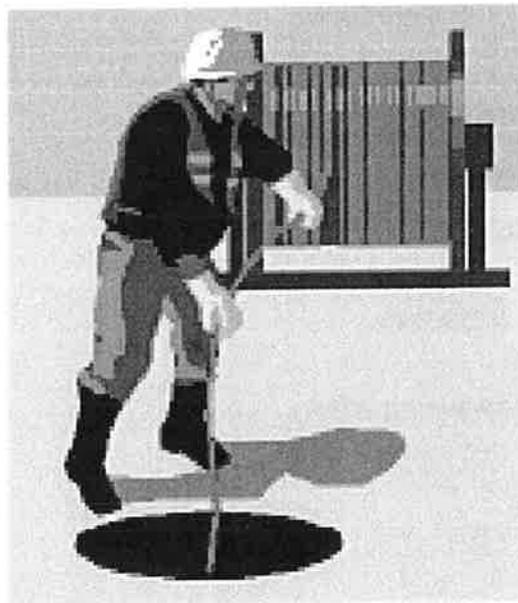


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**SECTION 7 SPECIFIC SAFETY PROCEDURES - CONFINED SPACES
CONFINED SPACE PROGRAM**

1. WHAT IS A CONFINED SPACE?

The NH Department of Labor ADMINISTRATIVE RULES FOR SAFETY AND HEALTH OF EMPLOYEES (CHAPTER Lab 1400) includes the following definition of “confined space”:

Lab 1402.02 Confined space means a space that is:

- (a) Is large enough and so configured that an employee can bodily enter and perform assigned work;**
- (b) Has limited or restricted means for entry or exit;**
- (c) Is not designed for continuous employee occupancy;**
- (d) Contains or has a potential to contain a hazardous atmosphere;**
- (e) Contains a material that has the potential for engulfing an entrant;**
- (f) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or**
- (g) Contains any other recognized serious safety or health hazard.**

The NH Department of Labor (DOL) definition is similar to the federal Occupational Safety and Health Administration (OSHA) definition contained in 29 CFR 1910.146(b), except the federal definition splits the definition into two parts, first defining ‘confined space’ as a space with the characteristics in (a), (b), and (c) of the definition contained in lab 1402.02, all of which must be present, and then defining “Permit-required confined space” as a confined space having one or more of the hazard characteristics found in (d), (e), (f), or (g) of the Lab 1402.02 definition.

OSHA has established standards for entry only for “permit required confined spaces”, or what is termed a “permit space”, since by the OSHA definition, only permit spaces have hazards or potential hazards. It’s clear that the state’s definition of ‘confined space’ is equivalent to the federally defined “permit-space” definition, i.e. the space is both “confined” by having limited access, and hazardous or potentially hazardous. That’s also the convention this program will follow: that is, “confined space” will imply a hazard or potential hazard.

2. WHAT DOES LIMITED ACCESS MEAN?

As a practical matter, “limited access” means that entry to the space (or exit from the space) cannot be made by walking. That might mean the space is configured in such a way that one would need to crawl to venture into it. A 36-inch storm drain discharging to a river would be an example of such a space; a person could enter it at grade from the river bank, but only by crawling on-hands-and-feet, and exit from the pipe would require backing out on all fours.

More usually, “limited access” means that entry to or exit from the space can only be made by descending or climbing a ladder. That means that the space is either above ground or, more common in a sewer system, below grade. Looked at in this way, the following completely unofficial definition, utilizing the Department of Labor’s concepts of confined space as a hazardous location, may be useful.

CONFINED SPACE: Any vault, pit chamber, tank, room, pipeline or other space, whether above, below, or at grade, that does not allow a walk-in entrance or easy access by a fixed stairway, and which may be hazardous for a person to enter.

3. **WHAT MAKES A CONFINED SPACE HAZARDOUS OR POTENTIALLY HAZARDOUS?**

There are three broad categories of hazards that may be encountered in City confined spaces.

A Hazardous Atmosphere

- lack of oxygen
- toxics
- explosive atmosphere

B Engulfment or drowning

- falling into sewage or sludge
- becoming trapped by sloping floors

C Physical injury

- falls/slips
- moving machinery
- falling objects
- electrical dangers

Of course, what makes these hazards especially dangerous in a confined space is the difficulty in exiting the space when the hazard is recognized or experienced, and the difficulty that exists in trying to remove an injured person from such a location.

4. **WHAT'S THE ONLY SURE FIRE WAY TO COMPLETELY ELIMINATE INJURIES OR DEATH IN CONFINED SPACES?**

Before any attempt is made to develop a game plan for safety entering a confined space, an effort should be made to determine whether an entry is necessary; whether what's needed to be done can be accomplished without going into the confined space.

5. **YOUR RIGHT TO REFUSE WORK**

Any staff person in the City has the right to refuse to perform work, including work in confined spaces, or to cease work on a job-in-progress, that the person (1) believes presents an unreasonable danger and (2) reasonably fears will result in serious injury to him or herself.

No one will be subjected to disciplinary action for such a refusal to work, but the circumstances surrounding the work activity and work refusal will be reported to the DPW Director who will investigate the incident with the intent of either sustaining the existing practice (which the employee had refused to follow) or recommending a revised procedure to address valid safety issues.

If the DPW Director makes the decision to sustain the existing practice, continued staff refusal to accept the assignment may result in disciplinary action as specified in the Safety Manual and/or Collective Bargaining Agreement, provided that such staff may invoke the grievance procedures of their Collective Bargaining Agreement.

6. **WHY DO PEOPLE DIE IN CONFINED SPACES?**

A THEY DO NOT RECOGNIZE A CONFINED SPACE WHEN THEY SEE ONE.

They simply do not know that the space is dangerous. This should not be a factor for City staff. Each and every confined space in the system has been inventoried and assessed. This inventory is presented in Figures 7.1, 7.2 and 7.3. (Should you come across an area that you believe has been omitted from the inventory, please take it upon yourself to see that it is added.)

- B** **THEY TRUST THEIR SENSES.** They think that if a space looks safe, it is safe. But most hazardous atmospheres are invisible. YOU CANNOT SEE, TASTE OR SMELL MOST TOXIC OR EXPLOSIVE OR OXYGEN DEFICIENT ATMOSPHERES.

The gas meters which you must use before entering a confined space will alert you if the space is deficient in oxygen, if the atmosphere in the space is explosive, and if the toxic gas that's most likely to be encountered in a confined space, hydrogen sulfide, is present at dangerous levels. Gas detectors will do all these things if they are used, and used correctly.

- C** **THEY UNDERESTIMATE THE DANGER.** They think they can get in and out before a hazard affects them. **THEY DO NOT REALIZE HOW QUICKLY THEY CAN BE OVERCOME BY A DEADLY ATMOSPHERE OR OTHER HAZARDS.** They forget that there are toxic gases other than hydrogen sulfide gas that may be encountered in sewers that will not be detected by their gas meters. That's one of the reasons why it's important that any entrant to a confined space be tethered via a full-body harness to a retractable lifeline or lanyard.

- D** **THEY DO NOT STAY ON GUARD.** They forget that a hazard may develop after they have entered a space.

- E** **THEY TRY TO RESCUE OTHER PEOPLE.** It is human nature to try to help a person in trouble. But the sad fact is that untrained rescuers usually die along with the victim they are trying to save. City staff are not trained for rescue entry, and are not authorized to attempt rescue-entry.

7. **WHAT IS THE PURPOSE OF CONFINED SPACE PROCEDURES?**

Since a confined space by definition is a place where hazardous conditions may be present and where escape is going to be difficult, it follows that if a person becomes injured or is overcome in such a place, the potential is high that the person will die. A STRICT CONFINED SPACE POLICY, THEREFORE, IS DESIGNED TO PREVENT DEATHS.

8. **CLASSIFICATION OF CONFINED SPACES**

A **NIOSH Classification System**

The National Institute for Occupational Health (NIOSH) has developed a classification system for confined spaces. The classifications range from Confined Space - Class "A", which presents a situation which is immediately dangerous to life or health (IDLH) because of Oxygen deficiency, explosive or flammable atmospheres, concentration of toxic substances or other hazards, to confined space. Class B, which is a dangerous, but not immediately life threatening environment, to Class C, in which the potential hazard would not require any special modification of the work procedure. Ultimately, the NIOSH classifications are not very useful because all the confined spaces in the City fall into Class C, which is that they have the potential for causing injury or illness (that is, you never know what may come down the pipe), but they are not, in general, dangerous. A cornerstone of the City confined space policy is that a space must not ever be entered if gas meters indicate an atmospheric hazard. In other words, the City's confined space program will concern itself only with Class C confined spaces.

B **City Classification for Confined Spaces**

As noted earlier, Figures 7.1, 7.2 and 7.3 present a comprehensive inventory of confined spaces in the City system.

Each space has been evaluated for potential hazards, and for the precautions that are required to be taken to minimize these hazards. And each space has been listed as one, which requires completion of either an entry permit or entry checklist prior to the entry of the space. It's important to note that there may be additional hazards, unique to the then-current conditions of a particular confined space or the work being performed at the location (for example, poor light, or excessive noise, or sharp objects, or hot work) that may require additional precautions for that entry. Such hazards shall be noted on the entry permit by the supervisor who authorizes the entry, and equipment and clothing specified by the supervisor as necessary to ensure the safety of the entrant.

9. CONFINED SPACE PERMITS

A Entry Permits vs. Entry Checklists

An Entry permit is a written and signed document which authorizes specific staff to enter a specific space at a specific time to accomplish a specific task. An Entry Checklist is a written checklist that certifies that specific procedures were followed during the course of a confined space entry.

An entry permit serves three functions as follows:

- (1) Authorizes entry into the space, and certifies that personnel have been adequately trained.
- (2) Provides a checklist and sign-off for safety procedures which are a condition for entry.
- (3) Provides documentation as required by law that safe procedures have been followed.

An entry checklist, in contrast, fulfills only the latter two functions: safety checklist and sign-off, and documentation of safe practices.

So, the major difference between 'entry permits' and 'entry checklists' is that in the former, prior to beginning work, the entry must be authorized by responsible supervisory staff, who must also evaluate the confined space with respect to hazards, specify the procedures and equipment that are required for the entry, and certify that all equipment needed is available and operating properly.

Both the Entry Permit and the Entry Checklist contain information and check offs that are completed by the staff who are assigned the entry, and both require that these staff certify that they've complied with these requirements.

Fully executed entry permits are required, without exception, for confined space locations subject to possible toxic conditions. Entry checklists, which are authorized by OSHA under CFR 1910.146 (C)(5), will be allowed only when the only atmospheric hazards that might be encountered in a confirmed space are oxygen deficiency and explosion, and the deficiencies may be accurately monitored with a gas meter and overcome by ventilating of the confined space. This means that all confined spaces associated with untreated sewage (sewer lines, manholes, siphon chambers, metering stations, etc.) and with sludges or other residuals, will require an entry permit, since a toxic gas might be present in any such space as a result of an unauthorized discharge to the sewer.

Figure 7.4 is a template of the City Confined Space Entry Permit, and Figure 7.5 is a template of the City Confined Space entry checklist. You'll note the similarities of the two documents, the permit differing from the checklist by the requirement in the former that the entry be authorized by a responsible supervisor, and that this supervisor certify that he or she has evaluated the entry and its attendant hazards, as well as the safety equipment required for the entry, that this equipment is available in good condition and working properly, and that the entry staff are adequately trained in confined space entry procedures.

Both the entry permit and entry checklist delineate the tasks(s), which the entry is meant to accomplish; both organize and remind staff of the hazards associated with the confined space entry. They both provide a systematic "check-off" format that minimizes the likelihood that necessary safety procedures will be neglected. And they provide a standardized form for recording of all data so that all safety procedures are

documented.

B Signatory Requirements in the Entry permit

- (1) assignment supervisor - signature indicates the entry is necessary and that all personnel entering or assisting have been properly trained, all hazards evaluated, all entry equipment is available and operating properly.
- (2) entry supervisor - signature indicates all procedures are being followed, and all permit data is properly recorded.
- (3) co-worker(s) - signatures(s) indicate that co-workers have been trained in correct entry procedures and will follow them.

C Entry Permit Contents

- (1) General
 - Rescue/Emergency number (911) is provided to remind staff that City employees are not authorized to undertake rescue operations which would involve entry to the confined space. (See Section 7.11, Rescue Procedures)
 - Each permit shall have a unique number.
 - Each permit shall display allowable values of oxygen, LEL, and hydrogen sulfide that must not be present during the entry. The limits correspond to alarm conditions on the atmospheric monitor that must be used in every entry.
- (2) Entry Permit contents for which the assignment supervisor is responsible
 - description of work
 - effective date: permits shall be dated and are valid only for the dates specified
 - 911 address, if available for the work site
 - description of hazards which may be encountered in the space
 - description of procedures and specifications of required clothing and equipment necessary for the entry
 - response to questions on permit related to training of the entry crew
 - response to questions on the permit related to availability and fitness of equipment for the entry
- (3) Entry Permit contents for which the entry supervisor is responsible
 - documentation of time the entry was begun, and the atmospheric testing that was performed prior to and during the course of the entry
 - response to questions on the permit related to the entry procedures
 - evaluation of supervisor's assessment of hazards and equipment requirements
 - Signatory certification as discussed in 7.8.B, above.

10. STANDARD CONFINED SPACE ENTRY PROCEDURES

A Permit Required

Either a confined space entry permit or a confined space entry checklist (as specified in Figures 7-1, 7-2, or 7-3, as appropriate) shall be completed for each confined space entry. There are no exceptions to this rule.

B Before the Entry

Prior to entry into the confined space the entry supervisor is responsible for assuring that:

- All lockout/tagout/flow isolation procedures required by the permit are completed
- All equipment and protective clothing specified in the permit are available and being used
- The atmosphere inside the confined space has been tested for explosive or toxic gases and for oxygen level. The test must be conducted by a person who has been trained to operate a gas meter and the meter must be properly calibrated. Oxygen content of the air should be greater than 19.5 percent, but less than 21 percent. Explosive vapors must be less than 10 percent of the Lower Explosive Limit (LEL) and hydrogen sulfide gas should not be present. Inasmuch as some

explosive gases are lighter than air, some are heavier, and some are the same density, hazards may be found in the bottom, middle or top of a confined space; testing must therefore be performed, at a minimum, at the bottom, top, and middle of the confined space. Refer to Section 11 of this manual for further information on atmospheric hazards, and the procedure for atmospheric testing. The space must never be entered when the atmospheric tests outside of acceptable limits.

- If a properly calibrated gas meter is not available to test the atmosphere in the confined space you plan to enter, you must wait until a meter is available. You must never enter a confined space before the oxygen level, combustibility and toxicity of the atmosphere has been tested.

- If the atmosphere of a confined space is not suitable for entry, the area must be ventilated and the atmosphere retested prior to entry. Atmospheric testing should always be performed as indicated in Section 11 of this manual. And ventilation must then continue while the space is being occupied.

- If the confined space does not have ready access to a phone, then the attendant shall have ready access to a bag phone or vehicle cell phone for possible 911 rescue use.

C During the course of the entry

- Monitoring and recording of the atmospheric conditions; at the 15 minute intervals specified in the permit, is required for the duration of the entry. Should the atmospheric test outside of acceptable limits, entrant(s) must immediately vacate the space. Initial monitoring must take place at top, middle, and bottom of the space as discussed above.

- The attendant shall maintain continuous contact with the entrant during the course of the entry. Remember that our gas monitors are equipped to read a single toxic gas (hydrogen sulfide), but other toxic materials might conceivably be encountered in a sewer. Therefore, continuous communication with an entrant in a confined space is essential to assure that person's safety.

- An entrant in a confined space should be questioned regularly by the attendant as to his or her condition. To the extent possible, an attendant should have an entrant within sight at all times.

- Where an entrant in a confined space is out of sight, positive and continuous verbal communication must be maintained between the two at all times.

- An attendant is not authorized to leave the confined space while the entry is in progress. Should the attendant need to leave, and no qualified person is available to serve as attendant, the confined space entry shall cease and the entrant immediately vacate the confined space.

- At no time shall the attendant enter the confined space to assist the entrant unless an additional trained attendant is available. Every person that enters the confined space must be equipped with all safety equipment required for that confined space.

- The attendant(s) for the confined space entry will keep the completed "Permit to Enter" with him or her until the work inside the confined space is completed. They will then give the permit to the entry supervisor. The original completed entry permit must be returned to the assigning supervisor at the next convenient opportunity so that it may be filed.

- A confined space vacated by the entrant for more than fifteen minutes must have a new set of gas tests completed before reentry to the confined space.

- Under no circumstances shall City staff enter a confined space to rescue an entrant. Rescue must be left to persons trained in rescue procedures. At any location, rescue should be summoned by dialing 911.

(D) Following the Entry

- The entry supervisor is responsible for reporting any malfunction discovered in the safety equipment used in the entry. The malfunction report should be directed to the person responsible for that equipment's upkeep. A copy of the malfunction report will be sent to the DPW Director or Assistant Director so that he may follow up the report to assure that the equipment has been repaired or replaced.

- The assignment supervisor is responsible for reviewing the entry permit for completeness, and sending it to the DPW secretary for archiving.

- The entry supervisor is responsible for sending the completed entry checklist to the DPW secretary for archiving.

- The Director or Assistant Director will periodically review completed permits and checklists to

assure completeness and adherence with these rules.

11. DELINEATION OF STAFF RESPONSIBILITIES

A. Assignment Supervisor

- (1) Determines the need for and authorizes the entry [The assignment supervisor is the responsible person who decides that the entry shall be made. The key here is that the assignment supervisor shall be a staff-person who assigns work]. The assignment supervisor need not be present during the actual entry.
- (2) Evaluates the hazards that may be present for this particular confined space entry.
- (3) Certifies that staff are properly trained for the entry. All staff participating in an entry must be fully trained.
- (4) Determines the specific safety equipment necessary for the entry, and certifies that such equipment is available and working.
- (5) May be the entry supervisor for the entry, and may function in either an attendant or entrant capacity.
- (6) Shall be trained as described in Section 7.12.

B. Entry Supervisor

- (1) Assures compliance with all conditions of the permit.
- (2) May function as either the attendant or the entrant.
- (3) Shall be trained as described in Section 7.12.

C. Attendant

- (1) Remains outside the confined space and monitors the entrant(s).
- (2) May be the entry supervisor for the entry.
- (3) May alternate assignments with the entrant.
- (4) Shall be trained as described in Section 7.12.

D. Entrants

- (1) Enters the confined space
- (2) May be the lead person for the entry.
- (3) May alternate assignments with the attendant.
- (4) Shall be trained as described in Section 7.12.

12. RESCUE PROCEDURES

A. If the attendant observes that the entrant in a confined space is injured, non-responsive or otherwise In danger:

- (1) The attendant shall not enter the confined space
- (2) The attendant, if possible, shall retrieve the attendant using the tripod and winch. (In full-body harness, an unconscious person may be safely lifted provided the harness is properly fitted and attached to retractable lifeline, tripod and "man-rated" winch.)

B. Should the attendant be unable to retrieve the entrant, he should immediately dial 911, using the phone that is available to him, and providing following information to the 911 dispatcher.

- (1) Caller's identification
- (2) Nature of emergency (i.e. unconscious worker in 12 foot deep manhole)
- (3) Number of injured
- (4) Exact location (this should be noted on entry permit)
- (5) Medical assessment as to extent of injuries

(6) Available information as to cause of accident, e.g., fall, oxygen deficiency, toxic environment, etc.)

- C. If the attendant has been able to retrieve the entrant, he should assess the medical condition of the injured person, provide whatever first-aid needs he feels necessary and feels comfortable providing, and if he believes necessary, calling 911 for assistance.
- D. After the emergency has passed, the plant safety officer should be notified so that required accident and injury reports may be completed.

13. TRAINING

- A. All City staff having occasion to participate in confined space entry shall be trained upon implementation of the confined space entry policy.
- B. New employees shall be trained within 30 days of hiring and shall not be assigned to any confined space entry jobs until such training is completed.
- C. Refresher training shall be held as necessary, at least annually, to keep personnel up-to-date on confined space hazards.
- D. Training shall be coordinated by the DPW Director or Assistant Director.
- E. Training shall be documented as to date, content, and trainer/trainee signatures. This documentation will be stored for a minimum of five years.
- F. Training shall include (within thirty days of hire and at least annually):
 - (1) Definition of a confined space and identification of specific confined spaces within the City system.
 - (2) A description of the potential hazards and classification system of confined spaces are presented in Figures 7-1, 7-2 and 7.3.
 - (3) Review of the entire confined space entry policy with special attention to entry, permit, and rescue procedures
 - (4) Proper use of personal protective equipment, retrieval system and atmospheric monitoring equipment.

14. MISCELLANEOUS SAFETY RULES FOR CONFINED SPACES

- A. Where a safety harness is required for entry into confined spaces, there will be at least two (2) able-bodied attendants above ground to attend the safety line, or one (1) attendant and a retrieval system.
- B. No smoking is ever permitted in confined spaces nor by attendants on the surface work area.
- C. Do not trust steps in manholes and pits. If possible, utilize the retrieval system to descend to a confined space. If using a ladder, be sure that rules for ladder safety (Lab 1403.41, and Section 6.6 of this safety manual) are understood and followed.
- D. Interior surfaces should be considered slippery at all times.
- E. Employees descending into confined spaces via ladders shall carry nothing in their hands. Needed equipment will be lowered to the entrant only when he or she requests it. Nothing is to be dropped or thrown into manholes.
- F. Surface around manhole and pit covers shall be clear of all sand, rocks, obstacles so that nothing can be accidentally kicked into the structure. Attendant(s) on the surface shall exercise caution so that no material may be accidentally kicked or dropped into the space.

14. POSTING OF CONFINED SPACES

OSHA recommends that employers post signs warning that confined spaces must only be entered by permit but does not require posting. The NH Department of Labor 1403.15(a) requires that “the employer shall inform.... by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the confined spaces.

It will be a task of the safety committee over the coming months to evaluate each confined space location to determine whether posting is feasible or necessary. Manholes, underground vaults, pits or other chambers whose access is through a manhole or hatch constitute the major part of the City’s permit-required confined spaces; such locations are not configured to make posting a feasible option, nor in general, is locking of such structures reasonable.

Recognizing a confined space is not difficult if the following test is applied: can a person enter it easily by walking in, and can they exit it just as easily. If the answer to both these questions are “yes”, then its not a confined space [It may be a hazardous location, but it’s not a confined space.]

Perhaps the most feasible method of posting confined spaces is to “imprint” in City staff, though repeated training, a thorough knowledge of Figures 7-1, 7-2, 7-3, and the need to consult these Figures should there be any doubt about whether a structure is a confined space, what hazards that space might contain, and whether an entry permit or checklist is required.

15. CONTRACTED SERVICES

When work involving confined spaces is to be contracted out, 29 CFR 1910 imposes specific obligations upon both the contractor and the host employer (the City):

1. City Responsibility

When the City arranges to have a contractor perform work that involves a confined space entry, the City shall:

- 1. Inform potential contractors in the RFP for the work that the workplace contains confined spaces and that confined space entry is allowed only through compliance with an (entry) permit space program meeting the requirements of 29 CFR 1910.

2. Apprise potential contractors in the RFP for the work, of the elements, including the hazards identified and the host employer's experience with the space that make the space in question a permit space; [i.e. provide information contained in figures 7.1, 7.2 or 7.3 as appropriate].

3. Apprise potential contractors in the RFP for the work of any precautions or procedures that the host employer has implemented for the protection of employees in or near the permit spaces where the contractor will be working; [also contained in figures 7.1, 7.2 and 7.3].

4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in and near permit space.

5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations

3.

Contractor Responsibilities

In addition to complying with the confined space entry procedures that are required by OSHA and the NH Department of Labor, each contractor shall:

1. Inform the City's Director or Assistant Director, prior to beginning work, and the equipment that he/she intends to use to enter and work in confirmed spaces is available.
2. Coordinate entry operations with the City, if both City personnel and contractor personnel will be working in or near the confined space that the contractor is planning to enter.
3. Debrief the City's DPW Director or Assistant Director at the conclusion of entry operations regarding any hazards or confronted in the confined space during the contractor's entry.

6/10/03

City of Laconia

Crane and Derrick Policy

1. Purpose

- To protect employees from hazards associated with crane and derrick operation
- To ensure compliance with New Hampshire Department of Labor Standard **1403.15, Cranes and Derricks.**

2. Scope

- The requirements specified in this standard for crane operation near power lines shall not apply where electrical distribution and transmission lines have been deenergized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

3. Responsibilities

- **Employer shall:**
 1. Comply with all manufacturer's specifications and limitations for equipment use.
 2. Ensure that employees receive proper training prior to operating cranes.
 3. Ensure that rated load capacities, recommended operating speeds and special hazard warnings or instructions are conspicuously posted on all equipment. These postings must be visible from the operator's station.
- **Employee/Competent Person shall:**
 1. Visually inspect all equipment prior to its use, correcting any deficiencies.
 2. Not use any crane or derrick if a discovered problem cannot be fixed.
 3. Barricade all accessible areas within the swing radius of the rear of the rotating superstructure to prevent other workers from being struck or crushed by the crane.

4. Procedural Overview

- **Before Crane Operation:**
 1. Perform visual inspection of crane.
 2. Correct deficiencies if necessary.
 3. Identify all power lines and other electrical sources within the operating zone of the crane.

City of Laconia

Crane and Derrick Policy

- **During Crane Operation:**

1. Operate the crane according to rated load capacities, recommended operating speeds, and special hazard warnings or instructions identified by the manufacturer and posted in a location visible from the operator's station.
2. Cranes shall be operated so that no part or load is:
 - a) Within 10 feet of a line rated 50 kV or below;
 - b) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV, or;
 - c) Within twice the length of the line insulator, but never less than 10 feet.

APPROVED:



DATE:

5/19/09

City of Laconia 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**.

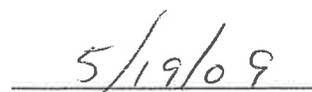
2. Responsibilities

- **The City of Laconia 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 City of Laconia accident reporting procedures.

APPROVED:



DATE:



City of Laconia

Excavating and Trenching Policy

1. Purpose

- To protect employees from hazards associated with excavating and trenching.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.19, Excavating and Trenching.**

2. Responsibilities

- **The City of Laconia shall:**
 1. Before excavation begins, contact utility companies to determine if there are underground utility installations in that area.
 2. Ensure that underground utilities are identified and marked prior to excavation.
 3. Supply employees with trench protective systems when necessary.
- **Competent Person (Supervisor) shall:**
 1. Inspect and evaluate the condition of all trenches and excavations prior to permitting employees to enter.
 2. Perform inspection at the beginning or each day and at least 3 to 4 times during the operation thereafter.
 3. Cease operation when weather or other conditions may affect the integrity of trench or excavation.
 4. Continue trenching or excavation operations once the conditions have been made safe according to the guidelines identified in section 3 of this policy.
 5. Evaluate proximity of trenching operations to retaining walls, utility poles, and other objects that may need support to prevent collapse or undermining.
- **Employee shall:**
 1. Follow the applicable procedures identified in section 3 of this policy.

3. Procedural Overview

- **Before Excavation or Trenching Operation-**
 1. Contact utility companies to determine if there are any underground utility installations in that area.
 2. Identify and mark underground utility installations prior to operations.
 3. Competent person must inspect and evaluate the condition of trench or excavation prior to permitting employees to enter.

City of Laconia

Excavating and Trenching Policy

- **During Excavation or Trenching Operation-**
 1. Competent person must inspect and evaluate the trench or excavation 3 to 4 times during the work day.
 2. Use a trench protective system (e.g. trench box) or sloping of the ground to the appropriate angle of repose when walls and faces of trenches and excavations are 5 feet or more deep, or when, regardless of depth, there is a danger of cave in or moving ground.
 3. Trenches 4 feet deep or more must have adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
 4. When employees are required to enter a trench or excavation, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
 5. Support retaining walls, utility poles, or other objects which could collapse or undermine if not properly supported.
 6. Wear/use appropriate personnel protective equipment.

4. Personal Protective Equipment

- Personal Protective Equipment typically required for this operation:
 - o Hardhat
 - o Safety Footwear
 - o Gloves

APPROVED :

DATE :



5/19/09

City of Laconia Flagperson Policy

1. Purpose

- To protect employees from hazards associated with worksites on or adjacent to highways or streets.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.21, **Flagperson**.

2. Responsibilities

- **The City of Laconia shall:**
 1. Ensure that at worksites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, that a flagperson is provided.
 2. Provide appropriate training to any employee who may serve as a traffic flagger.
 3. Provide designated flagperson(s) with highly visible warning garment with retro-reflective striping while flagging, and ANST Type 2 vest at a minimum is recommended.
 4. Provide additional reflective warning garments or devices to flagpersons for nighttime flagging.
 5. Provide the flagperson with a combination Stop/Slow paddle at least 18 inches in width and letters that are at least 6 inches in height.
- **Employee/Flagperson shall:**
 1. Wear provided warning garments provided by employer at times designated to do so.
 2. Erect adequate "Flagger Ahead" warning signs.
 3. Use flags and/or paddles as instructed.

3. Additional Reference

- Manual on Uniform Traffic Control Devices (MUTCD)

APPROVED:

DATE:

Elen Cabanel

5/19/09

City of Laconia

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

- **The City of Laconia 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.

City of Laconia 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 Preuse 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.

APPROVED:

DATE:

E. Alan O'Connell

5/19/09

City of Laconia 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

- **The City of Laconia 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:**
 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.

City of Laconia Lockout Policy

- **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.

APPROVED :

Eileen Cabanel

DATE :

5/19/09

City of Laconia
Machine Guarding Policy
(Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

1. Purpose

- To protect employees from the hazards associated with machine operation.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.07, **Belt Sanding Machines**; 1403.24, **Guards**; 1403.29, **Jointers**; 1403.33, **Machine Guarding**; 1403.34, **Machinery in a Fixed Location**; 1403.35, **Mechanical Power Presses**; 1403.48, **Revolving Drums**.

2. Responsibilities

- **The City of Laconia shall:**
 1. Evaluate all machinery in the workplace to determine if any hazards are present which may endanger or cause injury to employees.
 2. Take necessary measures to guard any machine part, function or process that may cause injury.
 3. Ensure that machinery designed for use in a fixed location is anchored to prevent walking or moving during normal operation.
- **Employee shall:**
 1. Operate machinery only when all necessary machine guards are in place and working correctly.
 2. Must not remove any machine guard unless authorized to do so and has appropriately de-energized equipment.
 3. Report all missing and malfunction machine guards to employer immediately upon discovery.

3. Procedural Overview

- **Machine Hazard Evaluation:**
 1. All of the following hazardous motions and actions must be safeguarded:
 - a) Rotating (including in-running nip-points);
 - b) Reciprocating;
 - c) Transversing;
 - d) Cutting;
 - e) Punching;
 - f) Shearing; and
 - g) Bending.
- **Machine Guard Requirements:**
 1. All machine guards shall:

City of Laconia
Machine Guarding Policy
(Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

- a) Prevent hands, arms, or any other part of a worker's body or clothing from coming in contact with dangerous moving parts;
 - b) Be secure so that they may not be easily removed or tampered with;
 - c) Protect objects from falling into moving parts of machinery;
 - d) Not create any new hazards due to its construction;
 - e) Not cause any interference for the machine process or the operator; and
 - f) Allow for safe lubrication.
2. The following types of safeguards are acceptable forms of protection against the hazards of machinery operation:
- a) Fixed, interlocked, adjustable and self adjusting guards;
 - b) Presence-sensing, pullback and restraint devices;
 - c) Restraints;
 - d) Safety trip, two-handed and two-hand trip safety controls;
 - e) Gates;
 - f) Location and Distance;
 - g) Automatic and semi-automatic feeding machinery;
 - h) Automatic and semi-automatic ejection machinery; and
 - i) Any other method that protects against the hazards of machinery operation.

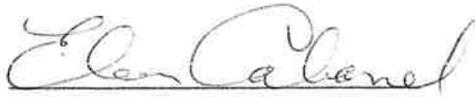
• **Special Provisions:**

1. Guards for mechanical power transmission equipment must be made of metal or other rigid material.
2. Wood guards may be used in the wood working and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.
3. Any machinery designed for use in a fixed location must be securely anchored to prevent walking or moving during normal operation.
4. Mechanical Power Press Provisions
 - a) Point-of-operation guards must be used to prevent entrance of fingers or hands into the point-of-operation by reaching around, through, over and under the guard.
 - b) Guards must be placed over the treadle of foot-operated presses.
 - c) On presses with pedal counterweights must have the path of travel of the weight enclosed.
 - d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.
5. Revolving Drum Provisions
 - a) Revolving drums, barrels, or containers must be guarded by an interlocked guard that prevents the drum from revolving unless the guard enclosure is in place.
6. Jointer Provisions
 - a) Hand fed jointers with a horizontal cutting head shall have:
 - I. An automatic guard which shall cover the section of the head on the working side of the fence or cage;

City of Laconia
Machine Guarding Policy
(Belt Sanders, Guards, Jointers, Presses, Revolving Drums)

II.A guard that covers the back of the cage or fence; and
III.A guard that automatically adjusts itself to cover the
unused portion of the head and that remains in the contact
with the material at all times.

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City of Laconia Noise Exposure Policy

1. Purpose

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.38, Noise Exposure.**

2. Responsibilities

- **The City of Laconia shall:**
 1. Monitor noise levels in the workplace to ensure they do not exceed an 8 hour time weighted average of 85 db.
 2. Institute engineering and administrative controls to reduce employee noise exposures when necessary.
 3. Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
 4. Train employees in the correct fit and care of hearing protection devices.
 5. Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
 6. Keep records of sound level readings and employee training.
- **Employee shall:**
 1. Inform employer when exposure to excessive noise is suspected.
 2. Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.
 3. Wear provided hearing protection when employer deems necessary.

APPROVED:



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5/19/09

City of Laconia

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.**

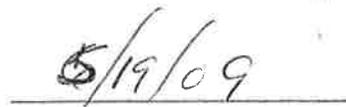
2. Responsibilities

- **The City of Laconia 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.).

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DATE:



City of Laconia

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.
 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.

City of Laconia

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

- **The City of Laconia 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.

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.

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 at DPW, Fire and Parks 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:

City of Laconia

Toxic Substance Policy

- 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.
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

City of Laconia Toxic Substance Policy

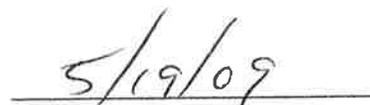
4. Personal Protective Equipment

- 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
 - Rubber gloves
 - Aprons

APPROVED:



DATE:



City of Laconia Traffic Control

1. Purpose

- To protect employees when working in or around vehicular traffic.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.58, Traffic Control.**

2. Responsibilities

- **The City of Laconia shall:**
 1. Ensure that pedestrian and vehicular traffic is adequately controlled on every job site.
 2. Provide employees with appropriate personal protective equipment (PPE) and other safety devices needed to effectively and safely control traffic.
 3. Ensure that traffic control devices conform to applicable federal and state regulations or to applicable sections of Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
 4. Provide training to employees on safe and effective traffic control techniques.
- **Employee shall:**
 1. Follow practices set by the employer for the control of traffic.
 2. Use personal protective equipment like safety vest when in or around vehicular traffic.

3. Procedural Overview

- **General Requirements:**
 1. Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.
- **Protective Equipment:**
 1. All employees working in or around vehicular traffic shall wear, at a minimum, an ANSI Class II Traffic Vest.
- **Traffic Control Devices:**
 1. Flaggers shall use paddles with clearly visible Stop/Slow signals.
 2. Signs shall be erected in advance of the work zone to warn of possible hazards such as *flagger ahead, road work ahead, and be prepared to stop.*

City of Laconia Traffic Control

- The placement and spacing of signs in advance of a work area shall be adjusted according to vehicle speed as outlined in the Manual on Uniform Traffic control devices (MUTCD)
3. Cones, Barricades and other devices shall be used to separate traffic lanes from work areas.
 4. Constriction vehicles shall be equipped with adequate warning equipment (amber lights).

APPROVED:



DATE:



City of Laconia

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

- **The City of Laconia 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 the City of Laconia 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 to reach over the cutter to make adjustments. **(This shall not apply to constant pressure controls used only for setup purposes.)**

City of Laconia Woodworking Machinery Policy

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:**
 - Safety glasses/goggles
 - Face shield
 - Hearing protection (muffs or plugs)

APPROVED:



DATE:

5/19/09

