

**TOWN OF GREENFIELD, NH
JOINT LOSS MANAGEMENT PROGRAM
(JLMP)**

Section 1. Purpose

Every employee has the right to a workplace free from occupational safety and health hazards. A Joint Loss 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 management system. This program provides the framework for safety to be managed like any other function through planning, organization, leadership, and control. It is an established fact that a well-trained, well-disciplined 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.

A. Board of Selectmen

1. Provide overall support, direction and commitment.
2. 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/in-actions in accordance with established personnel policies and procedure.
3. Provide required resources:
 - a. Funding - safety equipment; personal protective equipment; training materials.
 - b. Personnel - outside experts; loss prevention consultants; between departments for information exchange.
 - c. Time - review inspection/investigation reports; participate in training programs.
 - d. Other as needed.

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.
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 Sections 5 and 6).
5. As necessary, with a minimum of twice a year, 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.

C. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. It is the responsibility of all employees to cooperate in making the safety program work.

Employees shall:

1. Understand and follow all work rules.
2. Be informed of and observe established safe practices.
3. Use and wear required personal protective equipment, as required by Department Policies and Procedures issued by the Board of Selectmen.
4. Report all unsafe acts and conditions to the supervisor.
5. Operate only machines and equipment that they have been authorized and trained to operate by the supervisor.
6. Not remove guards or other protective devices from machinery and equipment.
7. Follow all accident reporting procedures (See Section 3).
8. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.

Section 3. Handling Injuries & Accident Reporting and Investigation

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are 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 handling any emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow. However, if there is any question whatsoever about the seriousness of an injury, call for help!

1. Employee will call the appropriate emergency service (medical, fire, police, rescue).
2. Employee will notify the supervisor.
3. Employee will follow reporting and investigation requirement.

B. Accident Reporting

1. All accidents or incidents will be reported immediately to the responsible supervisor.
2. Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8-WC).
3. The First Report of Injury Form will be completed and processed by the department head within twenty-four hours. This individual will also complete any other required forms.

C. Accident/Incident Investigation

The immediate supervisor, or other designated individual, will investigate all accidents and incidents that 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 will be required.

Guideline For Conducting Investigations:

1. Investigate the scene as soon as possible 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 laid - 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.

Section 4. Inspections

Department Heads and 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

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.

Department Heads and 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 any 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, in writing 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, actions taken, and a list of recommendations.
2. If unsatisfactory conditions were noted, send a copy of the report to your department head/supervisor, and keep a copy in your file.
3. If no unsatisfactory conditions were 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 Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the Loss Prevention Management Program, and be given a copy of the work rules. When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the Safety Orientation and Employee Safety Responsibilities Forms (SEE FORMS) which will be submitted to the Bookkeeper for inclusion in the employee's personnel 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.

3. Follow-up

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

B. Recordkeeping

1. Introductory training - documents in the employee's personnel 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.

Section 6. Safety Equipment

I. Purpose

To establish a policy that requires employees to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

II. Safety Equipment

Hard Hats: It is the policy of the Town to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. When working below ground level, such as in lift stations, ditches, etc.
2. When conditions warrant and/or ordered to do so by a supervisor.
3. When inspecting construction sites.

Steel-toes Shoes: will be at the discretion of the Highway and Recycling personnel.

Safety Vests: Will be worn when an employee is in flagging position and/or when working in a traveled right-of-way.

Safety Goggles: Shall be worn when grinding, chipping, using air tools, brush/wood cutting or under conditions which warrant the supervisor to require safety goggles being worn.

Communicable Diseases: All possible precautions must be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or others.

Penalties: Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action including termination.

Section 7. Joint Loss Management Committee

I. Purpose

The purpose of the Joint Loss Management Committee is to bring workers and management together in a cooperative effort to promote workplace safety. The Committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employees on the subject of workplace safety. The Committee shall develop a written safety program for submittal to the New Hampshire Department of Labor.

II. Membership and Structure

The Committee shall consist of five (5) members. The Road Agent, a Fire Department member and Chief of Police shall be permanent members and shall represent the employer. Nonsupervisory employee representatives from the Town Hall, Highway Department and Fire Department shall be chosen by the nonsupervisory employees of those respective departments. Employee representatives shall be chosen on an annual basis and serve a one year term on the Committee.

The Committee shall elect a Chairman and the position will be rotated between employee and employer representatives on an annual basis.

III. Meetings

The Committee shall meet four (4) times per calendar year, on a date and time and location to be determined by the Committee.

IV. Duties

A. Accident Review

All accidents and subsequent recommendations for prevention will be reviewed and approved/returned for clarification. Any recommendations made will be 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 - All minutes from the meetings will be distributed to all employees and posted.
2. Literature - As Committee members come across safety information/literature, it should be made available to others. A safety bulletin board will be maintained at each Town facility for the display of Joint Loss Management Committee minutes, safety posters, and other safety education material.
3. Suggestions - Committee members need to listen to and present safety suggestions from co-workers to the Committee.

Adopted: _____

Chairman, Greenfield Safety Committee