

**A Commitment to Safe Schools**

# **KEENE SCHOOL DISTRICT**

## **JOINT LOSS MANAGEMENT SAFETY MANUAL**

SAU 29  
193 Maple Ave  
Keene, NH 03431

**2023-24**



## NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

193 Maple Avenue Keene, NH 03431 T: 603.357.9002 F: 603.357.9012 www.sau29.org

To the Valued Employees of SAU 29 and its Member Districts:

Each year incidents to School Department employees cause untold suffering, loss of productivity, low morale, and inefficient use of thousands of dollars. Many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution and expended a little extra effort in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

Every employee of SAU 29 and its member Districts have the right to a workplace free from safety and health hazards (Lab 1403.01). A "Joint Loss Management" program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the School District. Unsafe acts, unsafe conditions and incidents all demonstrate a weakness in the management system. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all SAU 29 personnel with a comprehensive set of written safety policies and procedures and serve as a template for all member Districts to adapt and adopt. Additional safety materials specific to individual departmental operations may be provided from time to time. For this reason, the manual is published in a loose-leaf format so that additional or revised pages may be inserted without the necessity of publishing an entirely new manual.

These policies and procedures have been developed, and, are expected to be followed, in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended.

As Superintendents of Schools for SAU 29, I would like to assure the employees of each District that the School Boards and members of the Leadership Team all share my commitment to safety in the workplace. I would encourage you to voice your concerns regarding safety issues and would welcome your participation in the process.

Most Respectfully,

Robert Malay  
Superintendent of Schools

Robert H. Malay  
Superintendent of Schools  
[rmalay@sau29.org](mailto:rmalay@sau29.org)  
x221

Timothy L. Ruehr  
Chief Financial Officer  
[truehr@sau29.org](mailto:truehr@sau29.org)  
x208

Nancy Deutsch  
Director of Human Resources  
[ndeutsch@sau29.org](mailto:ndeutsch@sau29.org)  
x213

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## SECTION 1 KEENE SCHOOL DISTRICT SAFETY PROGRAM

### 100. Introduction

- a) The Keene School District (KSD) Safety Program is designed to accomplish one primary purpose; **TO PREVENT INCIDENTS**. Preventing incidents results in saving lives, eliminating injuries, increasing efficiency of operations, and directly and indirectly saving thousands of dollars for both the school districts and its employees. The KSD Safety Program provides not only for the safety of all employees, but also for the safety of the public in regard to the operations of the various departments.
- b) To be successful, the Safety Program must have the continuous, active support of all employees and particularly of those in supervisory and management positions.
- c) It should be pointed out that there is nothing new about the policies and procedures outlined in this manual. In general, the policies and practices outlined in this manual have been in effect for quite some time. This manual has been published and will be updated every two (2) years to provide a readily available reference of written policies and procedures for the guidance of all personnel.
- d) All employees are encouraged to perform their duties in a safe manner, to report unsafe conditions, and to take an active role in workplace health and safety by participating in the Joint Loss Management Committee.
- e) The SAU 29 Central Office, through the Business Office, shall provide oversight for the implementation of local district/building safety committees. The district/building level committees shall report to the SAU Joint Loss Management Committee on an annual basis at a minimum.
- f) District level committees shall meet 4 times per fiscal year, keep accurate minutes, record membership rolls, and attendance records. These records shall be forwarded to the business office after each meeting.

### 101. Elements of the Safety Program

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

- a) To assign safety-related responsibilities to personnel.
- b) To ensure that personnel are assigned to jobs, which they are physically qualified to safely perform.
- c) To make equipment, work areas, and work methods safe.
- d) To search out safety hazards and eliminate them immediately.
- e) To encourage Employee interest in safety and to maintain that interest. (Lab 1403.01 (b). To control the work habits of personnel by adequate and effective supervision.
- f) To provide proper protective equipment and to make its use mandatory.
- g) To educate and train Employees as to the specific hazards of their jobs.
- h) To investigate incidents in order to determine cause and then to take the action necessary to prevent their recurrence.

- i) To prepare and maintain proper and complete incident records which will allow for evaluation of the Safety Program.
- j) To adopt and enforce safety rules, policies and procedures.

## **102. Responsibilities of Individuals**

### **Joint Loss Management Committee:** (LAB 1403.01, RSA 281.66)

The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management. At a minimum the committee will include a representative from each building within Keene School District. The JLMC will meet at least quarterly to develop and carry out workplace safety programs and programs that are in compliance with New Hampshire Department of Labor (DOL), American National Safety Institute (ANSI), and National Fire Protection Association (NFPA) Rules and Regulations, Standards, and Statutory Laws. Provide continuing education for employees on the subject of workplace safety.

The JLMC will take meeting minutes including all attendees and publish these for all Keene School District employees to review on the Keene School District website.

### **Building Safety Committees:**

In addition to the Keene School District JLMC, each Building is required to establish a Building Safety Committee. They may use this document as a basis for their safety plan but should revise and adopt the manual specific to their needs. This committee will consist of equal numbers of representatives from Labor and Management and should assist the Building Principal with compliance with this policy, help identify training needs and review incidents within the District with the goal of incident prevention. A representative(s) from each of these Building committees shall attend the Keene School District JLMC on an annual basis. They shall forward the required documentation as outlined above following each of their quarterly meetings.

### **Superintendent of Schools:**

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

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

### Chief Financial Officer/HR Director:

The Chief Financial Officer/HR Director shall have the responsibility for administering the Safety Program, and shall report to the Superintendent of Schools. The duties of the Business Administrator/HR Director as they relate to the implementation of the Safety Program are:

- a) The Chief Financial Officer/HR Director shall work closely with the Joint Loss Committee in formulating safety rules, policies and procedures.
- b) The Chief Financial Officer/HR Director or designee shall assist Building Principals and department heads in planning and conducting safety training and safety education.
- c) The Chief Financial Officer/HR Director or designee with the assistance of each Building Principal, Manager of Custodial Services and Director of Building and Grounds, shall maintain the incident record system for the SAU/ District, receiving reports for injuries, vehicle incident reports, and investigation reports from various school buildings, and making required reports to the insurance companies.
- d) The Chief Financial Officer/HR Director or designee shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- e) The Chief Financial Officer/HR Director shall ensure that all incidents, which result in lost-time injuries, are investigated by the appropriate supervisor and any action required is implemented.
- f) The Chief Financial Officer/HR Director shall take follow-up action, as necessary, to ascertain that corrective action has been taken by Building Principals or site supervisors to prevent recurrence of incidents.
- g) To provide required resources including funding for safety equipment, personal protective equipment and training materials;

### Building Principals:

Each Building Principal shall have complete responsibility for the Safety Program within their building. In addition:

- a) The Building Principal shall assure that Employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision.
- b) The Building Principal shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) The Building Principal shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.
- d) The Building Principal shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct the same.
- e) The Building Principal shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.

- f) The Building Principal shall require Department Heads and Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

### Directors and Site Supervisors:

Directors and Site Supervisors are responsible to their immediate supervisor(s) for implementing the district Safety Program as it pertains to personnel and equipment under their supervision. These individuals are "key persons" involved in the Safety Program because they are in the best position to observe the work of Employees. Additional responsibilities include:

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

## Employees:

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

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Director, Site Supervisor and Building Principal or as common-sense dictates.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:
  - i) **Promptly** giving verbal notice to Supervisor of any injury received while on the job **REGARDLESS** of the severity of the injury or whether or not medical treatment is required.
  - ii) Filing with the Supervisor, within 24 hours following any incident or injury, a written report of the incident. (See Section 301 for further details.)
- e) An Employee shall promptly inform the Supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor in all cases where conditions and/or previous instructions are not completely understood.

## **103. Physical Examinations and Physical Standards**

### Physical Examinations:

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

### Maintaining Physical Standards:

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

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

- b) The Building Principal is authorized to require any Employee within their school, at district expense, to undergo a physical examination if it is deemed that such an examination is needed to ascertain the physical condition of the Employee. The Employee will be sent to an examining physician chosen by the Keene School District.

### Return to Work from Injury or Illness:

- a) Before an Employee is allowed to return to work from an absence due to serious injury, illness or major surgical operation, the Building Principal may require the Employee to present a written doctor's release indicating that the Employee is physically able to resume his/her duties. A copy of this release will be forwarded to the Chief Financial Officer/HR Director's office.
- b) At the discretion of the Building Principal, and as may be required by Federal or State laws, an Employee may be allowed to return to work on a "limited duty" status provided such status will be of a temporary nature. The Building Principal, the Department Head and Site Supervisor must know exactly what limitations will apply to the Employee's work.
- c) When assigning a "limited duty" Employee, consideration must be given as to what effect their physical limitations will have on the workload and safety of fellow Employees on the same work detail. For example, an Employee of a two-person work detail was injured because of overexertion caused when a lift was attempted alone, a load that should have been lifted by two people. The other Employee of the work detail was unable to assist because they were on "limited duty" due to a back injury.

## **SECTION 2 JOINT LOSS MANAGEMENT COMMITTEE**

### **200. Purpose of Joint Loss Management Committee:**

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

### **201. Establishment of Joint Loss Management Committee:**

**Under Statutory Authority: RSA 281- A: 60 SAU 29 is required to establish a Joint Loss Management Committee. Under RSA 281- A: 60 Part Lab 603.02 the School District will comply with the following:**

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

- (9) Each employer that has an existing health and safety program determined by the labor commissioner to be effective in the promotion of health and safety in the workplace shall not be required to comply with this part. To obtain a waiver from the commissioner, the employer shall write to the Department of Labor citing:
- (i) Their current safety program;
  - (ii) Names of committee members and whom they represent;
  - (iii) How their existing committee differs from these rules;
- (1) The commissioner shall respond in writing to their request.

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

The committee shall:

- a) Meet at least quarterly to carry out their duties and responsibilities. Minutes of meetings shall be kept and made available for review of all employees;
- b) The committee shall elect a chairperson. The position of chairperson shall be rotated between employee and employer representatives.
- c) Develop and disseminate to all employees a committee policy statement;
- d) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- e) Review workplace incident and injury data to help establish the committee's goals and objectives;
- f) Establish specific safety programs, which shall include, but not be limited to, the following:
  - (i) Designation, by name and title, of a person who shall be knowledgeable of site-specific safety requirements and be accountable for their implementation and adherence;
  - (ii) Provisions for health and safety inspections at least annually for hazard Identification purposes;
  - (iii) Performance of audits at least annually regarding the Inspection findings; and
  - (iv) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
  - (v) Where the employer is a public-school district, administrative unit, or chartered public school, a prevention and amendment plan pursuant to (6) below for the purpose of reducing violent acts and injuries caused by students against employees, volunteers, and visitors;
  - (vi) The student violence prevention and management plan shall include the following information:
    - a. Training, education, investigation, and prevention protocols for all staff in the area of reducing violent acts and injuries caused by students; and
    - b. Designation, by name and title, of a person who shall coordinate the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students;
- g) Ensure that the required and necessary safety and health training for employees shall be provided so they may perform their work in a safe and healthy manner and environment. This training shall be conducted at no cost, and without any loss of pay, to the employees;
- h) Assist with the identification and definition of temporary, alternate tasks.

## SECTION 3 REPORTING OF JOB INJURIES

**Accident Reporting Requirements. (As per Lab 1403.04)** Within 8 hours after its occurrence, an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-6297, 271-6850, 271-3699, or 271-3170.

### **300. Reporting of Job Injuries by Employees:**

a) Verbal Report to Supervisor.

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

b) Written Report to Building Principal.

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

### **301. Reporting of Job Injuries by Building Principals:**

a) Initial Reports of Injury. 8WC and Supplemental Information Form

1) Workers' Compensation Report (form 8WC) to be prepared by the Employee.

- i) When **any injury** occurs, the injured Employee will prepare an accident report in the School Nurse's or building Principal's office as soon as possible and **no later than 24 hours** after the time the injury occurred. (See representative report as Appendix A)
- ii) This report shall be prepared for **all job injuries** even though medical treatment was not required. Information contained in this report is important because it provides the basis for any future claims that the injured Employee might have in connection with the injury.

2) First Report of Injury (form 8WC).

- i) In the event of an injury, the injured Employee's Supervisor will immediately have the departmental office file a First Report of Injury (form 8WC). (See report as Appendix A)
- ii) If the injured Employee is too disabled to come to the school offices to fill out any required reports, the Supervisor, Site-Supervisor, or other person designated by the building Principal will obtain the required information and have the report prepared.
- iii) **The Report will not be delayed pending the return to work of the disabled Employee.**
- iv) The building Principal's office will then promptly forward the Report to the Chief Financial Officer/HR Director's Office.

- v) From the information contained in the Incident Investigation Report and the First Report of Injury, the Chief Financial Officer/HR Director or his/her designee will prepare and distribute necessary reports to the workers' compensation insurance company and other interested agencies.
- a) Subsequent Reports.
  - 1) Pertaining to Lost-Time Injuries.
    - i) When an Employee has not returned to work at the time the Workers' Compensation Report is prepared, a telephone or e-mail report must be given to the Chief Financial Officer/HR Director, by the Building Principal, and again when the injured Employee does return to work.
    - ii) A telephone or e-mail report to the Chief Financial Officer/HR Director will also be required when an injured Employee, who returned to work after the injury, later had to leave because he was too disabled to work.

**302. Verification of Statements:**

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

## SECTION 4 FUNDAMENTALS OF INCIDENT PREVENTION

### 400. Fundamental Activities for Incident Prevention:

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

### 401. Incidents are Preventable:

- a) Many people, either through ignorance or misunderstanding, believe that incidents are the inevitable results of unchangeable circumstances, fate, or a matter of luck.
- b) It must be emphasized that incidents do not happen without cause, and the identification, isolation and control of these "causes" are the underlying principles of all incident prevention techniques.
- c) No person in a Supervisory position can be effective in the job of incident prevention without being convinced that incidents can be prevented and without a constant striving to prevent incidents in their immediate supervisory area.

### 402. Causes of Incidents:

Causes of incidents are divided into three major categories:

- a) Acts of Nature (floods, hurricanes, etc.). Statistics indicate that 2% of all incidents are caused by Acts of Nature.
- b) Unsafe Physical or Mechanical Conditions. Statistics indicate that 10% of all incidents are caused by unsafe conditions.
- c) Unsafe Acts of People. Statistics indicate that 88% of all incidents are caused by unsafe acts of people. These include unsafe acts of all people in schools, including but not limited to employees, students, contractors, and/or visitors.

Obviously, the greatest percentages of incidents are caused by unsafe acts; therefore, the emphasis of an incident prevention program should be on the elimination of these unsafe acts.

#### **403. Unsafe Acts:**

- a) The majority of unsafe acts of persons may be assigned to one or more of the following classifications:

Failure to act appropriately or lawfully in a school setting.

- 1) Intentionally acting in a way towards other employees, students, contractors, and/or visitors in any District place of employment that will result in an injury to that person.
- 2) Intentionally acting in a way near other employees, students, contractors, and/or visitors in any District place of employment, that could result in an injury to that person.

Failure to follow instructions or proper job procedures.

- 1) Failure to take necessary safety precautions when performing maintenance on equipment, i.e. cleaning, oiling, adjusting, or repairing equipment that is moving, electrically energized, or pressurized.
  - 2) Failure to use available protective equipment such as gloves, goggles, hard-hats, etc.
  - 3) Failure to wear safe personal attire.
  - 4) Failure to secure a work area or warn others of the safety hazards in the work area.
  - 5) Failure to use equipment properly.
  - 6) Failure to maintain the proper function of safety devices.
  - 7) Failure to exercise common sense when performing job duties.
  - 8) Improper use of hands or body parts.
    - i) Taking an unsafe position or posture.
    - ii) Operating or working at unsafe speeds.
    - iii) Unsafe placing, mixing, combining of hazardous substances.
    - iv) Using tools or equipment known to be unsafe.
    - v) Driving errors.
    - vi) Horseplay.
- b) Unsafe acts are usually brought about by one of the following:
- 1) Lack of knowledge, skill, coordination or planning.
  - 2) Improper attitudes.
  - 3) Physical or mental limitations.
  - 4) Temporary lack of safety mindedness at time of incidents.

#### **404. Unsafe Conditions:**

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

#### **405. Control of Incident Causes:**

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

To be completely effective, incident prevention controls cannot be applied “hit or miss”. All controls will be directed toward the solution of specific problems, which are based on a collection of facts relating to unsafe acts or unsafe conditions.

##### a) **Engineering:**

- 1) Environmental causes of incidents or unsafe conditions can be eliminated through the application of engineering principles.
  - i) When an operation is mechanically and physically safe, it helps reduce the risk of unsafe acts by Employees. Machines are less apt to fail than humans.
  - ii) It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts.
  - iii) Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and handrails are varied examples of safety engineering at work.
  - iv) Design of the physical space in which work is performed. When classrooms, laboratories, teaching spaces, and working spaces are designed and sized appropriately, injuries are limited.

##### b) **Education and Training:**

- 1) Just as safety engineering is the most effective way of preventing environmental incident causes (unsafe conditions), safety education is the most effective tool in the prevention of human causes (unsafe acts).
  - i) Personnel will gain useful knowledge and develop safe attitudes through adequate instruction in safety principles.
  - ii) Safety consciousness developed in personnel through education will be supplemented and broadened by specific, additional instruction in safe working habits, practices and skills.

iii) Training gives each employee a personal safety tool by developing in them habits of safe practice and operation. This is very important.

c) **Enforcement and Supervision:**

- 1) Usually incidents can be prevented through adequate safety engineering and education. However, there are some people who are a hazard to themselves and others because of their failure to comply with accepted safety standards.
  - i) Strict enforcement of safety practices is imperative, as incidents are frequently the direct result of violations of safety principles. This is particularly true of vehicle incidents, many of which are caused by unsafe acts constituting violations of traffic laws.
  - ii) Building Principals and/or Site Supervisors are responsible for enforcing safety standards and regulations. Failure to do so, in some cases, would be condoning conduct which may lead to an incident which otherwise would have been preventable.
  - iii) Violations of safety practices should be backed by prompt corrective action.

**406. Elimination of Unsafe Conditions:**

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

a) **Site Supervisor Involvement:**

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

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

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

- 7) Replace worn electrical wiring and fixtures.
- 8) Post signs warning of hazards in certain areas.

#### **407. Control of Work Habits:**

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

a) Showing the “Why” as Well as the “How”.

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

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

b) Providing Adequate and Constant Supervision.

- 1) It is important to provide watchful supervision on subsequent performances.

c) Implementing Disciplinary Action for Failure to Comply.

- 1) When the right way has been presented and agreed to by the individual workers, it is essential that failure to comply be noted. No matter how skillful an Employee may be in performing his duties, if they are not performed safely, the Employee will not be performing acceptably.
- 2) Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge if necessary.

## **SECTION 5 DISCIPLINE POLICY**

### **500. DISCIPLINE POLICY RATIONALE:**

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

The key to an effective disciplinary process insures that the rights and obligations of the employer and employee are guarded.

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 discipline must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer administered and not let the employee talk the employer out of administering the penalty.

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

### **501. DISCIPLINE POLICY FOR SAFETY VIOLATIONS**

- a) Discipline of an employee in any SAU 29-member district for a safety violation will be done in accordance with the applicable collective bargaining agreement and/or district board policies. Discipline shall be done in a fair manner after a thorough investigation of all pertinent facts. Supervisors are encouraged to contact Human Resources prior to issuing discipline.
- b) Employees who have recurring injuries will be counseled. Employees who are accident-prone may present a danger to themselves and to others. Appropriate action will be taken after consideration, which could include further training, counseling, job change (if possible and qualified), or disciplinary action if required. Consideration will be made for employees who are injured by actions of other employees, students, and/or District contractors, through no fault of their own, before disciplinary action is taken.
- c) These rules are published for the employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that the employee should be familiar with those rules the organization considers to be important. It is also fair that the employee be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.
- d) For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible.
  - 1) Based on the severity of the offense, District management reserves the right to discipline employees up to and including termination at any time.
  - 2) Any discipline will be consistent with the appropriate collective bargaining agreement and/or district personnel policies.

- 3) The following disciplinary steps are a guideline to be followed by supervisory staff:
- i) First Offense: Verbal warning (documented in file)
  - ii) Second Offense: Written warning (documented in file)
  - iii) Third Offense: Suspension without pay (documented in file)
  - iv) Fourth Offense: Termination

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

- e) Supervisors are responsible for counseling employees as problems occur involving adherence to safety policies, procedures and rules of the organization and work unit.
- f) All district jobs require the full attention of employees. Using excessive alcohol when off duty could impair performance and is discouraged. Working under the influence of alcohol or drugs could cause injury to others and therefore, will not be tolerated. Those with any drug or alcohol dependency are strongly encouraged to seek appropriate counseling or medical attention. Employees working under the influence of drugs or alcohol may be subject to disciplinary action. Employees must always be in good physical and mental condition to operate equipment and machinery. Employees noted in poor condition on the job may be sent home. Please refer to specific district policies on the SAU 29 website regarding Drug and alcohol in the workplace.

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

### 600. Purpose:

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

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

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

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

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

#### a. The Principle Purposes of Incident Investigation.

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

### 601. Handling Emergencies:

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

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

### 602. Cases to be investigated:

The immediate supervisor, or other designated individual, will investigate all incidents and near misses that occur within their jurisdiction of authority. The purpose of the

investigation shall be to determine what happened, why it happened, and what steps should be taken to prevent a recurrence of the incidents. An incident investigation report shall be filed in writing with the Chief Financial Officer/HR Director within 72 hrs.

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

### **603. Persons Making Investigations:**

- a) Building Principals and Department Heads:
  - 1) Building Principals are responsible for immediately notifying the Business Administrator/HR Director whenever an injury occurs.
  - 2) Every incident will be formally investigated. The Building Principal, Department Head, or Site Supervisor shall investigate all incidents and injuries.
- b) Supervisors:
  - 1) A Supervisor shall be required to investigate and document every incident and near miss, which involves personnel or equipment under his or her supervision. This should be for the purpose of taking or recommending corrective action, or preventing recurrence of similar incidents.

### **604. Procedures for Making Investigations:**

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

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

1. Arrive at Incident Scene Promptly.

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

2. Conduct Interviews with Involved Parties.

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

3. Note Conditions and Evidence.

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

4. Note Any Reference to Unsafe Acts.

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

## **605. Reports of Investigation:**

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

WHO was injured or WHAT was damaged?

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

The investigator must be particularly thorough in determining the WHY of each incident. For example, in the case of an Employee receiving an eye injury, the investigator might list the cause as "failure to wear goggles". The WHY of this incident is: "Why didn't the Employee wear goggles? Were goggles available? If so, was the Employee instructed to wear them? If so, why didn't the Employee wear them?"

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

## Section 7 EMPLOYEE TRAINING PROGRAMS

### 700. Training Programs

In order to assure success, a regular training program for departments should be well planned. A training program that is not properly planned will result in poor reception by Employees and the end result could be worse than if there had been no training at all.

- b) The Chief Financial Officer/HR Director, in conjunction with the Cost Center Managers are responsible for planning the safety-training program in each school.
  
- b) A variety of unique teaching/training methods are needed to maintain Employee interest. The program *may* include the following:
  - i. Safety film.
  
  - ii. Talk on an appropriate incident prevention subject. The speaker may be a member of the department, the Keene School District, or an outside expert.
  
  - iii. Demonstration of artificial respiration, first aid, etc., with hands-on experience by Employees.

## Section 8 SAFETY AND HEALTH COMMUNICATIONS

**Under Statutory Authority: Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281- A: & RSA 277, National Fire Protection Association (NFPA), New Hampshire State Fire Code (NFPA 1), International Building Code (ICB), and American National Standard Institute (ANSI) The Keene School District will comply to the following scope of rules:**

Lab 1403.08 Blood borne Pathogens:

- a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- b) Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- c) Employees responding to an emergency or situation where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- d) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.

Lab 1403.14 Confined Space Entry

- a) The employer shall evaluate the workplace to determine if any areas are confined spaces. If any are identified, the employer shall inform exposed employees 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.
- b) Employees of the Keene School District are not allowed in confined spaces. They are to call in local contractors for the specific trade required to maintain, or repair the item in question. Keene School District employees may and should be available outside the confined space to give direction to the contractor and provide verbal support.

Lab 1403.57 Toxic Substances:

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

1. PURPOSE:

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

2. POLICY:

- a) All Building Principals or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
- b) The District-Wide Safety Committee will review and update the program, as necessary. Copies of the written program will be located within each district building.
- c) Under this program, employees will be informed of:
- d) The contents of the hazard communication standard;
- e) The hazardous properties of in-house chemicals with which they work;
- f) Safe handling procedures;
- g) Measures to take to protect you from these chemicals

3. List of In-House Hazardous Chemicals:

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

The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located in the Main office at each building.

4. Safety Data Sheets:

- a) SDS provides employees with specific information on chemicals they may be exposed to. The Director or Site Supervisor will maintain a binder in each facility with an SDS on every substance on the list of hazardous chemicals SDS Index. A master SDS manual will be maintained at the SAU 29 Office.
- b) Each Site Supervisor or their designee shall be responsible for acquiring and updating MSDS. The Site Supervisor shall contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment received by the District.

5. Labels:

- a) The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (**NFPA 704 label**) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.

- b) If you transfer chemicals from a labeled container to a portable **container** that is intended only for your **immediate use**, **labels are not required on the portable container**.
6. Training:
- a) Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Building Principal or his or her designee.
  - b) Employees will be required to sign a form to verify that they have received training, received written material, and understand the policies on hazard communication.
7. Contractor Employees:
- a) Each contractor bringing chemicals on-site must provide the District with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

### **Handling Chemicals**

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

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

Safety Data Sheets (SDS) will be obtained from the manufacturer or supplier for all hazardous chemical products used by the Keene School District.

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

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

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

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

All containers of chemicals must be labeled.

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

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

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

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

Wash hands frequently.

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

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

Keep fire and flames away from flammable materials. Smoke only in authorized areas (off site).

In case of a chemical fire, use only the correct extinguishing agent. Be aware of noxious or toxic fumes. If a fire cannot be safely and quickly extinguished, notify the Fire Department and leave the area.

If you are exposed to a chemical product, take immediate first aid precautions and seek medical assistance. First aid information is provided on the SDS. Take the SDS and/or product label with you to the doctor or hospital.

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

Lab 1403.32 Lock-Out:

- a) Electrical equipment shall be effectively disconnected, and disconnected switches locked in the "off" position prior to making repairs, adjustments, lubricating, cleaning, or performing any work where there is a danger of being injured from contact with live parts, or from equipment activation.
- b) All stored energy hazards produced by mechanical means, such as hydraulic pressure, pneumatic pressure, steam pressure, vacuum, and electricity shall be released, locked-out, or otherwise rendered non-hazardous prior to commencement of any work which could subject the employee to potential injury.
- c) Padlocks shall be made available to employees for the purpose of locking-out equipment when required.
- d) Only the individual who is working on the equipment shall be allowed to remove the lock-out device.

Lab 1403.38 Noise Exposure:

An effective hearing conservation program can prevent hearing loss, improve employee morale and a general feeling of well-being, increase quality of production, and reduce the incidence of stress-related disease.

- a) Protection against the effects of occupational noise exposure shall be provided when the sound levels exceed those shown in Table 3, Permissible Noise Exposures. Feasible engineering or administrative controls shall be utilized to keep exposure below the allowable limit.
- b) When engineering or administrative controls fail to reduce the noise level to within the levels of Table 3, personal protective equipment shall be provided and used to reduce the noise to an acceptable level.
- c) Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

TABLE 3 - PERMISSIBLE NOISE EXPOSURES

<u>Duration per day, hours:</u>	<u>Sound level dBA Slow response</u>
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1-1/2.....	102
1.....	105
1/2.....	110
1/4 or less.....	115

a) Exposure Measurements:

- 1) Employers must maintain an accurate record of all employee exposure measurements.
- 2) These records must be retained for two years.

b) Audiometric Test Records:

- 1) The employer must retain all employee audiometric test records.
- 2) These records must include:
  - i) Name and job classification of the employee.
  - ii) Date of the audiogram.
  - iii) The examiner's name
  - iv) Date of the last acoustic or exhaustive calibration of the audiometer.

c) Access to Records:

- 1) All records required by the noise standard must be provided upon request to:
  - i) Employees,
  - ii) Former employees,
  - iii) Representatives designated by the individual employee.

d) Transfer of Records:

- 1) Employers who cease to do business must transfer to the successor employer all records required by the noise standard.
- 2) The successor employer must retain these records for the remainder of the periods described previously.

Lab 1403.46 Record Keeping

The purpose of record keeping is to assist employers in recognizing and correcting workplace hazards by tracking work-related injuries/illnesses and their causes.

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

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

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

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

Lab 1403.40 Personal Protective Equipment:

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

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

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

1. Head Protection:

- a) Approved ANSI hard-hats shall be furnished to and shall be worn by personnel who are working in and around areas where there is a possibility of head injury.
2. Eye Protection:
- a) Goggles, face shields, or other suitable eye protection shall be required for wear by Employees whenever there is danger of exposing the eyes to flying particles, chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the Supervisor.
  - b) Suitable eye protection devices will be purchased and furnished by the department.
3. Hand Protection:
- a) Employees may be required to use appropriate work gloves in completing their duties.
  - b) The department shall furnish specialized hand protection such as rubber gloves, welding gloves, etc.
4. Foot Protection:
- a) Employees are required to wear safety shoes whenever they are working in an area where heavy objects, machinery, tools or other potential hazards pose an increased risk that foot injuries may occur.
5. Clothing:
- a) Employees are required to dress appropriately. Standard dress will be trousers and shirt. Shorts and T-shirts may be worn in certain circumstances.
  - b) Employees are further required to use appropriate personal protective clothing and equipment when necessary.

**Respiratory Protection Program: References: Lab 1403.47, NIOSH 42 CFR 84, ANSI Z88.2**

At this time there are currently no job tasks requiring the use of respirators in the Keene School District. Respirators, (does not include dust masks), are not allowed for use by employees. If at such time an employee requests the use of a respirator, a Job Hazard Assessment will be conducted to determine the potential exposure, and to determine the proper respiratory protection. The employee may voluntarily use a respirator on the job, however, it will not be supplied by the employer. If, at any time, an exposure hazard is presented, the Keene School District will provide medical surveillance, pulmonary function testing, and respirator fit-testing to the affected employees, and incorporate a Respiratory Protection Program that includes all the components of Lab 1403.47, including but not limited to the following:

- a) Respirators shall be selected by the employer on the basis of the hazard to which the worker is exposed and shall be provided by the employer as necessary to protect the health of the workers.
- b) Both the supervisors and the workers shall be instructed, by the employer, in the selection, use, and maintenance of respirators.
- c) Respirators shall be cleaned and disinfected, and shall be inspected during cleaning. Deteriorated parts shall be replaced. Respirators for emergency use shall be inspected at least once a month and after each use. When not in use, respirators shall be stored in a clean, and sanitary location.

## Section 9 WORKPLACE VIOLENCE SECTION

***Workplace violence can strike anywhere, anytime, and no one is immune. Employees must be able to recognize the high-risk behaviors.***

*“No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances”. NIOSH Director Linda Rosentock, M.D., M.P.H.*

### WHO IS AT RISK OF WORKPLACE VIOLENCE?

Factors that may increase the risk of violence for some workers are: *exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.*

### HOW TO REDUCE THE RISK:

1. Assessing the workplace, identify methods for reducing the risk.
  - a. Implement engineering controls, administrative controls and training the employees to recognize dangerous situations.
  - b. *Engineering Controls:* prudent cash-handling policies such as physical separation of workers from customers, good lighting, security devices, and any other controls to discourage would-be assailants.
  - c. *Administrative controls:* Establish policies and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone else who can come in contact with employees.
  - d. Training employees to anticipate, recognize and respond to conflict and potential violence in the workplace
2. Public Sector: Schools
  - a. All buildings and offices where employees work should have security cameras.
  - b. All buildings and offices where employees work should have a security system that locks outside doors during open hours.
  - c. Parking lots and pathways should be well lit.
  - d. An emergency procedure for violent events that occur should be developed in conjunction with the SRO and the local law enforcement.

## Section 10

### EMERGENCY EVACUATION AND RESPONSE PLANS

**All employers, regardless of the size of the business, must establish procedures for dealing with emergencies such as fire, medical, hazardous material spill, or natural disaster.**

Preparedness in the event of such an emergency is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response. The specific plans for evacuation should be described in the program, indicating how employees leave the building and where they go after exiting. The method of alarm should be well defined and practice evacuation drills should be planned. Included in this plan should be the responsibilities of all supervisors, foremen and designated response teams.

In the event of a medical emergency, the plan should deal with concerns such as:

1. Who notifies the ambulance?
2. Are employees trained first aiders and supplies available on site?
3. Who are the trained people?
4. Who is designated to meet and direct medical help to the area where help is needed?
5. Who from management must be notified?
6. If an emergency is the result of an accident, is the area safe?

In emergencies requiring response from either an in-house fire brigade, first aid team or hazardous materials spill team, the procedures for their response must be included in their training, as well as, in the company's safety program.

It is important to remember that in the event of a fire emergency, one of the first questions you will be asked by the responding fire department will be

**Is everyone out of the building?**

**\*\*\*EMPLOYEE INFORMATION\*\*\***

<b>Employee Name (First &amp; Last)</b>		<b>Gender</b>	<b>Hired Date</b>		<b>Hired in NH</b>
<b>ID Type - Employee ID</b>	<b>Date of Birth</b>	<b>Age</b>	<b>Occupation when Injured</b>		
<b>Employee Address</b>	<b>Telephone</b>	<b>Wages per Hour</b>	<b>Hrs per Day</b>	<b>Days per Week</b>	<b>Average Weekly Earnings</b>

**\*\*\*INJURY INFORMATION\*\*\***

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

**\*\*\*EMPLOYER INFORMATION\*\*\***

<b>Employer Name</b>		<b>Employer FEIN</b>	<b>Industry Code</b>
<b>Employer Contact Name</b>	<b>Contact Phone Number</b>	<b>Employer Business Address</b>	
<b>Managed Care Organization</b>			
<b>Leased Employee? Client Company</b>		<b>OCIP/Wrap-Up Policy? Name of policy holder</b>	

**\*\*\*INSURER INFORMATION\*\*\***

<b>Insurance Carrier</b>	<b>Insurer Type</b>	<b>Policy Number</b>	<b>Telephone Number</b>

**\*\*\*SUBMITTER INFORMATION\*\*\***

<b>Submitter Name</b>	<b>Title of Submitter</b>	<b>Represents</b>	<b>Telephone Number</b>

8WC Supplemental Information Form



**NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29**  
193 Maple Avenue Keene, NH 03431 T: 603.357.9002 F: 603.357.9013 [www.sau29.org](http://www.sau29.org)

First Report of Injury Supplemental Information

Name: \_\_\_\_\_  
(First) (Middle Initial) (Last)

School Name: \_\_\_\_\_

Address: \_\_\_\_\_ (Tel. No.)  
(Street/City/State/Zip)

Did this injury cause you to leave and/or miss time from work? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain (include date and time): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your injury/injuries in detail (i.e. amputation, blind, burn, cut, severed...)  
include all body parts injured and the type of each injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you work for another employer? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Full-time \_\_\_\_ Part-time

Business: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ (Tel. No.)  
(Street/City/State/Zip)

\_\_\_\_\_  
(Employee signature) (Date) (Principal/Supervisor signature) (Date)

## **Appendix B: SAU 29 Worker's Compensation Guideline**

### SAU #29 WORKERS' COMPENSATION ADMINISTRATIVE GUIDELINES

Effective: December 1, 2018

#### First Report of Injury

In the event an employee is injured while working for SAU #29, the Employer's First Report of Occupational Injury or Disease (Form 8WC) and the SAU #29 First Report of Injury Supplemental Information forms must be completed, signed by the employee and the supervisor/principal and forwarded to the Human Resources Office no later than 3 (three) calendar days of the date of injury. If, at any time, the employee seeks medical treatment or loses time as a result of this injury, the Human Resources Office must be notified as soon as possible. The pink copy of the NH Workers' Compensation Medical Form provided by the medical provider(s) must be provided to the Human Resources Office for all health professional visits related to this injury.

#### Urgent Need of Care

If an employee is injured while working for SAU #29 and must receive immediate medical treatment and has worked at least ½ day, he/she will be compensated for lost time while seeking medical treatment. The employee will be expected to return to work unless the treating physician indicates the employee be out-of-work. The employee/supervisor must indicate the "Time Out" and the "Time In" on the employee's time card and make a notation under "Miscellaneous Paid" that it is Workers' Compensation related. The pink copy of the NH Workers' Compensation Medical Form must be provided to the Human Resources Office for all medical treatments related to this injury.

#### Medically Required Personal Item Damage

If an employee incurs a loss of a medically required item during a work-related injury, such item(s) must be reported at the time of the incident in the Employer's First Report of Occupational Injury or Disease (Form 8WC) and the SAU #29 First Report of Injury Supplemental Information forms. Reimbursement for such items will be handled solely by the workers compensation insurance provider in compliance with State of NH workers compensation regulations.

#### Lost Time Compensation

In the event an employee is injured while working for SAU #29 and is taken out-of-work by a physician, there is a three-day waiting period before the employee is entitled to Workers' Compensation benefits. An employee will be allowed to use paid leave, if available. The employee must provide the Payroll Specialist with a completed, signed SAU #29 Workers' Compensation Accrued Time Usage and Overpayment Agreement. If the employee will be receiving Workers' Compensation payment benefits, the employee must reimburse SAU #29 for any paid leave they received from SAU #29 that will be paid to them by Workers' Compensation. The employee may also be permitted to access accrued paid leave to supplement the payments by the insurance provider while out on an approved leave, employees should refer to their employee benefits policy or collective bargaining unit for eligibility and access guidelines.

#### Medical Appointments

If an employee seeks medical treatment or is instructed by his/her physician to obtain physical/occupational therapy for a Workers' Compensation related injury, it is the employee's responsibility to make every effort to schedule the appointment outside of their scheduled work day. Time taken out of the employees' regular work day for medical appointments may be covered by the employee's accrued paid leave. The pink copy of the NH Workers' Compensation Medical Form must be provided to the Human Resources Office for all medical treatments related to this injury.

## SAFETY & HEALTH ASSISTANCE RESOURCES

The following is a list of agencies or associations which can be of assistance to employers in issues concerning safety & health.

**New Hampshire Department of Labor**  
PO Box 2076  
Concord, NH 03302-2230  
(603)271-6850 or (603)271-7822  
[www.nh.gov/labor](http://www.nh.gov/labor)

**Safety & Health Council of New Hampshire**  
57 Regional Drive Unit #6  
Concord, NH 03301  
[www.shcnne.org](http://www.shcnne.org)

**WorkWISE NH**  
(formerly NH Occupational Safety & Health Consultation Program)  
Keene State College  
175 Ammon Drive Suite 101  
Manchester, NH 03103  
(603) 222-1569  
[www.keene.edu/workwisenh](http://www.keene.edu/workwisenh)

Downloadable Forms:

[First Report of Injury](#)  
[FROI Supplemental Information](#)

## **Section 12**

### **LAB 600 Rules/Safety Programs and Joint Loss Management Committees**

#### **Student Violence Prevention and Management**

The District will establish a Student Violence Prevention and Management Plan pursuant to NH Lab 603.03 to include the following:

1) Training, education investigation, and prevention protocols for staff in the area of reducing violent acts and injuries caused by students.

The District provides the following trainings for designated staff:

- Safety Cares for crisis team members; initial (12 hrs) & recertification (6 hrs) annually. Safety Cares provides the skills to "prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change" (Safety Care, 2023).
- Buildings identify crisis team members that will assist in areas such as delivering direct behavior-analytic services, aiding in implementation behavior plans. This team will meet throughout the year as a PLC.
- Buildings have adopted a Tier I curriculum that assists in reducing challenging behavior, teaching students the skills they lack, and building relationships.
- School teams at each building level focus on the Code of Conduct related to safety, respect and responsibility. This is practiced and modeled by all staff members as there is a responsibility to students and the school community.
- Annual suicide prevention training required for all staff members.
- Crisis teams, including the School Counselor and/or Behavior Interventionists, will provide annual building-based professional development for all staff; including paraprofessionals.
- Coordination with outside agencies for crisis management and the coordination of students in need of outside services.
- Additional positions added to the high school to assist with crisis management and the coordination of students in need of outside services.
- Student Resource Officer is located at the high school level to work with students and conduct well visits.
- Truancy Officer located at middle school level.
- Intervention team is at every building for academic and behavior support.
- Advisory Programs are at the high school and middle school levels.

2) Designation, by name and title, of the person(s) who shall coordinate the training, investigation, and adherence of the implemented program to reduce violent acts and injuries caused by students.

- Kate Adams, Director of Student Services will coordinate annual recertification for District trainers and initial/recertification training for Town Schools and initial training for Keene crisis team members annually. Building administrators will oversee recertification for their staff. The coordination of students in need of outside services is coordinated by the School Counselor and/or Social Adjustment Counselor.
- Universal curriculum that fosters emotional intelligence, empathy, and problem-solving is coordinated by the Building Principals.
- The District Mental Health Team is coordinated by the Assistant Superintendent of Academics and Support.
- Supervisors manage training completion by staff.
- All violent acts and injuries caused by students are reviewed with building administrators, special education administrators, school counselors, as well as central office administration to discuss the current protocol for the student and to determine if a different course of action is required for the safety of the student and the staff. Additionally, the acts are reported as required in District Policy and RSA 193-D:4. A special education administrator is also a member of the Safety Committee.