

City of Berlin



Loss Management Manual

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TABLE OF CONTENTS PAGES WILL NEED UPDATING

Introduction	2
Management Commitment	3
Responsibilities	4
Joint Loss Prevention Committee	
Department Head	
Supervisor	
Employee	
Safety and Health Committees.....	7
Joint Loss Prevention Committee	
City of Berlin Emergency Management Committee	
Safety Rules, Regulations, and Procedures	9
General – Managing an Unsafe Condition	
Blood Borne Pathogens.....	11
Management of Drugs, Hypodermic Syringes, Needles.....	12
Confined Space Entry.....	13
Hazardous and Toxic Substances.....	16
Hazardous Waste & Material /Disposal Procedures.....	16
Hazardous Materials Contingency Plan.....	17
Lock Out/Tag Out.....	18
Noise Exposure.....	19
Personal Protective Equipment.....	20
Respiratory Protection.....	21
Laboratory Chemical Hygiene.....	22
Unattended Laboratory.....	23
Asbestos Maintenance.....	24
Motor Vehicle Program.....	24
Ergonomics Policy and Program.....	25
Accident and Incident Reporting and Investigation	26
Training Requirements for Safety and Health.....	30
Emergency Evacuation and Response Plans	31
Safety and Health Communication	32
Prohibited Actions	33
Seasonal and Part-Time Employees	35
Loss Management Rules and Procedures – Specific.....	36
Appendix – Sample Forms and Supplemental Information	37

INTRODUCTION

Purpose

The goal of this program is to provide a safe working environment for the employees of the City of Berlin. It is the basis for the development and implementation of realistic safety and health practices for City employees. On a broader scope, such practices promote effective risk/loss management, which protect all municipal resources: employees, the public, buildings, equipment, vehicles, and financial assets.

It is through the support and efforts of the governing body (City Council), management and labor, that this safety program will be a success. Such efforts include outlining achievable goals, assigning responsibility and authority, and designing a system to analyze and measure program performance. The Joint Loss Prevention Committee (JLPC) plays a major role in coordinating these efforts and monitoring the results. Individual employees are encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health by participating on the JLPC.

Background

When consistently incorporated with other prevention efforts, loss management techniques have a profound effect on the reduction of personal injuries, property damage, and work interruptions. It is an established fact that a well-trained, well-disciplined, and well-supervised individual in a safe and healthful environment is unlikely to have an accident. The objectives of this program are focused on this accomplishment. A low experience of losses in any organization is indicative of top quality supervision at all levels, and it overrules the misconception that accidents are inevitable where hazardous operations are accomplished. The loss prevention objectives here are required and are intended to be used in conjunction with the State of New Hampshire Department of Labor Administrative Rules Chapter 600 Safety Programs and Joint Loss Prevention Committees (Statutory Authority: [RSA 281-A](#) NH Workers' Compensation Statute).

Note: Due to the diversity of operations within our organization, it is recognized that all departments cannot equally apply certain terminology and procedures in this program. Department heads will, therefore, have some latitude to formulate and implement alternative methods when necessary provided that no safety objectives or work rules are compromised.

MANAGEMENT COMMITMENT

All personnel are accountable for the success of the City's safety program. The management within the City of Berlin is committed to working with their employees toward achieving the goal(s) of the City safety program.

Program Goals and Objectives

The following are the general goals of the City's loss management program.

1. Decrease the number of safety and health related accidents, injuries, property damage and losses throughout the City.
2. Eliminate, to the maximum extent possible, occupational and health hazards to City employees by complying with all current occupational safety, health, and environmental laws and regulations mandated by federal, state, and local jurisdictions.
3. Encourage active participation of all employees in loss management efforts.
4. Promote increased efficiency of City services through proven risk management and safety practices, thereby maximizing utilization of tax dollars and improving the quality of life in Berlin.

RESPONSIBILITIES

Joint Loss Prevention Committee

The Joint Loss Prevention Committee (JLPC) is responsible for the development, organization, coordination, and implementation of safety programs and safety education. Responsibilities also include work site inspection, hazard reduction and/or elimination and accident/injury investigation, reporting and management. Other assignments and responsibilities related to input on disaster response and risk management complete the role of the JLPC.

The Joint Loss Prevention Committee (JLPC) will also advise the City Manager) of unsafe conditions, problems related to accident management/prevention and recommendations for rectification. The City Manager) will take action with respect to the recommendations they deem appropriate and inform the appropriate department head/supervisor. The City Manager will report to the JLPC the status of all recommendations received. The JLPC will not fulfill obligations of administrators or supervisors relative to providing safe work environments, necessary equipment, training as well as inspections in the interest of accident management/prevention.

Department Head

The Department Head is responsible for fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. Supervisors will be delegated the authority and responsibility to carry out safety policy in his or her department. The responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

Supervisor

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction, and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records be complete and accurate and that all accidents be fully reported. The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
2. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
3. Conduct thorough investigation of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
4. Provide employees with complete safety instructions regarding their duties prior to the employees actually starting to work.
5. Conduct regular safety checks, including a careful examination of all new and relocated equipment before it is placed in operation.
6. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
7. Regularly inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions.
8. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
9. Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on the recommendation of the JLMC.
10. Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
11. Give full support to all safety procedures, activities, and programs.

Note: In the absence of supervisory personnel within a given department, the Department Head is responsible for the supervisor's tasks.

Employee

Each employee, as a part of the comprehensive Loss Management Program, is expected to place safe work practices and identification of unsafe conditions as a high priority while performing other daily tasks. Each employee's safety

commitment must include, but is not limited to the following:

1. Using the safety equipment, which has been provided for use in performing daily work assignments.
2. Wearing the prescribed uniform and safety shoes as required.
3. Not operating equipment for which training or orientation has not been received.
4. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
5. Reporting defective equipment immediately to a supervisor.
6. Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout the City. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basin and sewers, and missing or damaged traffic signs or signals.
7. Reporting of all injuries and accidents regardless of severity.
8. Protection of unsafe conditions resulting from city work that could present a hazard to the public.
9. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to insure that they are in the best possible condition while being used.

SAFETY AND HEALTH COMMITTEES

The following are safety and health committees currently in force in the City of Berlin. In response to specific, short-term needs, additional ad hoc committees may be established.

Joint Loss Prevention Committee

Purpose:

The purpose of the JLPC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The JLPC assists the City and makes recommendations for change.

Organization

Membership in the safety committee shall be comprised of equal numbers of employer and employee representatives with employee representatives being selected by employees or by the collective bargaining unit. The committee members shall be representative of the major work activities of the City. The committee shall elect a chairperson, co-chairperson, and secretary to serve on a revolving term, which shall begin at the JLPC October meeting of each year. The chair shall rotate between management and labor on an annual basis. The chair shall serve for a one-year term; the co-chair shall serve for a two-year term replacing the chair in the second year; the secretary shall serve for a two-year term.

Meetings shall be held on a monthly basis, excluding July and August. The meeting location varies depending upon inspections and agenda items. The committee has the discretion of changing its meeting day and time should it be necessary to accommodate its membership.

Duties:

The JLPC shall be responsible for the following general areas:

1. Review implementation of the safety program to see if components are being implemented according to the safety needs of the City.
2. Review the development of safe operating procedures.
3. Review accident investigation reports and make recommendations for

prevention when necessary.

4. Monitor inspection procedures to insure departmental inspections are completed and corrective actions are taken where necessary.
5. Oversee the development and implementation of safety training for each department.
6. Review accident statistics and other data on a specified basis to determine overall program effectiveness. Make recommendations according to committee procedures for program improvements when necessary.

City of Berlin Emergency Management Committee

Purpose:

Preparation, planning, funding, and mitigation of city emergency activities.

Organization/Duties:

The committee is made up of representatives from city departments as well as other community organizations that have resources and skills to respond to and mitigate community emergencies.

SAFETY RULES, REGULATIONS, AND PROCEDURES

General - Managing an Unsafe Condition

The following options listed in order of effectiveness, are often overlooked when confronted with a hazardous situation. Not all of these will work in any given situation and each must be weighed to provide the most cost-effective and timely solution, without sacrificing employee safety.

1. Elimination of the hazard by removal of the machine, material, or structure.
2. Control of the hazard by enclosing or guarding the point of hazard at the source.
3. Planning, including training of personnel, establishment of safe avoidance procedures, and pre-planning of jobs to pinpoint and eliminate or avoid hazardous situations.
4. Protecting personnel from the hazard by providing and ensuring the use of personal protective equipment.

Any policy, procedure or plan listed here is for general application in the absence of more stringent departmental policies.

At no time should protective devices or safety practices be set aside to get the job done "sooner" or "cheaper". No assignment is so critical that time cannot be taken to do it safely.

Blood Borne Pathogens

Blood borne pathogens are pathogenic microorganisms present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis A, B, and C Virus (HABCV) and Human Immunodeficiency Virus (HIV). Universal precautions are used to control the spread of infections. Employees must treat blood and certain body fluids as if they are infectious for Human Immunodeficiency Virus (HIV), Hepatitis A, B or C Virus (HABCV) and other diseases. Universal precautions need to be used to prevent the transmission of diseases from one person to another. Persons having contact with any body fluids from another person are at risk for infection. All body fluids shall be considered as potentially infectious.

Departments shall ensure 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 which may require installation of disposal systems. See next two pages for specific procedures.

CITY OF BERLIN

Blood-borne Pathogens

For the protection of employees of the City of Berlin, the following procedures must be followed when dealing with human blood and bodily fluids.

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

CITY OF BERLIN

Management of Drugs, Hypodermic Syringes, Needles

I. SCOPE:

- 1.1 A major concern is the management of drugs, hypodermic needles, syringes, and other controlled substances.
- 1.2 An addendum to this policy will be issued whenever there are changes in the federal or state regulations.

II. RESPONSIBILITIES:

- 2.1 In order that the City of Berlin, and more specifically, the user, may continue the use of these commodities within the law, and, thereby, insure the continuance of teaching and various research programs, the following responsibility, concerns, and operating regulations must be adhered to:
 - 2.1.1 The Program Supervisor or individual will formulate a plan to insure compliance with City, state, and federal guidelines (as applicable) and will implement these plans for all employees under their supervision.
 - 2.1.2 The Program Supervisor will receive and review the purchase and utilization records and inventory June 30 of each year in an effort to document proper utilization and monitoring of all medications, drugs, hypodermic needles, syringes, and other controlled substances.
 - 2.1.3 The loss and/or theft of hypodermic needles must be reported to the department head/supervisor and the proper Law Enforcement officials.
 - 2.1.4 It shall be the duty of the Program Supervisor to provide safeguards and maintenance of records of receipts and disposition of hypodermic syringes, needles and drugs acquired or possessed by his/her department.
 - 2.1.5 Appropriate departments shall ensure proper disposal of waste, including sharps using appropriate safety disposal systems.

CITY OF BERLIN

Confined Space Entry

I. SCOPE:

These procedures are intended to cover employees that, in order to perform assigned work, must physically enter enclosures that are not designed for continuous occupancy, have limited or restricted means for entry or exit, and are potentially dangerous due to possible hazards, such as, but not limited to:

1. Atmospheric contamination by toxic or flammable vapors, gases, or oxygen deficiency or excess hazards:
 - A. Flammable gas, vapor, or mist in excess of ten percent of its lower exposure limit.
 - B. Airborne combustible dust at a concentration that meets or exceeds its lower exposure limit.
 - C. Any substance or hazardous chemical that could result in employee exposure to be in excess of the permissible exposure level.
2. Physical hazards such as agitators, other moving parts, electrical shock, engulfment or entrapment:
 - A. Excavation sites, boilers, compressors, steam tunnels, crawl spaces, etc.
 - B. Electric vaults, underground electrical rooms
3. Contamination by liquids, gases, or solids during occupancy.
4. Spaces that have limited or restricted means of entry or exit such as tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, and other closed equipment.
 - A. It is the City's duty to provide a safe and healthy workplace for their employees. This policy prevents a potential safety incident from occurring.
 - B. All employees entering an enclosure or confined space must have a

written entry permit. These permits must be obtained from the employee's supervisor.

- C. All employees entering a permit or non-permit confined space must be trained in the proper procedures/equipment for doing so and use appropriate required equipment.

III. RESPONSIBILITIES

Responsibilities of individual departments:

1. To train affected employees.
2. To identify potential confined space hazards and to define appropriate safety precautions.
3. To perform quality checks on all confined space entries.
4. To have the final signature on the Confined Space Entry Permit.
5. To issue Hot Work Permit authorization to perform all operations including riveting, welding, cutting, burning, and heating capable of providing a source of ignition in confined spaces.

See appendix for form.

Hazardous and Toxic Substances

Worker's Right to Know Act RSA:277-A requires that employers have information available to employees concerning the nature of the toxic substances to which such employees may be exposed during the course of their employment, including the suspected hazards and risk Management measures related to these substances within 30 days of hire.

To meet these requirements, each department shall be responsible for maintaining a file of safety data sheets for each toxic substance to which an employee may be exposed. This file must be available for examination and reproduction upon request. In addition, the following information for each toxic substance shall be posted in a conspicuous location as close to the work area as possible:

1. The name or names of the substance.
2. The acute and chronic hazards of exposure to the substance.
3. Symptoms of over-exposure, including known behavioral effects.
4. Appropriate conditions for the safe use of and exposure to the substance.
5. Procedures for cleanup of any leaks and spills of the substance.
6. Procedures to be followed in case of fire or other environmental changes that would result in increasing the substances' hazardous or toxic properties.

Each department shall also be responsible for sending a copy of each material safety data sheet with details of the specific locations of each toxic substance and available extinguishing agents to the Fire Department for their files, where they shall be available for public inspection.

Finally, each department is required to conduct educational and training programs for all employees routinely exposed to toxic substances. New employees shall be instructed within a month of their hiring. See sample training verification form in appendix. Copies of verification of training of personnel are to be kept in a central location in each department.

Additional help or information is available from the JLPC or the Health Department. The full text of the Worker's Right to Know Act shall be posted in each department.

Further information on dealing with hazardous materials and waste is contained on the next two pages.

CITY OF BERLIN

Hazardous Waste and Material Procedures

Hazardous Waste Disposal Procedures

I. PURPOSE:

The City has established a wastewater pre-treatment program as required by law. In order for employees to meet the constraints of this wastewater system the following procedures have been established for the disposal of hazardous chemical waste generated by the City.

II. PROCEDURES:

1. No hazardous chemical waste will be disposed of by pouring it down a drain.
2. All hazardous chemical waste will be collected in glass or plastic containers no larger than one-gallon capacity.
3. All containers will be labeled with an approved hazardous label stating the contents of the container and the approximate percentage of each substance will be clearly written on the label. Abbreviations and/or chemical formulas should not be used on the label.

CITY OF BERLIN

Hazardous Materials Contingency Plan

I. PURPOSE:

The purpose of this hazardous materials contingency plan is to minimize hazards to human health and/or the environment from fires, explosions, or unplanned release of hazardous waste into air, soil or surface water.

II. POLICY:

It is the policy of the City to have a contingency plan for the containment and cleanup of hazardous materials should a spill or release occur in or around a City building.

III. IMPLEMENTATION PLAN:

Contact the Berlin Fire Department

The following factors are to be considered:

1. Amount of material spilled (reportable amounts).
2. Composition of material, names of material, are several hazardous materials mixed together.
3. Toxicity of Material.

CITY OF BERLIN

LOCK OUT/TAG OUT

Purpose:

To ensure that machines/equipment are isolated from all potentially hazardous energy, and are locked out and tagged out before employees perform any service or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

Basic Rules for Using Lock Out and Tag-Out System Procedures:

All equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Employees are not to operate any switch, valve, or other energy-isolating device where it is locked and tagged out.

Each department is responsible for the sequence of lock out and tag out system procedures specific to their department.

Affected employees shall be instructed in the safety significance of the lock out and tag out procedures.

See Appendix.

See page 41 – Standard Operating Procedure for Lock Out/Tag Out

CITY OF BERLIN

Noise Exposure

I. Purpose:

To protect employees from the effects of occupational noise exposure as defined in Lab 1403.51.

II. Procedures

When engineering or administrative controls fail to reduce the noise level to within the levels contained in the table below, personal protective equipment shall be provided and used to reduce the noise to an acceptable level. Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Permissible Noise Exposures
(In accordance with Lab 1403.51)

Duration Per Day, Hours	Sound Level dBA Slow Response
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Personal Protective Equipment

Part of providing a safe working environment for employees is to determine hazardous environments in which workers perform tasks and eliminate those hazards where practical through engineering controls, administrative controls, and/or work practice controls. In some cases, it is not practical or possible to eliminate the hazards resulting in the need for personal protective equipment.

Many routine work assignments will require the use of certain personal protective equipment such as:

- Safety Shoes
- Rain Gear
- Gloves
- Safety Boots
- Protective Headgear
- Goggles
- Hearing Protection
- Visibility Vests
- Gas Monitoring Devices
- Welding Clothing and Shields
- Breathing Apparatus
- Special Application Tools
- Protective Clothing
- Body Harness & Retrieval Devices
- Ventilation Equipment
- Explosion Proof Equipment
- Universal Protective Equipment

It is the employee's responsibility to:

1. Wear/use all personal protective equipment provided by the employer,
2. To use such equipment in accordance with manufacturer's guidelines,
3. Inspect such equipment prior to every use to ensure its integrity and ability to protect from hazards,
4. Replace all such equipment that is damaged or no longer protects from the hazards of the work task,
5. Use provided US Coast Guard-approved life jackets or buoyant work vests whenever working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).

Requests for equipment not immediately available should be directed to the

responsible Supervisor. Using available and required personal protective equipment is the employee's responsibility and ignoring the requirement will not be tolerated.

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning signs, warning lights, seat belts, and many other specialty items. Consult with your supervisor for more information.

Respiratory Protection

If employees are required to work in areas where air contaminants are present, they must be aware of and use the appropriate safety methods for working in such environments.

Respiratory hazards will differ among city departments. Each department is responsible for providing the appropriate respirator(s) or personal protection based on the hazard to which the employee is exposed.

Training is to be provided on the appropriate use and maintenance of such equipment. It shall be cleaned, disinfected, and inspected during cleaning. Deteriorated parts shall be replaced. If used for emergencies only, it shall be inspected at least once a month and after each use. When not in use, respirators/personal protective equipment shall be stored in a clean and sanitary location.

CITY OF BERLIN

Laboratory Policies

Laboratory Chemical Hygiene Plan

I. PURPOSE:

The purpose of the Laboratory Chemical Hygiene Plan is to develop and implement a program that defines the minimum standards necessary to avoid exposures to hazardous chemical through eye, skin, inhalation, and injection in the workplace. This policy is intended to cover all municipal buildings and departments including, but not restricted to, schools, water works, and pollution control.

II. SCOPE:

The Laboratory Chemical Hygiene Plan applies to all City employees that handle or use hazardous chemicals.

III. RESPONSIBILITIES:

The City will insure training is performed within an appropriate time frame for all employees affected by this policy. The City will be responsible for all record-keeping documenting this training.

The City will insure that laboratory supervisors/principals have a viable hygiene plan in effect in all chemical laboratories.

CITY OF BERLIN

Unattended Laboratory Policy

I. PURPOSE:

The unattended laboratory policy is designed to minimize the potential of laboratory mishaps and hazards to municipal buildings including, but not restricted to, schools, water works, and pollution control.

II. POLICY:

The City must provide a safe and healthy workplace for its employees.

III. RESPONSIBILITIES:

- A. The City will provide training and information to the employees as part of the laboratory chemical hygiene training.
- B. The City must ensure that all employees are aware of this policy.
- C. Laboratory supervisors must ensure an unattended laboratory form is completed each time the laboratory is left unattended.

CITY OF BERLIN

Asbestos Maintenance Program

I. PURPOSE:

As a number of City buildings are of considerable age and as these building were built prior to the identification of Asbestos as a health hazard, a number of buildings may contain asbestos and/or asbestos containing materials. Now that these materials have been defined as health hazards it must be handled and/or removed following strict handling procedures. As a result, the City is implementing this Asbestos Maintenance Program to protect the health of employees and to comply will current Federal and State regulations.

II. POLICY:

- A. Any asbestos containing material shall be maintained in such condition that it is not capable of releasing fibers into the air. Whenever asbestos removal is necessary, internally for maintenance or by an outside contractor, appropriate controls shall be used to reduce fiber release to the lowest possible level.
- B. Only employees and contractors who are certified asbestos handlers shall be allowed to handle or remove asbestos. Removal procedures required by Federal and State regulations will be followed at all times.

CITY OF BERLIN

Motor Vehicle Program

I. PURPOSE:

The purpose of this motor vehicle safety program is to control and reduce motor vehicle accidents through a well-coordinated effort between department supervisors; loss management personnel and the operators of the City-owned or leased motor vehicles.

II. POLICY:

The City encourages safe driving by emphasizing to its operators that road courtesy and defensive driving techniques can reduce the frequency and severity of motor vehicle accidents.

III. RESPONSIBILITIES:

- A. It is the responsibility of any operator of a City vehicle to operate it in a safe manner at all times. The operator shall operate the vehicle in compliance with all State of NH motor vehicle laws.
 - 1. An operator must immediately notify his/her supervisor if he/she is involved in an accident.
 - 2. The operator is responsible for checking the vehicle prior to use each day. The operator shall check all lights, the horn, windshield, wipers and washer, brakes, tires, gas, rear view mirrors, seat belts, and windows for clear visibility.
- B. Department Heads in charge of employees who drive City-owned or leased vehicles shall:
 - 1. Notify the City Manager's office whenever there is an accident involving a City-owned or leased vehicle. It is essential that notification is done as soon as possible so that an in depth accident investigation can be conducted.
 - 2. The Loss Prevention Committee shall have access to information on all motor vehicle accidents involving City-owned or leased vehicles.

CITY OF BERLIN

Ergonomics Policy and Program

PURPOSE:

The purpose of this policy and program is to reduce the numbers and severity of work related musculoskeletal disorders (MSDs) through the implementation of ergonomics practices that will prevent injuries.

SCOPE:

To achieve the goals of this policy, education of the employees and managers will be necessary in the following areas;

- Musculoskeletal conditions caused by awkward posture, poor body alignment, and repetitions.
- Eye strain/headaches brought on by extended VDT (Video Display Terminal) use.

The improvement of general working conditions will reasonably accommodate employees with an average but ergonomically correct workplace. To eliminate exposure of the employees to risk of injury the employer may provide:

- Modified worksite equipment as needed to decrease awkward posture and poor body alignment.
- Means to reduce stress related to health concerns and perceptions (i.e. - noise reduction, room temperatures).
- Items as required by the Americans with Disabilities Act (ADA).
- The fostering of a "Safety Culture in which managers encourage employees to implement and use proper working techniques and conditions to insure a safe working environment.
- The City shall execute an ergonomics assessment periodically with the assistance of an ergonomics specialist through Insurance Consultant.

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

In the event of accident or injury to a municipal employee, injury to a citizen by municipal operations, or damage to property related to municipal operations, the individual's supervisor will be notified immediately and the appropriate forms completed. The supervisor shall notify their superior when the severity warrants such notification. Rapid notification is vital to the proper management of the incident as well as to cause the necessary procedural steps to be taken.

The City Manager and the department personnel involved are responsible for the proper handling of the details of such cases. This requires those involved to remain calm and in control of the situation, to make the necessary requests for emergency assistance and to collect vital information so that effective case management can take place.

All workers' compensation filings will be reviewed by the JLPC. In the case of a lost time accident, in addition to the workers' compensation filing report, an accident investigation report should be completed at the department level. The Finance Department shall provide the Human Resource Manager and JLPC with a copy of such investigative report. If not available, the committee will review the workers compensation report and request further information from the department if needed.

Any injuries to any citizen and any damage to private or City property due to City operations shall be immediately reported in writing, as soon as possible, by the department in which it occurred. This reporting is in addition to any other required claim reporting to other individuals or agencies. Reporting to the JLPC does not relieve a department of the responsibility of also reporting to the Police Department, the City insurance companies, etc. Any questions on reporting requirements may be addressed to the City Manager or Chairperson of the JLPC.

ON THE JOB INJURY PROCEDURES

The following procedures apply to all employees and individuals on the City payroll, both full and part-time. These procedures are meant to supplement (but not supersede) any other mandated provisions for the Fire and Police Departments.

Time of Injury

The following steps should be taken for a personal injury accident at the time of injury:

1. Insure that the victim and other individuals are not in danger of being further injured.
2. If the injury is serious, request emergency assistance by calling 911. When placing the call for help, be prepared to give the following information:
 - ❑ The telephone number from where you are calling.
 - ❑ The address and/or any special landmarks or instructions.
 - ❑ The extent of the injury (bleeding, broken bones, etc.)
 - ❑ Your name.
 - ❑ Do not hang up - let the emergency personnel on the other end of the phone end the conversation, thus allowing them to ask any questions or confirm any information you have given.
 - ❑ Do not attempt to transport a seriously injured person to the hospital yourself. Leave this to the ambulance service personnel who are trained specifically for these emergencies.
3. Report the injury to your supervisor immediately, who in turn, in the case of serious, fatal, or multiple injuries, shall also report to the City Manager.
4. The supervisor must insure that proper medical help is provided, that other employees and citizens are protected if the hazard still exists. The supervisor shall then take immediate action to correct the hazard and complete the required REPORT OF ACCIDENT INVESTIGATION.

Lost Time

If you find you will be off work beyond the day the injury occurred, your injury is considered a "lost time injury". You are only permitted to be off work on a job-related injury if a doctor has certified your time off prior to the taking of the time.

Follow-Up Visits

Employees are required to attend all scheduled follow-up visits to the doctor. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose their benefits and also be considered absent without permission from their jobs.

Each appointment for treatment or a return visit is to be considered the end of your period of care unless new instructions are given after the visit. Failure to keep appointments or to report status immediately after such visits is the same as not showing up for work and not calling in. Nothing in this section is meant to supersede individual bargaining unit language.

Bills, Medical Reports, Etc.

All documents received that relate to the injury must be submitted to the Finance & Human Resource Departments. Do not assume that bills you receive at your residence are copies and that the originals have been sent to the City for payment. Do not submit bills to your Supervisor or the JLPC.

Temporary Alternative Duty

Employees must remain off the job until released by a physician to return to work. The City Manager, and the employee's Department Head or Supervisor may approve a return to work under Temporary alternative duty situations once the employee has the express written consent of his or her physician to return for TAD (Temporary Alternative Duty). The physician must approve the types of work that the City designates for the employee while on TAD.

Return To Work

No employee may return to work from an injury involving lost time resulting from injuries, or illness without a doctor's release. Such release must also indicate any additional information that would guide the City and the employee as he/she returns to their duties and responsibilities.

Release of Medical Information

Employees may be required to sign a release for medical information in order for the City's insurance agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which you may be entitled.

Notice of Accidental Injury or Occupational Disease

When an injury involving medical treatment, lost time or worse occurs, the standard NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE form must be completed as soon as possible. (See personnel in the Finance Department for the most current procedures and forms.)

The forms must be completed and submitted to the City's Finance Office immediately after the occurrence and signed by someone other than the injured employee who has knowledge of the incident.

As a point of information, while "accidental injuries" are fairly straightforward, and can usually be attributed directly to some physical hazard or improper procedure, "occupational disease" is a more subjective matter. Health hazards and their

effects cannot often be realistically defined, since some symptoms may be the result of any number of causes. In cases of diseases that are suspected to be the result of exposure to substances at work, more extensive analysis of hazards and research may be required.

Accident/Incident Investigation Report

In addition to, and as a supplement to the NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE form, a REPORT OF ACCIDENT INVESTIGATION must be completed and signed by the injured employee's supervisor and given to the department head. The department head shall provide one completed copy to the Finance Department. The Finance Department shall provide the JLPC with a copy of all such reports on a monthly basis.

The immediate supervisor, including, when appropriate, members of the JLPC or other designated individual(s), shall investigate all accidents and incidents (near misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent a recurrence. An accident investigation report should be completed if it results in lost time, if the accident is serious in nature, or it had the potential to cause serious injury. Guidelines for conducting investigations are as follows:

1. Investigate and secure the scene as soon as possible after the accident noting the environment, conditions, location of equipment, physical objects, and witnesses. Make notes, draw sketches and take photographs as needed.
2. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts and prevent a recurrence.
3. Interview the victim when the timing is right. Be sensitive to his/her physical and emotional condition. Remember, you represent the organization and venting of anger may be a significant factor.
4. Make recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his/her job safely and efficiently. This training shall include:

1. Orientation to departmental and overall municipal work, safety, and health rules.
2. Procedure to reporting on-the-job injuries,
3. Procedures for processing hospital/medical bills related to job-related injuries.
4. Workers' Compensation claims process.
5. Requirements for use of vehicles, and
6. Reporting of unsafe conditions.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar. Also, employees are expected to request safety equipment for tasks, which require it if none has been provided.

See Appendix.

EMERGENCY EVACUATION AND RESPONSE PLANS

The City of Berlin has a Facilities Emergency and Evacuation Response Plan. It is the responsibility of each Department Manager to orient each of their staff to the Emergency Evacuation Plan.

SAFETY AND HEALTH COMMUNICATION

Employees are encouraged to suggest safety and health changes to their supervisor, to notify their supervisor of any unsafe conditions or equipment, and to actively participate in city safety committees. The JLPC represents management and labor and provides a conduit for all employees to voice safety and health concerns. JLPC members are responsible for bringing safety suggestions from co-workers to the committee for discussion.

The JLPC concept was formulated with safety prevention as its foremost goal. Communication between the JLPC and all employees will assist in meeting the goals of this committee.

All employees will be provided a copy of the JLMC Loss Management Manual when they are hired as well as whenever the manual is revised.

Efforts made by the JLPC to remind and educate employees of the importance of safety and health issues include: posting of safety posters throughout all city departments, rotated on a monthly basis; a quarterly cash drawing from all those employees who have worked safely during the past 12 months (not filed a workers' compensation report); periodic training sessions i.e. proper lifting methods

PROHIBITED ACTIONS

Use of Headset Radios and Digital Players By Employees

As a general policy, the use of personal headset radios or Digital Music Players/MP3 players by employees is not permitted on the job for the following reasons:

1. Headset units provide mental distraction from the concentration required to perform most jobs. Some cities and states have prohibited the use of these items while employees are operating motor vehicles and machinery.
2. The ability to hear ambient sounds, including abnormal rattling and equipment noise is affected. Verbal communication from other employees is impaired as well.
3. Hanging wires leading from the unit's receiver to the headset can prove dangerous when near machinery.
4. Units are dangerous for bicycle riders because they can easily muffle traffic noises. Accordingly, municipal employees operating motor vehicles and machinery should exercise extreme caution when driving behind bicycle riders wearing headsets.
5. This section does not preclude the use of ear protection devices.

Alcoholic Beverages

1. Under no circumstances shall an employee report to work at the beginning of a shift, or after lunch or coffee break, under the influence of alcoholic beverages; nor shall any alcoholic beverages be consumed during the workday or carried open or closed in any municipal vehicle. Failure to observe this rule will result in immediate suspension and/or dismissal.
2. Any employee suspected of being under the influence of an alcoholic beverage will be immediately transported to the Police Department to take a Breathalyzer test. Employees with a mandatory CDL license will be taken to AVH for urinalysis
3. When so ordered by the Supervisor or Department Head, this is a lawful order and the employee must obey or be subject to disciplinary action for insubordination. If the test reveals the presence of alcohol, the employee will be sent home for the remainder of the day without pay. A due-cause hearing will then be held to determine what further action should be taken.

The employee will be subject to further discipline up to and including discharge.

4. If the employee is found to be free of alcohol and is able to return to work, there will be no penalty or prejudice.

Substance Abuse

The United States Department of Transportation has issued very specific requirements regarding the use of non-prescribed drugs or the abuse of prescribed drugs by employees while on the job. Where an employee is found to be under the influence of alcohol and/or drugs that could impair their judgment as determined by the USDOT regulations, the City will require the following actions: (Please note that the USDOT standards are utilized for all city personnel whether or not they are operators under the USDOT.)

1. The employee will be taken to AVH Occupational Health (an authorized physician) to determine the degree of impairment. If found to be impaired, the employee will be sent home for the remainder of the day without pay.
2. If it is determined through the prescribed testing that the employee has been subject to substance abuse, the City, through the Department Head, will proceed to implement the necessary disciplinary actions as covered by the appropriate collective bargaining agreement or prevailing personnel policies.

SEASONAL AND PART-TIME EMPLOYEES

All of the procedures and policies set forth in this manual apply to all employees of the municipality regardless of the number of hours worked. However, in order to facilitate a smooth orientation and procedural checklist, the following special consideration for seasonal and part-time employees should be noted.

1. No seasonal or part-time employee will operate a municipality-owned motor vehicle without authorization from the employee's department head 2.
Seasonal and part-time employees hired to do heavy physical labor will receive a pre-employment physical.
3. Employees must wear/use the safety equipment recommended by the Department Head on all jobs for which such equipment is intended.
4. In addition to other orientation matters, part-time employees will receive instruction in the following areas:
 - a. What to do if injured or ill on the job.
 - b. Clothing requirements (including shoes).
 - c. Availability of safety and protective equipment.
 - d. Operation of municipal vehicles (if authorized) or other equipment or jobs.
 - e. Availability of training or instruction on unfamiliar equipment or jobs.
 - f. How to report an unsafe condition or incident involving injury to a citizen or damage to private property.

LOSS MANAGEMENT RULES AND PROCEDURES - SPECIFIC

NH Code of Administrative Rules - Chapter 1400 - "Safety and Health of Employees"

Chapter 1400 of the NH Code of Administrative Rules is hereby made a part of the safety rules of the City of Berlin.

Supplemental Rules

Departmental safety rules and procedures cannot be less stringent than either the Chapter 1400 rules or those developed by the JLPC. In the event of a discrepancy between any of the rules, the stricter rule shall apply. The JLPC may amend or add to these supplemental rules as necessary.

APPENDIX

SAMPLE FORMS/SUPPLEMENTAL INFORMATION

The following are suggested forms and supplemental information that are intended to provide guidance for City personnel.

CITY OF BERLIN
JOINT LOSS PREVENTION COMMITTEE

Training Documentation
NH Worker's Right to Know Act (RSA 277-A)

Employee Name: _____

Department: _____

Job Title: _____

The employee named above has been advised that he/she may be exposed to the following substance(s) in the course of his/her employment:

The employee has been informed of the potential hazards of the substance(s) and of the proper and safe handling procedures.

The employee has been advised of his/her rights pursuant to the NH Worker's Right to Know Act ([RSA 277A](#)).

Employee Signature: _____

Date: _____

Training Conducted By: _____

Date: _____

Signature

Job Title: _____

Department/Division Head: _____

Date: _____

Signature

City of Berlin
Standard Operating Procedure (SOP)
Lockout/Tagout

1. Notify all affected employees that lockout/tagout is starting.
2. The authorized employee shall determine if a written procedure has been developed and follow it, if available. If no procedure is available, continue to follow these steps.
3. Shut down the equipment or machine by the normal stopping procedure.
4. Activate the energy isolating device(s).
5. Lockout the energy isolating device(s) with the assigned individual lock(s).
6. Dissipate or restrain any stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) by methods such as grounding, repositioning, blocking, or bleeding down.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed. Then verify the isolation by operating the normal operating control(s) or by testing to make certain the equipment will not operate. **Caution:** Return operating control(s) to neutral or "Off" position after verifying the isolation of the equipment.
8. The equipment is now locked out.
9. Complete servicing or maintenance activities.
10. Check that all tools and nonessential items have been removed and the equipment is operationally intact.
11. Inform all employees that the equipment will be re-energized and ensure that employees are removed from area.
12. Verify controls are in neutral.
13. Remove the lock(s) and tag(s) and reenergize the equipment.
14. Notify all employees that servicing or maintenance is complete and the equipment is ready for use.

When servicing or maintaining machinery or equipment, the following steps must be taken. Add Task Specific information to procedure.

Notification

I have notified all affected employees that a lockout is required and the reason(s) for the lockout.

a)

b)

Shutdown

I understand the reason the equipment is to be shutdown following normal procedures.

a)

b)

Disconnection of Power Sources

I have operated the switch, valve, or other energy isolating device(s) so that each energy source (electrical, mechanical, hydraulic, etc.), has been disconnected or isolated from the equipment. I have dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. all stored energy (such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure).

a)

b)

Lockout and Tag
<p>I have locked out and tagged the energy isolating devices with assigned individual locks.</p> <p>a) _____</p> <p>b) _____</p>

Safety Check								
<p>After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, I have operated the start button or other normal operating controls to make certain the equipment will not operate.</p>								
<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Date</td> <td style="width: 15%;">Time</td> <td style="width: 35%;">Print Name</td> <td style="width: 35%;">Signature</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Date	Time	Print Name	Signature				
Date	Time	Print Name	Signature					

THE EQUIPMENT IS NOW LOCKED OUT

CONFINED SPACE ENTRY PROCEDURE/PERMIT & NON-PERMIT REQUIRED CERTIFICATE

BERLIN PUBLIC WORKS	DATE: _____
BERLIN POLLUTION CONTROL FACILITY	PROCEDURE: _____
<p>PERMIT SPACE TO BE ENTERED IS: _____</p> <p>PURPOSE FOR ENTERING: _____</p> <p style="text-align: center;">(To Be Completed By The Entry Supervisor)</p>	
LOCKS REQUIRED: _____	USE _____
LOCK(s) AND "DANGER DO NOT OPERATE" TAG _____	TO SECURE LOCK OUT POINT(s) _____

1.0 EXISTING HAZARDS

1.1 Following are the hazards of this confined space:

- | | |
|--------------------|-------------------------|
| -ELECTRICAL: _____ | -PNEUMATIC: _____ |
| -MECHANICAL: _____ | -ATMOSPHERIC: _____ |
| -HYDRAULIC: _____ | -FALLING OBJECTS: _____ |
| -THERMAL: _____ | -CHEMICAL: _____ |

1.2 **LOCK AND TAG** the following point(s):

[] 1.2.1 Group lockout for _____ Lockout SOP# _____

1.3 **ISOLATE LOCK AND TAG** the following point(s):

[] 1.3.1 _____

PREPARATION CHECK : (CHECK)

- Cleaned, drained, washed & purged
- Emergency response team available –phone #: **911 OR 411**
- Employees informed of specific hazards & procedure reviewed
- Isolated-blanked or double valve, with lock & tag.
- No gas or diesel generators operating near the conf- space entry
- Hole watch attendant with gas monitor
- Ventilation to provide fresh air
- Means of communication ___ Verbal ___ Other
- Two way radio/phone

SPECIAL REQUIRMENTS FOR ENTRY AND WORK: (CHECK)

- | | | | | | |
|--------------------------------------|-----|-----|---------------------|-----|-----|
| | YES | NO | | YES | NO |
| Hot work permit | ___ | ___ | Harness | ___ | ___ |
| Secure area (Post signs and flag) | ___ | ___ | Lifelines | ___ | ___ |
| Low voltage lighting | ___ | ___ | Fire Extinguisher | ___ | ___ |
| Ground–fault current interrupter | ___ | ___ | Breathing apparatus | ___ | ___ |
| Gas monitor in vessel while occupied | ___ | ___ | Protective clothing | ___ | ___ |
| Respirator type: _____ | | | | | |

HAZARDS INTRODUCED:

2.1 List hazard(s) introduced into this permit required confined space, include the signs and symptoms of over exposure, and the measure(s) you must take to eliminate or control this/these hazard(s) not already addressed in this SOP:

NOTE: If no hazard has been or will be introduced in addition to those addressed in 1.1, write in N/A (Not Applicable) in spaces below:

2.1.1 _____

Atmospheric Testing of Confined Space:

TEST	Allowable Limits	Result		Result		Result	
		Time	am	Time	am	Time	am
		_____pm	_____	_____pm	_____	_____pm	_____
		Date	___/___/___	Date	___/___/___	Date	___/___/___
Oxygen/O2	19.5% - 23%	_____	_____	_____	_____	_____	_____
Flammability	(<10% LEL)	_____	_____	_____	_____	_____	_____
Hydrogen Sulfide H ₂ S	*10ppm/**15ppm	_____	_____	_____	_____	_____	_____
Carbon Momoxide	*35ppm/**200ppm	_____	_____	_____	_____	_____	_____
*8 hr. time weighted average **=short term exposure limit (<than 15 min.exp)							
Gas tester (Employee) Name _____							
(Please print)							

<u>Authorized attendants</u>	Date	In/Time	Out/Time	In/Time	Out/Time	In/Time	Out/Time
<u>Authorized Entrants</u>	Date	In/Time	Out/Time	In/Time	Out/Time	In/Time	Out/Time

AUTHORIZATION:

The Entry Supervisor determines acceptable entry conditions have been met and he/she signs:

_____ (Entry Supervisor's Signature)

Keep this completed permit on file for a minimum of one year.

CONFINED SPACE ENTRY PERMIT

OBJECTIVE: To provide a procedure for the safe entry of confined spaces for the purpose of repair, or inspection

DEFINITION: A **confined space is defined as having limited means of entry and exit, and poses a risk of engulfment by liquid, or loose Particulate matter and or, oxygen deficient, toxic, or combustible/flammable atmospheres due to inadequate ventilation.**

PREPARING THE CONFINED SPACE

1. The supervisor or designated person makes sure the confined space is prepared for entry.
2. The confined space must be drained, washed, and cleaned if applicable.
3. The space must be ventilated to provide fresh air. Use natural or mechanical means as necessary. When welding and cutting, Mechanical ventilation must be provided at all times. Mechanical ventilation is also required during procedures in which Chemical used in the operation can release hazardous vapors, such as cleaning solvents or if employees may be subjected to high temperatures. Assure that the source of supply air is free from contaminants that may be present in areas surrounding the confined space.

ISOLATING THE CONFINED SPACE

1. Valve out, blank, or disconnect all lines connected to the vessel and lock –out drives/power sources.
2. Exceptions: For hazardous chemicals such as the ones listed below, the only acceptable methods are, blanking, disconnecting, or double-valving and draining the segment of line between the two valves.

ELECTRICAL

1. All electrical equipment that is taken into the confined space must be protected with ground fault circuit interrupters (GFCI). Low voltage lighting (12-32 volts) is acceptable without GFCI

LIFELINES: (are required)

1. During entry procedures, when a confined space must be entered through a top opening
2. When an employee must work at elevated levels (6 ft. or higher), unless there is a platform to prevent a fall.
3. When atmospheric conditions are immediately dangerous to life or health
4. When liquid or loose particulate in the confined space can engulf an employee.

RESPIRATORY PROTECTION:

In atmospheres where contaminant concentrations are or can be above the PEL (permissible exposure limit) , but not considered I.D.L.H. (immediately dangerous to life or health) air purifying respirators may be used. In O₂ deficient atmospheres or atmospheres which are I.D.L.H. then a positive pressure demand SCBA or a combination positive pressure air supply respirator with a 15 min. escape bottle must be used.

OUTSIDE ATTENDANT: (hole watch)

An outside attendant must be assigned to all confined space entries. The attendant must sign the permit. The attendant is responsible for alerting the employees of any hazards that may occur while they are in the confined space and halting the job. At that time the employees must vacate the confined space immediately. If a problem arises the attendant must alert the emergency response team to initiate a rescue. At **NO TIME** shall the attendant enter, leave his post or lose contact with the employees in the confined space.

ATMOSPHERIC TESTING (must be conducted on all confined space entries)

It must be done after the tank is emptied and prior to an employee entering. Before the initial entry the minimum tests that are required are an O₂ test, a combustible/flammable test, and a CO test. The production and maintenance supervision must determine which additional test may be required. Each situation must be re-evaluated each time, to insure there have been no changes that may have occurred. Periodic monitoring for O₂ must be conducted during welding or cutting operations where ventilation may not be adequate to maintain sufficient levels of oxygen. The atmospheric test must be done by an employee who has been trained and has completed the required competency test. The employee will fill out the testing data including the type of instrument used, the last date of the instrument's calibration, the testing results, and sign their name.

A PERMIT (is good for one shift only!)

1. A shift is considered a crew change which may be 8 or 12 hours depending on the schedule.
2. Exception: If all employees vacate the confined space (Ex: coffee break) then the space must be re-inspected and Atmospheric test redone before re-entry is allowed.

TERMINATION OF PERMIT:

Terminate and cancel this permit by signature of the Entry supervisor _____

Entry Supervisor's Signature)

Non-Permit Required Confined Space Reclassification Instructions:

Reclassify this permit required confined space to a Non-permit Required Confined space temporarily by the Area Manager or delegate.

Complete the following Certificate and sign it:

NON-PERMIT REQUIRED CONFINED SPACE CERTIFICATE

Based on this Confined Space Entry Procedure/Permit, the hazards have been eliminated AND the potential hazardous atmosphere has been eliminated. This confined space is temporarily reclassified as Non-Permit Required and cancels the need for a permit for the duration of this entry.

Certified By _____

(Area Manager's Signature or Delegate)

NOTE: If hazards develop or are introduced into this space, this certification is canceled and the space must be reevaluated prior to **Re-entry.**

Accident / Incident Investigation Report

Dept.	Division	Vehicle
Exact Location	On Employer's Premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Occurrence	Time	AM <input type="checkbox"/> PM <input type="checkbox"/>
Date Reported		

Personal Injury or Illness:

Property Damage:

Name	Property Damaged
Occupation	Estimated Costs
Part of Body Affected	Actual Costs
Nature of Injury or Illness	Nature of Damage
Object/Equipment/Substance Inflicting Injury or Illness: inflicting damage:	Object/Equipment/Substance

DESCRIPTION

Describe Clearly What Happened, Including Events Leading Up to Accident/Incident; List in Reverse Order:

Did Injured Leave Work? AM <input type="checkbox"/> PM <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	Time
Did Injured Go to the Doctor?	Yes <input type="checkbox"/> No <input type="checkbox"/>	To Hospital?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Physician or Hospital			
Expected Date of Return to Work			

ANALYSIS

Causes. Describe Unsafe Acts, Conditions or Other Factors That **May** Have Contributed to the Accident/ Incident:

For Materials Handling Accidents Complete Additional Information on Reverse Side

Loss Severity Potential High (Major) Medium (Serious) Low
(Minor)

Probable Recurrence Rate High (Frequent) Medium (Occasional) Low
(Rare)

PREVENTION:

What Action Has or Will Be Taken to Prevent Recurrence? (List)

Supervisor's Electronic Signature:

Date:

Material Handling Analysis

1. What was being handled?
2. How much did it weigh? 3. Distance of lift/lower?
4. Did the employee slip while lifting? Yes No
5. Where there any abnormal working conditions at the location of the accident (wet floors, material on floors, etc.)?
6. Was the material handled in the standard way?
7. How often is this job done?
8. Has the employee had previous material handling accidents? Yes No
Explain:
9. Was accident reported immediately? Yes No
If not, why?
10. Who was employee working with at time of accident?

Automobile Seat Belts

Installed in Vehicle (Check One) Yes No
Used at Time of Accident (Check One) Yes No

Helpful in Minimizing Injuries Including Passengers (Check One) Yes No

Explain:

Provide a detailed description of the direction, and position(s) of property or automobiles involved, designating clearly at the point of contact. Indicate points of compass North, South, East, and West. Give Street Names, and locations of objects and pedestrians.

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

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

EMPLOYER INFORMATION

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

INSURER INFORMATION

Insurance Carrier	Insurer Type	Policy Number	Telephone Number

SUBMITTER INFORMATION

Submitter Name	Title of Submitter	Represents	Telephone Number