

**TOWN OF BRISTOL
JOINT LOSS
MANAGEMENT COMMITTEE**

**JOINT LOSS
MANAGEMENT PROGRAM**

Adopted: September 28, 2016

Updated: September 20, 2018

Updated: September 3, 2020

Section 1. Purpose

Every employee of the Town of Bristol has 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 Town. Unsafe acts, unsafe conditions and incidents all demonstrate a need for improvement 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.

Section 2. Responsibilities

Joint Loss Management Committee:

The Joint Loss Management Committee (JLMC) will consist of equal numbers of representatives from Labor and Management. At a minimum, the committee will include a representative from Town Office employees, Police Department, Fire Department, Water/Sewer Department and Highway Department.

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 Standards Institute (ANSI), and National Fire Protection Association (NFPA) Rules and Regulations, Standards, and NH Statutory Laws (State Fire Code, etc.). The JLMC will provide continuing education for employees on the subject of workplace safety.

In addition to the JLMC, each department is encouraged to organize a Department Safety Committee. This committee should assist the department head with compliance with this policy, help identify training needs, review incidents within the Department with the goal of incident prevention; and hold annual safety trainings and facility inspections.

Select Board:

The responsibilities of the Select Board 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 action/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 town 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.

Town Administrator:

The Town Administrator shall have the responsibility for administering the Safety Program in an advisory capacity and shall report to the Select Board. The duties of the Town Administrator as they relate to the implementation of the Safety Program are:

- a) The Town Administrator shall work closely with the JLMC in formulating safety rules, policies and procedures.
- b) The Town Administrator shall assist departments in planning and conducting safety training and safety education.
- c) The Town Administrator with the assistance of the Finance/Human Resources Director and administrative employees, as needed shall maintain the incident record system for the Town, receiving reports for injuries, vehicle incident reports, and investigation reports from the departments, and making required reports to the insurance companies and other reports as required by State or Federal Law, Town Policy or other requirements.
- d) The Town Administrator, or designee, shall prepare and distribute periodical reports to the heads of departments indicating the effectiveness of the Safety Program.
- e) The Town Administrator or designee in coordination with Department Heads shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- f) The Town Administrator with the assistance of the Finance/Human Resources Director shall ensure that all incidents, which result in lost-time injuries, are investigated.
- g) The Town Administrator shall take follow-up action, as necessary, to ascertain that corrective action has been taken by Department Heads or Supervisors to prevent recurrence of incidents.
- f) To provide required resources including funding for safety equipment, personal protective equipment and training materials;

Department Heads:

Each Department Head shall have complete responsibility for the Safety Program within their department and building. In addition:

- a) The Department Head 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 Department Head shall assure that required reports pertaining to injuries, vehicle incidents and investigations are promptly prepared and forwarded for further processing.
- c) The Department Head shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.

- d) The Department Head shall encourage Employees to report immediately any unsafe conditions, equipment, etc., and shall take necessary action to correct same.
- e) The Department Head shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
- f) The Department Head shall require Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

Supervisors:

The Supervisor is responsible to the Department Head for the Safety Program as it pertains to personnel and equipment under their supervision. The Supervisor is the "key person" 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 the Department Head those incidents which are beyond the scope of their authority to correct. (Lab 1403.01)
- c) Promptly informing the Department Head 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 word 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 other workers, and the safety of the general public with regard to the work being performed. In addition:

- a) An Employee shall be required to obey safety rules, policies and procedures as a condition of employment. (Lab 1403.01 (b))

- b) An Employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Supervisor and/or the Department Head, or as conditions dictate.
- c) An Employee, if injured on the job, shall be required to take the necessary action of:
 - i) Promptly giving verbal notice to a Supervisor and/or Department Head 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 required Supervisor and/or Department Head, within 24 hours following any incident or injury, a written report of the incident shall be submitted to Human Resources. (See Section 301 for further detail.)
- e) An Employee shall promptly inform Supervisor and/or Department Head of any unsafe equipment, unsafe tools or other hazardous conditions.
- f) An Employee shall obtain specific instructions from a Supervisor and/or Department Head in all cases where conditions and/or previous instructions are not completely understood.

Section 3. Handling Injuries & Accident Reporting and Investigation

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

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

A. Handling Emergencies:

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

- a) 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.

B. Accident Reporting:

- a) All accidents or incidents will be reported immediately to the responsible supervisor.
- b) Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (NH DOL Form 8-WC).

- c) The First Report of Injury Form will be completed and processed by the Department Head within twenty-four hours. The Department Head will also complete any other forms required.
- d) Accident Reporting Requirements for Fatality and Serious Injury:
 - (i) Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.
 - (ii) The reporter shall include the following information:
 - (1) Date and time of fatality;
 - (2) Location of fatality;
 - (3) Cause of death; and
 - (4) Place where the body of the deceased person was sent.
 - (iii) Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.
 - (iv) The reporter shall include the following information;
 - (1) Date of injury;
 - (2) Time of injury;
 - (3) Cause of the injury;
 - (4) Place where the injured person was sent for medical evaluation or treatment;
 - (5) Place where the injured person was hospitalized.

C. Accident/Incident Investigation:

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 reoccurrence of the incidents. An incident investigation report shall be filed in writing with the Human Resources Department within 72 hrs.

- a) Every incident, which results in death, disabling injury or Town property damage, shall be investigated.
- b) Near-misses or incident 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.

Persons Making Investigations:

- a) Department Heads:
 - 1) Department Heads are responsible for immediately notifying the Town Administrator and Finance/Human Resources Director whenever a "lost-time" injury occurs.

- 2) Every incident will be formally investigated. The Department Head, their designee, the Supervisor or a member of the Departmental Safety Committee shall conduct an investigation of 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.

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:

- a. 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.
- b. 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.
- c. 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.
- d. Note Any Reference to Unsafe Acts: Note any reported unsafe acts that may have contributed to the incident.

Reports of Investigation:

Written reports of investigation will be as complete as possible, preferably in narrative form. 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 persons, 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 4. Inspections

Department Heads and Supervisors are responsible for conducting necessary safety inspections and recording their findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner. Periodic inspections will be made to the JLMC throughout the year.

A. Frequency:

- a) Inspections of the work area and equipment are to be conducted regularly. Additional inspections or specific pieces of equipment or job sites may be required by the applicable work rules.
- b) Department Heads and Supervisors are expected to constantly be alert for unsafe acts and conditions and take the necessary corrective actions.

B. Guidelines for Correcting Unsatisfactory Conditions:

- a) First and foremost, take the necessary action to prevent injury! (Remove the tool from service; post a warning sign, etc.)
- b) If within your authority, take steps to permanently correct the hazard. Report all action taken to your Department Head or Supervisor.
- c) If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem, in writing and your recommended solution to the person who has the authority to correct it.

C. Recordkeeping Guidelines:

- a) Document the inspections. At a minimum, record the inspection date, location, piece of equipment, inspectors name, list of unsatisfactory conditions noted, actions taken, and a list of recommendations.
- b) If unsatisfactory conditions were noted, send a copy of the report to your Department Head or Supervisor, and keep a copy for your file. Make a copy of this report and post it in each department.
- c) Forward a copy of this report to the JLMC
- d) If no unsatisfactory conditions were noted, just keep the inspection report in your file.

Section 5. Safety Education and Training

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

A. Types of Training:

- a) Introductory: All new or transferred Town employees will receive a safety orientation at the beginning of employment. As part of the orientation, the employees will be told of their responsibilities under the Loss Prevention

Management Program and be given a copy of the work rules. When the supervisor who conducts the training is confident that the employee understands the rules, the employee and supervisor will complete and sign the Safety Orientation and Employee Safety Responsibilities Forms (*see forms*) which will be submitted to the Bookkeeper for inclusion in the employee's personnel file.

- b) Specific/On the Job: Employees will be instructed by the Supervisor in the proper method of performing each job, the hazards associated within, the personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the Supervisor.
- c) Follow-up: When the Supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or incident.

B. Recordkeeping:

- a) Introductory Training: Documents and all forms in the employee's personnel file.
- b) Specific Training: Documentation of training provided for specific tasks (e.g. proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date and instructors name and a list of all those attending. The Supervisor can keep these lists.

Section 6. Safety Equipment

A. Purpose:

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

B. Safety Equipment:

- a) Hard Hats: It is the policy of the Town to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:
 - 1) During the operation of all heavy equipment, including backhoe, loader, and mower, street sweeper and ladder truck.
 - 2) When working below ground level, such as in lift stations, ditches, etc.
 - 3) When conditions warrant and/or ordered to do so by a Supervisor.
 - 4) When inspecting construction sites.
- b) Steel-Toed Shoes: Shall be worn at all times by the Highway Department and Public Works Department.
- c) Safety Vests or Reflective Clothing: Shall be worn when an employee is in flagging position and/or when working in a traveled right of way.
- d) Safety Glasses: Shall be worn when grinding, chipping, using air tools, brush/wood cutting, or under conditions which warrant the Supervisor to require safety glasses to be used.

- e) Hearing Protection: Shall be worn under conditions which warrant the Supervisor to require ear protection to be used.
- f) Communicable Diseases: All possible precautions shall be taken by employees to avoid exposure to injury and/or communicable diseases to themselves or to others.

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

SECTION 7. Joint Loss Management Committee

A. Purpose:

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.

B. Establishment:

Under Statutory Authority: RSA 281- A: 64 the Town of Bristol is required to establish a Joint Loss Management Committee. Under RSA 281-A: 64 Part Lab 603.02 the Town of Bristol will comply with the following:

- a) Pursuant to RSA281-A: 64, III, all employers of 15 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives or more employee representatives as follows:
 - 1) The size of the joint loss management committee shall be determined as follows:
 - a) Employers with 15 to 20 employees shall have a minimum of 2 members; and
 - b) Employers with more than 20 employees shall have a minimum of 4 members;
 - 2) The Committee shall consist of ten (10) members. The ***Town Administrator, Highway Superintendent, Fire Chief, Chief of Police and Public Works Superintendent*** shall be permanent members and shall represent the employer. Non-supervisory employee representative from the Town Hall, Highway Department, Fire Department, Police Department and Public Works Department (*this can also include other departments or representatives of agencies not listed i.e. library, welfare, etc.*) shall be chosen by the non-supervisory employees of those respective departments. Employee representatives shall be chosen on an annual basis and serve a one-year term on the Committee. The Committee shall elect a Chairman and the position will be rotated between employee and employer representatives on an annual basis.
 - 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 of employees not represented shall have a proportionate number of committee

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

- 5) Committee members shall be representative of the major work activities of the employer.
- b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.
- c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.
- d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

C. Duties and Responsibilities:

To carry out the intent of RSA 281-A: 64, the Joint Loss Management Committee shall:

- a) Meet on alternate months a minimum of four (4) times per calendar year, on a date and time and location to be determined by the Committee.
- b) Keep minutes of meetings which shall be made available for review of all employees.
 - 1) All minutes from the meetings will be distributed to all Committee Members and posted for all other employees.
- c) Elect a chairperson, alternating between employee and employer representatives.
- d) Develop and disseminate to all employees a committee policy statement.
- e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee.
- f) Review workplace accident and injury data to help establish the committee's goals and objectives.
 - 1) All accidents and subsequent recommendations for prevention will be reviewed and approved/returned for clarification. Any recommendations made will be followed through to completions and communicated to other departments with similar exposures.
- g) Establish specific safety programs which include, but are not be limited to, the following:

- 1) 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;
 - 2) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - a. The Committee may choose to conduct an inspection of a particular location/piece of machinery or job site. Any recommendations will be communicated to those responsible for completing them. A copy will also be forwarded to the appropriate Department Head and the Select Board.
 - 3) Performance of audits at least annually regarding the inspection findings; and
 - 4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls.
- h) Assist with the identification of necessary safety and health training for employees.
- i) Assist with the identification and definition of temporary, alternate tasks.
- j) Provide educational materials.
- 1) As Committee members come across safety information/literature, it should be made available to others. A safety bulletin board will be maintained at each Town facility for the display of Joint Loss Management Committee minutes, safety posters, and other safety education material.
- k) Provide a forum for suggestions and complaints.
- 1) Committee members need to listen and present safety suggestions from co-workers to the Committee. A secured suggestion/complaint box shall be established for all suggestions and/or complaints employees may have for the Committees review.

TOWN OF BRISTOL STATEMENT OF SAFETY POLICY

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

In pledging its full support of the safety process, the Select Board recognizes certain obligations:

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

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

YOUR EFFORTS WILL MAKE THE DIFFERENCE!

Wayne Anderson, Chair Select Board



Don Milbrand, Vice Chair Select Board



Leslie Dion, Select Board



JP Morrison, Select Board



Anita Avery, Select Board

Signed this 3rd day of September 2020.


**JOINT LOSS MANAGEMENT PROGRAM
IS ENDORSED BY THE FOLLOWING MEMBERS OF THE JOINT LOSS MANAGEMENT
COMMITTEE**

In pledging its full support of the safety process, the Joint Loss Management Committee recognizes the previous document and requests that the Select Board for the Town of Bristol adopts said set of guidelines.

Dated this 3rd day of September, 2020.



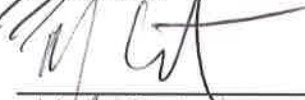
Mark Bucklin



Chris Carter



Jeff Chartier



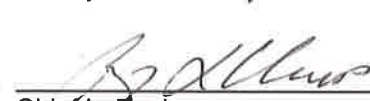
Nicholas Coates



Tyler Simonds



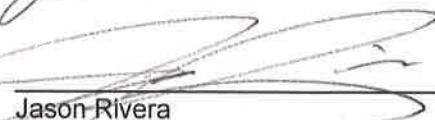
Wendy Smith



Chief LaRoche



Jesse Lamos



Jason Rivera



Trevor Robie



Chief McIntire