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Berlin Public Schools



Loss Management Manual

June 2015

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INTRODUCTION

Purpose

The goal of this program is to provide a safe working environment for the employees of Berlin Public Schools (BPS). It is the basis for the development and implementation of realistic safety and health practices for school 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 bodies (City Council, and the Board of Education), 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 Management Committee (JLMC) 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 JLMC.

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 management 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 Management Committees (Statutory Authority: RSA 281-A NH Workers' Compensation Statute).

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MANAGEMENT COMMITMENT

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

Program Goals and Objectives

The following are the general goals of the Berlin Public Schools' loss management program.

1. Decrease the number of safety and health related accidents, injuries, property damage and losses throughout the school department.
2. Eliminate, to the maximum extent possible, occupational and health hazards to BPS 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 BPS services through proven risk management and safety practices, thereby maximizing utilization of tax dollars and improving the quality of life in Berlin.

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RESPONSIBILITIES

Joint Loss Management Committee

The Joint Loss Management Committee (JLMC) 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 JLMC.

The Joint Loss Management Committee (JLMC) will also advise the Superintendent of Schools of unsafe conditions, problems related to accident management/prevention and recommendations for rectification. The Superintendent of Schools (or designee) will take action with respect to the recommendations he/she deems appropriate and inform the appropriate principal/director/supervisor. The Superintendent of Schools (or designee) will report to the JLMC the status of all recommendations received. The JLMC 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.

Superintendent of Schools

The Superintendent of Schools is responsible for fulfillment of school goals and objectives as well as the health and welfare of each employee in BPS. Supervisors will be delegated the authority and responsibility to carry out safety policy in his or her building/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

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with other phases of supervisor performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be reported and documented according to the plan. 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 building/department,

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the Superintendent of Schools 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 appropriate attire and personal protective equipment required for the job or task performed.
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 BPS. This would include defective sidewalks, icy walkways, 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 work that could present a hazard to the students, staff or public.
9. Maintain tools and equipment and verify the proper functionality of safety devices. Immediately notify supervisor of unsafe conditions.

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SAFETY AND HEALTH COMMITTEES

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

Joint Loss Management Committee

Purpose: The purpose of the JLMC is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The JLMC assists BPS 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 BPS personnel. The committee shall elect a chairperson, co-chairperson, and secretary to serve on a revolving term, which shall begin at the JLMC 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 JLMC 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 Berlin Public Schools.
2. Review the development of safe operating procedures.
3. Review accident investigation reports and make recommendations for

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prevention when necessary.

4. Monitor inspection procedures to insure inspections are completed and corrective actions are taken where necessary.
5. Oversee the development and implementation of safety training as needed.
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.

Berlin Public Schools Emergency Management Committee

Purpose: Preparation, planning, funding, and mitigation of BPS emergencies.

Organization/Duties: The committee is made up of representatives from all BPS school buildings, as well as other community organizations that have resources and skills to respond to and mitigate community emergencies.

Berlin Public Schools Wellness Committee

Purpose: Promote student and employee wellness.

Organization/Duties: The committee is made up of representatives from all BPS schools who have an interest in promoting wellness. The committee is responsible for organizing and conducting health promotions as well as bringing about an overall increasing awareness of wellness for students and employees.

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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.

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.

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Personnel 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 provided by the Berlin Health Department.

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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 each department to allow for proper, safe disposal of sharps.

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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 Each department shall ensure proper disposal of waste, including sharps using appropriate safety disposal systems.

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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.

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- 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.

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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 school building (High School, Middle School, Hillside Elementary, Brown School and the Bus Garage) shall be responsible for maintaining a file of safety data sheets (SDS) for each toxic substance to which an employee may be exposed. This file must be available in the Principals office of each school and in the Directors Office at the bus garage, 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 ore other environmental changes that would result in increasing the substances' hazardous or toxic properties.

Each school 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, Berlin Public Schools 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.

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Additional help or information is available from the JLMC 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, provided by the City of Berlin, is contained on the next two pages.

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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.

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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.

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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.

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JOINT LOSS MANAGEMENT COMMITTEE

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

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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.).

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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.

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BERLIN PUBLIC SCHOOLS JOINT LOSS MANAGEMENT COMMITTEE

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.

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BERLIN PUBLIC SCHOOLS JOINT LOSS MANAGEMENT COMMITTEE

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.

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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.

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JOINT LOSS MANAGEMENT COMMITTEE

Asbestos Contingency Plan

I. PURPOSE:

The purpose of an asbestos contingency plan is to minimize hazards to human health and/or the environment from unplanned release of asbestos to air, soil, or surface water.

II. POLICY:

It is the policy of the City to have a contingency plan for the containment and clean up of asbestos containing materials should a release occur in or outside a City building.

III. IMPLEMENTATION PLAN:

The following factors are to be considered before this plan is implemented:

- A. Amount of material released (a reportable release under state law)
- B. Composition of the material released, since asbestos-containing materials can be dangerous depending on the type of asbestos.
- C. The effect the material may have on the human body.
- D. Time of day, date, and location of the release.

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BERLIN PUBLIC SCHOOLS JOINT LOSS MANAGEMENT COMMITTEE

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:

It is the policy of the City to have an on-going vehicle safety program that will encourage 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 as applicable:

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1. Check the licenses of the operators on an annual basis to ensure that they remain valid.
2. Develop a list of operators. This list shall include the operator's name, license number, date of expiration and class of license. The list is to be updated whenever a change occurs.
3. Notify the Superintendent'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.
4. Operators must be assigned to vehicles according to their commercial driver's license.
5. New employees, dependent upon assignment, may receive a road test on the type and size of vehicle(s) he/she is expected to operate. The Transportation Director will insert a memo in the individual's personnel file attesting to the fact that a road test was administered.
6. Identify drivers who have serious deficiencies in their driving techniques. Serious deficiencies can generally be recognized through accident and/or Motor Vehicle records. The supervisor should then accompany the operator when checking for specific maneuvers, or trail the operator when checking general traffic maneuvers. The supervisor should then discuss his/her findings with the operator, offering corrective comments on improving his/her driving performance.
7. The Loss Management Committee shall have access to information on all motor vehicle accidents involving City-owned or leased vehicles. Such information will include facts, opinions, statements, related information, and steps taken to prevent a recurrence.

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BERLIN PUBLIC SCHOOLS JOINT LOSS MANAGEMENT COMMITTEE

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 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.

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ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

In the event of accident or injury to a school 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.

When an employee is involved in an accident, or otherwise injured on the job, the employee shall, as soon as practicable, file the first report of injury. This is done by contacting the Central Office. The employee must also notify their immediate supervisor, and the supervisor must complete an Accident/Incident Investigation Report and submit such to Central Office.

The Superintendent of Schools and the 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 JLMC. 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 building level. The Finance Department shall provide the JLMC 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 JLMC 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 Superintendent or Chairperson of the JLMC.

ON THE JOB INJURY PROCEDURES

The following procedures apply to all employees and individuals on the City payroll, both full and part-time.

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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 Superintendent of Schools.
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

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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 Central Office. 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 JLMC.

Light Duty

Employees must remain off the job until released by a physician to return to work. The Superintendent of Schools and the employee's supervisor may approve a return to work under light duty situations once the employee has the express written consent of his or her physician to return for light duty. The physician must approve the types of work that the employer designates for the employee while on light duty.

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 Berlin Public Schools 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 Berlin Public Schools' 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 at Central Office for the most current procedures and forms.)

The forms should be completed and submitted to Central Office immediately after the occurrence and signed by someone other than the injured employee who has knowledge of the incident.

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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 shall be completed and signed by the injured employee's supervisor and provided to Central Office. Central Office personnel shall provide the JLMC with a copy of all such reports on a monthly basis.

The immediate supervisor, including, when appropriate, members of the JLMC 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.

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TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

The school 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 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.

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EMERGENCY EVACUATION AND RESPONSE PLANS

The Berlin Public Schools has an Emergency Operations Plan. Additionally, a current hazard mitigation plan is available at City Hall and at the Berlin Public Library.

In addition, the Berlin is part of the Great North Woods smallpox mitigation plan. A copy of the plan is available at the Berlin Health Department and at local/north country hospitals.

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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 safety committees. The JLMC represents management and labor and provides a conduit for all employees to voice safety and health concerns. JLMC members are responsible for bringing safety suggestions from co-workers to the committee for discussion.

The JLMC concept was formulated with safety prevention as its foremost goal. Communication between the JLMC 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 JLMC to remind and educate employees of the importance of safety and health issues include: posting of safety posters throughout all school buildings, rotated on a monthly basis; periodic training sessions i.e. proper lifting methods; wellness clinics in conjunction with the districts wellness committee.

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PROHIBITED ACTIONS

Use Of Headset Devices By Employees for the Purpose of Entertainment

As a general policy, the use of personal headset devices 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.
3. When so ordered by the supervisor or Superintendent of Schools, 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

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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 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 Superintendent of Schools, will proceed to implement the necessary disciplinary actions as covered by the appropriate collective bargaining agreement or prevailing personnel policies.

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SEASONAL AND PART-TIME EMPLOYEES

All of the procedures and policies set forth in this manual apply to all employees of Berlin Public Schools 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 supervisor and notification to the Central Office.
2. Seasonal and part-time employees hired to do heavy physical labor will receive a pre-employment physical. The Health Department, in consultation with the Superintendent of Schools, will determine which positions will require such physical examinations.
3. If BPS participates in the reimbursement of costs for individuals' safety equipment, the employees must wear/use the safety equipment on all jobs for which the 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.
 - g. Riding in vehicles - "do's and don'ts" of riding in municipal vehicles of all types.

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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 JLMC. In the event of a discrepancy between any of the rules, the stricter rule shall apply. The JLMC may amend or add to these supplemental rules as necessary.

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APPENDIX

SAMPLE FORMS/SUPPLEMENTAL INFORMATION

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

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BERLIN PUBLIC SCHOOLS JOINT LOSS MANAGEMENT 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