

# Town of Alexandria

## Health & Safety Policy

Adopted this 30 day of March, 2021 by the Town of Alexandria Board of Selectmen.

  
George Tuthill, Chair, Board of Selectmen

  
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# TOWN OF ALEXANDRIA

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# TOWN OF ALEXANDRIA

## SECTION ONE: The Town of Alexandria Health & Safety Program Policy Statement

The management of the Town of Alexandria recognize the importance of health and safety and is committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. An effective health and safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

This policy is intended to meet state requirements as set forth in RSA 281-A:64, II.

This policy addresses the New Hampshire Department of Labor rules in Chapter AB 1400 SAFETY AND HEALTH OF EMPLOYEES.

### **Responsibility**

It is every employee's responsibility to watch for unsafe acts and conditions, and to report these problems to supervisors. However, it will be the specific duty of each Department Head to be knowledgeable of site-specific safety requirements and to be accountable for their implementation and adherence.

The Board of Selectmen will:

- Have overall responsibility for the coordination and implementation of the Health & Safety Program.
- Ensure adequate resources are budgeted for the Health & Safety Program.
- Ensure compliance with State and Federal reporting requirements.
- Ensure emergency backup systems are properly maintained and in good working order.

Department Heads will:

- Ensure that each level of supervision and all employees are made aware of the elements of the Health & Safety Program and that those elements are implemented.
- Ensure that personal protective equipment is available to those employees whose job functions require its use.
- Provide support necessary to assure a safe and healthy work environment.
- Make certain supervision enforces safety through training, monitoring, and through the use of disciplinary actions.
- Take immediate action(s) to correct any hazardous conditions or unsafe employee acts. Such actions could include notifying the Board of Selectmen of any such condition or act.
- Ensure protective guarding is in place and is being properly used, when and where appropriate.
- Ensure employees have received the necessary training for performing their job safely.
- Take prompt action in accident investigating and reporting.
- Enforce established disciplinary procedures with employees who do not adhere to safety rules and regulations.

Employees will:

- Report all accidents or incidents and hazardous conditions to their supervisor.
- Adhere to and follow all safety rules and regulations.
- Attend all required training sessions and safety meetings.
- Be willing to serve as representatives on the Joint Loss Management Committee.

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## SECTION TWO: Joint Loss Management Committee

### Joint Loss Management Committee

The Joint Loss Management Committee addresses workplace health and safety issues. The JLMC shall perform at a minimum:

- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all Health and Safety Standards.
- Identifying necessary personal protective equipment and instruction for its use and care.
- Developing and updating health and safety rules.
- Investigating, promptly and thoroughly, every accident or incident to determine the cause and take action to prevent any recurrence.
- Maintaining and reviewing goals and objectives regarding health, safety, and wellness on an annual basis.
- Perform annual safety inspections of all town of Alexandria facilities. The purpose of the inspection is to identify any potential hazards. The General Building Checklist should be completed during the inspection (Appendix A). After the inspection, the JLMC will prepare an audit of its findings. The audit will address provisions to correct or improve safety hazards or concerns found during the inspections. The audit will be provided to the Selectmen's Office.

This committee shall be comprised of an equal number of management and employees and shall meet, at a minimum, quarterly.

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## SECTION THREE: Disciplinary Policy

As a condition of employment, all employees are required to participate actively in the Town's Health & Safety Programs and follow safety regulations in the interest of on-the-job accident prevention.

Willful disregard of safety practices, rules, instructions, or the welfare of fellow employees has no place in the Town of Alexandria. This kind of behavior may lead to injuries, damage to products or equipment, and work delays.

Disciplinary action up to and including termination of employment will be taken in those cases where it is determined that blatant disregard for safety practices has occurred. Supervisors are to follow disciplinary procedures as outlined in the Town of Alexandria's Personnel Policy.

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## SECTION FOUR: Accident Reporting and Investigating

Employees should report all accidents, injuries, and property damage immediate to a supervisor. The supervisor, upon report of injury, shall ensure that proper medical treatment is provided if necessary. The supervisor should assure that the area and/or equipment and environment where an accident has occurred is properly secured until and accident investigation has been completed.

The supervisor will complete the appropriate accident investigation report (Appendix B). The purpose is to determine what happened, why it happened, and how to prevent a recurrence. The accident investigation report will be provided to the JLMC and to the Selectmen's Office. The JLMC will aid in accident and incident investigations when requested by the Department Heads.

The Selectmen's Office will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Appendix C). This form must be submitted to the NH Department of Labor and Primex within 5 days of injury.

The Selectmen's Office shall keep on file:

- First Reports of Injury
- Safety inspections of facilities and audit findings
- Accident Reports
- Insurance loss reports
- Minutes of JLMC meetings
- Written responses from management regarding JLMC recommendations and investigation reports
- Health and safety training records

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## SECTION FIVE: Training Requirements for Health & Safety

The Joint Loss Management Committee, Department Heads, and Selectmen's Office will plan and schedule periodic training on safety and health subjects. Attendance at scheduled safety and health trainings will be mandatory.

New employees will be provided with a copy of the Town of Alexandria's Health and Safety Policy and the Town of Alexandria's Policy. All employees will be required to review and sign the Employee Safety Responsibilities Signature Form (Appendix D). Supervisors will be required to review the Employee Safety Orientation Form (Appendix E) with all employees and the form must be signed by both the supervisor and the employee.



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## SECTION SIX: LAB 1400 Rules/General Safety Practices

This section addresses the NH Department of Labor Chapter LAB 1400 Safety and Health of Employees.

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## 1403.01 Health & Safety Requirement Policy

### 1. Purpose

- To ensure that both employees and the employer take all necessary steps to ensure safe work practices and a safe work place.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.01, **Safety and Health Requirements**.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace and work practices to identify any hazardous conditions causing or likely to cause death or serious physical harm to employees.
  2. Take all necessary measures to eliminate those conditions causing or likely to cause death or serious physical harm to employees.
  3. Train employees to recognize and avoid unsafe conditions and in the rules applicable to their work environment to control or eliminate any hazard or other exposure to illness or injury.
  4. Investigate any unsafe conditions in the workplace reported by employees within a reasonable amount of time.
- **Employee shall:**
  1. Follow all State of New Hampshire Department of Labor Administrative Rules for Safety and Health applicable to their own work practices.
  2. Not use any machinery, tool, material or equipment that does not comply with State of New Hampshire Department of Labor Administrative Rules for Safety and Health.
  3. Inform the employer of any unsafe conditions or work practices in the workplace.

### 3. Procedural Overview

- **Hazard Assessment:**
  1. Observe an employee performing a specific job and break it down step by step.
  2. Review each step with the employee to confirm the accuracy of the analysis.
  3. Examine each step in the job sequence to determine the hazards involved or those that might occur.
  4. Review each step with the employee performing the job to determine whether the job could be performed in a different manner to eliminate hazards.
  5. Add or eliminate steps to the job, including adding of safety equipment, to reduce or eliminate the hazards involved with the job.
  6. Record the results of the hazard assessment and the procedures involved with each job for employee reference.

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## *1403.02 Abrasive Blasting Policy*

### 1. Purpose

- To protect employees from hazards associated with abrasive blasting operations.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.02, Abrasive Blasting**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide blast-cleaning nozzles with an operating valve that can be held open manually.
  2. Provide a support on which the nozzle shall be mounted when not in use.
  3. Train employees in the correct use of blast-cleaning enclosures.
  4. Provide employees with all Personal Protective Equipment necessary to safely perform abrasive blasting operations.
- **Employee shall:**
  1. Mount blast-cleaning nozzles when not in use.
  2. Use air supply positive-pressure respirators when performing abrasive blasting operations in a booth.
  3. Turn on exhaust ventilation in abrasive blasting enclosures prior to their occupancy by a worker.

### 3. Procedural Overview

- **Before blasting operation:**
  1. Switch on exhaust ventilation in blasting enclosure.
  2. Don air-supply positive-pressure respirator and any other Personal Protective Equipment required by the employer according to manufacturer guidelines.
- **Blasting operation:**
  1. Remove blasting nozzle from mount.
  2. Perform desired work in blasting enclosure.
- **After operation:**
  1. Remount blasting nozzle when finished.
  2. Exit blasting enclosure.
  3. Switch exhaust ventilation off.
  4. Remove respirator and other PPE.

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## 1403.03 Abrasive Grinding

### 1. Purpose

- To protect employees from hazards involved with using abrasive grinding wheels and equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.03, Abrasive Grinding.**

### 2. Scope

- This procedure applies only to fixed location bench and floor standing abrasive grinding machinery.
- Wheels used while within the material being ground and mounted wheels used in portable operations (2 inches in diameter and smaller) are exempt from requirements of this policy.

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that grinding machines are properly installed.
  2. Ensure that grinding machines are equipped with safety guards consistent with this policy.
- **Employee shall:**
  1. Only use abrasive grinding machinery if all safety guards are in place; these include:
    - a) Guards that cover spindle end, nut, and flange projections;
    - b) Guards that protect the employee's face from flying particles ejected from work material;
    - c) Work rest, which must be adjusted within 1/8 inch from the grinding wheel and firmly attached.
  2. Wear eye protection any time an abrasive grinding wheel is in use.

### 4. Procedural Overview

- **Abrasive grinding workstation set-up:**
  1. Firmly attach all bench and floor standing abrasive grinding equipment to the surface which they sit.
  2. Ring test all abrasive grinding wheels by tapping the wheel surface with a metal object
    - a) If the wheel makes a ringing sound it is acceptable for use;
    - b) If it fails to ring, it is damaged and shall be disposed of.
  3. Attach abrasive grinding wheel to machinery in accordance with the manufacturer's recommendation.
  4. Adjust guards to protect spindle end, nut and flange projections.
  5. Adjust guards so that 65 degrees or less from the horizontal plane of the wheel spindle is exposed.
  6. Adjust guards so that the distance between the wheel periphery and adjustable tongue or end of the peripheral member at the top shall never exceed 1/4 inch.
  7. Attach rigid work rest within a maximum clearance of 1/8 inch from the grinding wheel.
- **Abrasive grinding machinery use:**
  1. Wear eye protection.
  2. Check security of all guards.
  3. Check security of the work rest and assure that its maximum clearance is 1/8 inch from grinding wheel.
  4. Turn on grinding machine and perform work task.
  5. Turn off power when work task is completed.
- **Abrasive grinding machinery maintenance:**
  1. Department Heads will be responsible for making sure that ring testing grinding wheels and checking maintenance of guards every is completely routinely.

### 5. Personal Protective Equipment

- Personal protective equipment typically required for this operation includes but may not be limited to:
  - Safety glasses/goggles
  - Face shield

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## *1403.04 Accident Reporting Requirements and 1403.49 Record Keeping Policy*

### 1. Purpose

- To ensure that all accidents in the workplace are reported immediately and to the proper authorities.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.04 Accident Reporting Requirements** and **1403.49, Record Keeping**.

### 2. Responsibilities

- **Employer shall:**
  1. Record all accidents occurring in the workplace no matter how serious.
  2. Report all accidents which are fatal to one or more employees, or which result in the hospitalization of 3 or more employees, to the commissioner of labor within 8 hours of its occurrence. Notification of such accidents will be given by telephone by calling the New Hampshire Department of Labor at (603) 271-6297 or (603) 271-6850 or via email to SafetyDiv@dol.nh.gov.
  3. Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for serious injury of 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.
  4. Post emergency telephone numbers for ambulance service, hospital, or physician next to every telephone throughout the facility for use in the event of an emergency.
  5. Keep a log of all injuries and illnesses sustained by employees in the workplace. (See Appendix A)
    - The loss shall include:
      - a. Date of injury
      - b. Name of injured employee
      - c. Occupation
      - d. Injury/Illness Description
      - e. Lost time status
      - f. Date of return to work
  6. Keep records available for use by NHDOL inspectors upon request.
- **Employee shall:**
  1. Report all accidents immediately to employer (supervisor) no matter how serious.
  2. Report accidents that happen to yourself, and those to which you are a witness, using the accident reporting form.

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## 1403.05 Aerial Lift Policy

### 1. Purpose

- To protect employees from hazards associated with the use of aerial lifts.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.05, Aerial Lifts.**

### 2. Scope

- This policy does not apply to firefighting apparatus (ladders, towers, platforms).

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that all vehicle mounted aerial lift equipment in the workplace is in accordance with American National Standards Institute (ANSI) A92.2-1979, "Vehicle-Mounted Elevating and Rotating Aerial Platforms."
  2. Ensure that all hoses affecting the nonconductive characteristics of equipment are made of nonconductive material and that hydraulic fluids for insulated equipment are of the insulating type.
  3. Ensure that rated load capacities for aerial lift equipment is conspicuously posted.
  4. Provide employees who work on aerial lifts with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
  5. Train employees who operate aerial lift equipment in safe operating procedures.
- **Competent Person (Supervisor) shall:**
  1. Perform a visual inspection and operational check in accordance with the manufacturer's and owner's instructions.
- **Employee shall:**
  1. Survey the area in which aerial lifts will be used for hazards such as overhead power lines.
  2. Operate aerial lifts according to section 4 of this policy.
  3. Check the rated load capacity posted on the lift prior to loading of tools and equipment.

### 4. Procedural Overview

- **Lift Operation-**
  1. When operating an aerial-lift device, the operator shall look in the direction of travel of the bucket and be aware of the booms in relation to all other objects and hazards.
  2. An aerial-lift truck shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment that is specifically designed for this type of operation.
  3. The booms of a fully articulated aerial device shall not be considered elevated in a working position when the basket is directly in front of or behind the truck with the booms held as low as feasible and low enough so that the operator's head is below the highest point of the vehicle.
  4. During aerial-lift operations, workers not engaged in line clearance shall maintain a minimum clearance of 10 feet (3 m) from energized conductors rated 50 kV phase-to-phase or less.
  5. For lines rated over 50 kV phase-to-phase the minimum clearance shall be 10 feet plus .4 inches (3 m plus 10 mm) for each kilovolt over 50 kV phase-to-phase.

### 5. Personal Protective Equipment

- Personal Protective Equipment typically required for aerial lift operations include but may not be limited to:
  1. Protective hardhat with di-electric properties.
  2. Fall protection full body harness (not a waist belt!)
  3. Shock Protective bucket liner

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## *1403.06 Air Tools and 1403.45 Portable Pneumatic Powered Tools Policy*

### **1. Purpose**

- To protect employees from hazards associated with the use of air and portable pneumatic powered tools.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.06, Air Tools** and **1403.45, Portable Pneumatic Powered Tools**.

### **2. Responsibilities**

- **Employer shall:**
  1. Ensure that all pneumatic powered tools are equipped with safety guards to prevent accidental disconnection of tools from their air supply.
  2. Provide eye protection for all employees engaged in the use of portable pneumatic and air tools.
- **Employee shall:**
  1. Only use tools that are properly connected to their air supply and secured to the hose or whip with a mechanical conductor.
  2. Only use pneumatic impact tools with safety clips or retainers.
  3. Use all air powered tools at manufacturer's safe operating pressure.
  4. Always wear eye protection when using air powered or pneumatic tools.

### **3. Procedural Overview**

- **Air-powered tool set-up and use-**
  1. Put on eye protection.
  2. Check connectors, tools and hoses for recommended manufacturer operating pressure.
  3. Attach tool to air supply or hose.
  4. Secure safety clips or retainers to prevent attachments from being accidentally expelled.
  5. In the case of a hose exceeding 1/2 inch inside diameter, install a pressure release device at the air source or branch line to reduce pressure in case of hose failure.
  6. Turn on air supply only as high as recommended manufacturer operating pressure.
  7. Perform work task.
  8. Turn off air supply.
  9. Release excess pressure in hose and tool.
  10. Detach tool from hose.

### **4. Personal Protective Equipment**

- Personal Protective Equipment typically required for this operation but may not be limited to:
  1. Safety glasses or safety goggles.

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*Machine Guarding Policy (1403.07, Belt Sanding Machines; 1403.26, Guards; 1403.31, Jointers; 1403.36, Machine Guarding; 1403.37, Machinery in a Fixed Location; 1403.38, Mechanical Power Presses; 1403.51, Revolving Drums)*

## 1. Purpose

- To protect employees from the hazards associated with machine operation.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.07, Belt Sanding Machines; 1403.26, Guards; 1403.31, Jointers; 1403.36, Machine Guarding; 1403.37, Machinery in a Fixed Location; 1403.38, Mechanical Power Presses; 1403.51, Revolving Drums.**

## 2. Responsibilities

- **Employer shall:**
  1. Evaluate all machinery in the workplace to determine if any hazards are present which may endanger or cause injury to employees.
  2. Take necessary measures to guard any machine part, function or process that may cause injury.
  3. Ensure that machinery designed for use in a fixed location is anchored to prevent walking or moving during normal operation.
- **Employee shall:**
  1. Operate machinery only when all necessary machine guards are in place and working correctly.
  2. Must not remove any machine guard unless authorized to do so and has appropriately de-energized equipment.
  3. Report all missing and malfunction machine guards to employer immediately upon discovery.

## 3. Procedural Overview

- **Machine Hazard Evaluation:**
  1. All of the following hazardous motions and actions must be safeguarded:
    - a) Rotating (including in-running nip-points);
    - b) Reciprocating;
    - c) Transversing;
    - d) Cutting;
    - e) Punching;
    - f) Shearing; and
    - g) Bending.
- **Machine Guard Requirements:**
  1. All machine guards shall:
    - a) Prevent hands, arms, or any other part of a worker's body or clothing from coming in contact with dangerous moving parts;
    - b) Be secure so that they may not be easily removed or tampered with;
    - c) Protect objects from falling into moving parts of machinery;
    - d) Not create any new hazards due to its construction;
    - e) Not cause any interference for the machine process or the operator; and
    - f) Allow for safe lubrication.
  2. The following types of safeguards are acceptable forms of protection against the hazards of machinery operation:
    - a) Fixed, interlocked, adjustable and self-adjusting guards;



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- b) Presence-sensing, pullback and restraint devices;
- c) Restraints;
- d) Safety trip, two-handed and two-hand trip safety controls;
- e) Gates;
- f) Location and Distance;
- g) Automatic and semi-automatic feeding machinery;
- h) Automatic and semi-automatic ejection machinery; and
- i) Any other method that protects against the hazards of machinery operation.

- **Special Provisions:**

1. Guards for mechanical power transmission equipment must be made of metal or other rigid material.
2. Wood guards may be used in the wood working and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.
3. Any machinery designed for use in a fixed location must be securely anchored to prevent walking or moving during normal operation.
4. Mechanical Power Press Provisions
  - a) Point-of-operation guards must be used to prevent entrance of fingers or hands into the point-of-operation by reaching around, through, over and under the guard.
  - b) Guards must be placed over the treadle of foot-operated presses.
  - c) On presses with pedal counterweights must have the path of travel of the weight enclosed.
  - d) Machines using full revolution clutches shall incorporate a single stroke mechanism except where automatically fed in continuous operation and where the points of operation are safeguarded by a fixed barrier guard.
5. Revolving Drum Provisions
  - a) Revolving drums, barrels, or containers must be guarded by an interlocked guard that prevents the drum from revolving unless the guard enclosure is in place.
6. Jointer Provisions
  - a) Hand fed jointers with a horizontal cutting head shall have:
    - I. An automatic guard which shall cover the section of the head on the working side of the fence or cage;
    - II. A guard that covers the back of the cage or fence; and
    - III. A guard that automatically adjusts itself to cover the unused portion of the head and that remains in the contact with the material at all times.

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## 1403.08 Blood Borne Pathogens Policy

### 1. Purpose

- To protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes.
- Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious where the potential exists for contact with blood or other potentially infectious material.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.08, Blood Borne Pathogens**.

### 2. Responsibilities

- **Employer shall:**
  1. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
  2. Identify job classifications where some employees have exposure based on certain tasks.
  3. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
  4. Train employees to treat all blood and other body fluids with universal precautions (as if known to be infected with HIV, HBV or other blood borne pathogens).
  5. Supply first aid and potentially infectious material clean-up kits that contain:
    - a) One time use disposable gloves such as surgical or examination gloves;
    - b) Eye/face protection to protect the face against splashing of body fluids;
    - c) Material to absorb blood or other potentially infectious material;
    - d) Device(s) to scoop up the absorbent and body fluid (two pieces of stiff cardboard will suffice).
    - e) Disinfectant to clean all surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
    - f) Biohazard containers/bags or specific containers for the disposal of needles, sharps, used bandages, and all other emergency items that come in contact with blood or other potentially infectious materials. These containers must be marked so that they are not confused with other similar containers in the workplace used for other purposes.
    - g) Waterless, disinfectant hand cleaners
- **Employee shall:**
  1. Respond to all situations involving blood or other human body fluids with universal precautions (treat all blood and body fluids as if known to be infectious for HIV, HBV or other blood borne pathogens).
  2. Follow the procedure listed in section 3 of this policy when responding to any situation involving blood or other potentially infectious materials.

### 3. Procedural Overview

- **Protection measures when responding to a medical emergency:**
  1. Before attending to a victim medically, don the following personal protective equipment:
    - a) Single use disposable gloves, such as surgical or examination gloves;
    - b) Wash hands after removal of exam gloves and wear eye protection when blood or other potentially infectious material might be splashed.
    - c) Eye and face protection to protect from splashed body fluids.

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2. Attend to victim and perform needed medical measures.
3. Clean up and dispose of contaminated sharps and dressings as outlined below.

- **Clean-up of blood or any other potentially infectious material:**

1. Before cleaning up any human blood or other potentially infectious material don the following personal protective equipment:
  - a) Single use disposable gloves such as surgical or examination gloves;
  - b) Eye and face protection to protect from splashed body fluids.
2. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
3. Scoop up the fluid soaked absorbent using a designated device or two pieces of cardboard into a biohazard container or another container specified only for disposal of body fluids, etc.
4. Once all the absorbent and body fluid(s) are scooped up, dispose of the devices(s) into the same container.
5. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
6. Dispose of used bandages, gauze, linens and all other items that come in contact with blood or other potentially infectious materials.
7. Thoroughly wash hands immediately following clean-up and disposal using an appropriate disinfectant soap and warm water (waterless hand cleaners can provide for immediate washing, but are not a substitute for appropriate washing).

- **Procedures following an unprotected critical exposure or suspected unprotected exposure to blood and/or body fluids:**

1. Wash the affected area immediately. If exposure involves the eye, flush copiously with running water.
2. Do not suck or "force bleed" the exposed area.
3. Report the exposure to your supervisor.
4. Fill out appropriate forms, which may include:
  - For Fire, Police, EMS, Corrections:
    - a. Emergency Response/Public Safety Worker Incident Report Form
    - b. First Report of Injury
  - For Others:
    - a. First Report of Injury

# TOWN OF ALEXANDRIA

## *1403.09 Chains, Cable, Rope and Hook Policy*

### 1. Purpose

- To protect employees from the hazards associated with damaged or improperly used chains, cables, ropes and hooks.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.09, Chains, Cables, Ropes and Hooks.**

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all damaged chains, cables, ropes and hooks are replaced upon discovery of damage or wear.
  2. Ensure that employees are trained to recognize worn and damaged chains, cables, ropes and hooks according to manufacturers guidelines.
- **Employee/Competent Person shall:**

Visually inspect chains, cables, ropes and hooks on a daily basis before use.  
Remove from service any chain, cable rope or hook meeting criteria in section 3 (inspection criteria).  
Install any U-bolt wire rope clips in accordance with manufacturers guidelines.

### 3. Procedural Overview

- **Chain, Cable, Rope and Hook Inspection Criteria-**
  1. Must be visually inspected, before use for deformation, cracks, excessive wear, twists and stretch and defective gears.
  2. Remove from service any equipment meeting the above criteria for disposal or repair.
- **Crawler, Locomotive and Truck Crane Hoist Rope Provisions-**
  1. Must be free of kinks or twists.
  2. Must not be wrapped around the load.
- **U-bolt provisions-**
  1. U-bolt wire rope clips on hoist ropes must be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. The saddle portion of the bolts shall be on the load-carrying end.
  2. U-bolts must be installed according to manufacturers guidelines.
  3. Nuts on newly installed clips shall be retightened after the first hour of use.

# TOWN OF ALEXANDRIA

## 1403.10 Chipguards Policy and 1403.11 Compressed Air Use

### 1. Purpose

- To protect employees from the hazards associated with use of compressed air for cleaning purposes.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.10, **Chipguards, and 1403.11, Compressed Air Use.**

### 2. Scope

- This policy does not apply to concrete form or mill scale, or to areas where compressed air is used in fixed processes, such as attached to a machine.

### 3. Responsibilities

- **Employer:**
  1. Shall equip all processes involving compressed air for cleaning use with *chipguards* to protect employees against flying chips or other such hazards.
  2. Shall ensure that *compressed air* used for cleaning does not exceed 30 psi.
- **Employee:**
  1. Shall not perform any operation or process involving compressed air for cleaning use without the use of a chipguard in place.
  2. Shall not remove a chipguard from machinery unless authorized to do so.
  3. Shall not use compressed air for cleaning at pressures higher than 30 psi.

### 4. Personal Protective Equipment

- **Personal Protective Equipment typically required for use with compressed air includes but may not be limited to:**
  1. Safety Glasses/Goggles
  2. Hearing Protection (Muffs or Plugs)

# TOWN OF ALEXANDRIA

## 1403.12 Compressed Gas Cylinder

### 1. Purpose

- To protect employees from hazards associated with compressed gas cylinder use and storage.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.12, Compressed Gas Cylinders**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide an area for compressed gas cylinder storage meeting the following requirements:
    - a) Oxygen cylinders separate from fuel gas cylinders or combustible materials by a minimum distance of 20 feet; or
    - b) By a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour.
  2. Train employees on proper use and storage.
- **Employee shall:**
  1. Ensure that valve protection caps are in place whenever compressed gas cylinders are transported, moved or stored, whether full or empty. When in use, utilize caps that accommodate regulators such as hinged covers.
  2. Ensure that cylinder valves are in the closed position when work is finished and when cylinders are empty or moved.
  3. Ensure that compressed gas cylinders are in an upright and secure position except for short periods of time when cylinders are being carried or hoisted.
  4. During actual welding operation:
    - a) Cylinders must be kept far enough away so that sparks, hot slag or flame will not reach them; or
    - b) Protected by a fire resistant barrier; or
    - c) When the previous are impractical, fire resistant shields shall be provided, as required by NFPA 51B (Appendix A).
  5. Not use compressed gas for cleaning purposes.

### 3. Procedural Overview

- **Compressed Gas Cylinder Storage:**
  1. Turn cylinder valve to "closed" position after use.
  2. Secure valve protection cap.
  3. Store cylinder in a secure and upright position.
  4. Separate oxygen and fuel cylinders by distance (20 ft) or by a non-combustible barrier with a fire-resistance rating of at least 1/2 hour.
- **Moving Compressed Gas Cylinders:**
  1. Turn cylinder valve to "closed" position.
  2. Secure valve protection cap.
  3. Move cylinder to desired location (it may be laid down for carrying or hoisting).
  4. Secure cylinder in an upright position.
- **Cylinder use in welding:**
  1. Set up cylinder(s) in an upright and secure position far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so the sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields must be used.
  2. Turn cylinder valve to "open" position.
  3. Perform welding or cutting operation.
  4. Turn cylinder valve to "closed" position.
  5. Store cylinder(s) in a secure and upright operation.

# TOWN OF ALEXANDRIA

## *1403.13 Concrete, Concrete Forms and Shoring Policy*

### **1. Purpose**

- To protect employees from the hazards associated with concrete form and shoring work.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.13, Concrete, Concrete Forms and Shoring**.

### **2. Responsibilities**

- **Employer shall:**
  1. Provide employees protection from impalement on reinforcing steel (re-bar).
  2. Provide rotating-type manual guided concrete troweling machines with deadman-type operating controls.
  3. Provide drawings or plans of jack layout, formwork, shoring, working decks and scaffolding systems at the jobsite.
- **Employee shall:**
  1. Must eliminate impalement hazards before working above vertically protruding reinforcing steel.
  2. Must safely install shoring to support loads before concrete placement.
  3. Must follow guidelines for jack layout, formwork, shoring, working decks, and scaffolding systems identified in drawings available at worksite.

# TOWN OF ALEXANDRIA

## *1403.14 Confined Space Entry and 1403.68 Welding in Confined Spaces*

### 1. Purpose

- To protect workers from hazards associated with Confined Space Entry.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.14, Confined Space Entry and 1403.68, Welding in Confined Spaces.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace to determine if any areas fall under the definition of confined space as defined by the New Hampshire Department of Labor Standard 1402.02. (See Appendix B)
  2. Post danger signs at the location of confined spaces or inform exposed employees through equally effective means.
  3. Train all involved employees in safe confined space entry operations.
  4. Assign a minimum of 2 employees to entry operations.
- **Supervisor shall:**
  1. Ensure that an entry permit is accurately completed before allowing entry into a confined space.
  2. Continually evaluate the entry and remove entrants should conditions warrant.
- **Employee shall:**
  1. Prior to fully opening any confined space, check the air around the opening for any atmospheric and physical hazards. Typically this is done by “cracking” a cover or partially opening a door.
  2. Be trained in safe entry procedures, recognition of hazards, use of equipment for confined space entry including PPE, and any other topics necessary for safe entry.
  3. Follow procedures outlined for entrants and attendants outline in 3. Procedural Overview.

### 3. Procedural Overview

- **Before Entry:**
  1. Determine if it is safe to open the space for eventual entry (i.e.: open manhole cover).
  2. Evaluate atmospheric hazards of confined space by first testing the internal atmosphere with a correctly calibrated direct reading instrument in this order:
    - a) Oxygen content;
    - b) Flammable gases and vapors; and
    - c) Potentially toxic air contaminants.
  3. If the confined space has been determined to have a hazardous atmosphere:
    - a) Eliminate the hazardous atmosphere before entry through the use of forced air ventilation, purging, making inert. The atmosphere will be tested to ensure that these steps have made the space safe for entry. Any of these steps shall continue throughout the time an employee is in the space.
  4. Identify and effectively control any physical hazards including, but not limited to:
    - a) Material with potential to engulf an entrant;
    - b) Internal configuration which could cause an entrant to become trapped or suffocated by inwardly converging walls or by a floor which slopes downward into a smaller cross-section; and
    - c) Fall hazards.
    - d) Electrical hazards (or other energy sources).



# TOWN OF ALEXANDRIA

5. Establish means of communication between the employee entering the space and the space attendant (i.e.: face-to-face, radio or other appropriate means).
  6. Determine which types of PPE the entrant(s) should use based on hazards identified.
  7. Establish rescue measures so an employee can be immediately retrieved from the space in the event of an emergency (i.e. Tripod with retrieval mechanism and full body harness).
  8. Complete the Confined Space Evaluation form (permit) based on 1-7 above. (See Permit Appendix C)
- **During Entry:**
    1. Attendant-
      - a) One employee shall remain directly outside the space throughout the duration of the entry; and
      - b) Remains in constant contact with the entrant.
    2. Entrant-
      - a) Enters space wearing appropriate personal protective equipment; and
      - b) Remains in constant contact with the attendant
    3. Communication-
      - a) Continual communication must occur between entrant and space attendant.
      - b) In the event that communication stops, or the entrant is not responding, the entrant should be immediately retrieved from the space using the designated rescue procedures.
    4. Air monitoring-
      - a) Air conditions and contaminant levels shall be continually monitored throughout the entry procedures.
      - b) In the event the conditions change posing a hazard to the entrant, the entrant should be retrieved from the space using the designated rescue procedures.
    5. Ventilation-
      - a) If the space contained a hazardous atmosphere, forced air ventilation, making inert or flushing shall remain throughout the duration of the entry procedure.
      - b) In the event these measures fail, the entrant shall be retrieved from the space immediately using the designated rescue procedures.
  - **After entry:**
    1. Replace the entrance cover securely.
    2. Document the entry procedures using the confined space evaluation form. (See permit Appendix C)

## 4. Welding Provisions

- While ventilation can not be effectively ventilate from air supplied respirators or have mask approved by (MSHA) Mine Safety and Health Administration shall be used.
- If an (IDLH) Immediately dangerous to Life and Health situation is created, (SCBA's) Shelf Contained Breathing Apparatus shall be used.
  1. Personnel using SCBA's shall be specifically trained in the use of SCBA's being used.
- Oxygen shall never be used for ventilation.

# TOWN OF ALEXANDRIA

## 1403.15 Cranes and Derrick Policy

### 1. Purpose

- To protect employees from hazards associated with crane and derrick operation
- To ensure compliance with New Hampshire Department of Labor Standard **1403.15, Cranes and Derricks.**

### 2. Scope

- The requirements specified in this standard for crane operation near power lines shall not apply where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers have been erected to prevent physical contact with the lines.

### 3. Responsibilities

- **Employer shall:**
  1. Comply with all manufacturer's specifications and limitations for Equipment use.
  2. Ensure that employees receive proper training prior to operating cranes.
  3. Ensure that rated load capacities, recommended operating speeds and special hazard warnings or instructions are conspicuously posted on all equipment. These postings must be visible from the operator's station.
- **Employee/Competent Person shall:**
  1. Visually inspect all equipment prior to its use, correcting any deficiencies.
  2. Not use any crane or derrick if a discovered problem cannot be fixed.
  3. Barricade all accessible areas within the swing radius of the rear of the rotating superstructure to prevent other workers from being struck or crushed by the crane.

### 4. Procedural Overview

- **Before Crane Operation:**
  1. Perform visual inspection of crane.
  2. Correct deficiencies if necessary.
  3. Identify all power lines and other electrical sources within the operating zone of the crane.
- **During Crane Operation:**
  1. Operate the crane according to rated load capacities, recommended operating speeds, and special hazard warnings or instructions identified by the manufacturer and posted in a location visible from the operator's station.
  2. Cranes shall be operated so that no part or load is:
    - a) Within 10 feet of a line rated 50 kV or below;
    - b) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV, or;
    - c) Within twice the length of the line insulator, but never less than 10 feet.

# TOWN OF ALEXANDRIA

## *1403.16 Disposal Chute Policy*

### 1. Purpose

- To protect against hazards associated with exterior disposal of materials from heights of more than 20 feet.
- To protect against hazards associated with interior disposal of material through floor openings.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.16, Disposal Chutes**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that employees install disposal chutes according to the specifications identified in section 3 of this policy.
- **Employee shall:**
  1. Install disposal chutes according to the specifications identified in section 3 of this policy.
  2. Cease from vertical disposal of debris until disposal chutes are properly installed.

### 3. Procedural Overview

- **Before Debris Disposal:**
  1. Install an enclosed disposal chute whenever materials are dropped more than 20 feet to any exterior point of a building.
  2. When debris is dropped through holes in the floor without the use of chutes, the area where the material is dropped shall be enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edges of the opening above.
  3. Post warning signs of the hazard of falling materials at each level.
- **Before Terminating Work:**
  1. Remove daily to limit fire spread potential.

# TOWN OF ALEXANDRIA

## *1403.17 Dock-board Policy*

### 1. Purpose

- To protect employees from the hazards associated with transferring materials from trucks, railcars, etc. to loading docks.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.17, Dock-boards.**

### 2. Responsibilities

- **Employer shall:**
  1. Provide dock-boards for transferal of materials from trucks, railcars, etc. to loading docks
  2. Provide dock-boards with handholds and devices to prevent slipping and for ease of use and safe handling.
  3. Provide wheel chocks, dock locks, or other devices to prevent railroad cars, trucks, trailers, etc., from being moved while dock-boards are in use.
- **Employee shall:**
  1. Use dock-boards for transferal of materials from trucks, railroad cars, etc., to loading docks.
  2. Place wheel chocks under wheels of trucks or railroad cars, etc. to prevent movement when dock-boards are in use.

### 3. Procedural Overview

1. Place wheel chocks under wheels of trucks, railroad cars, etc.
2. Check weight limit of dock-board to avoid overloading hazards.
3. Put dock-board securely in place and anchor if necessary.
4. Transfer materials.
5. Remove dock-board and wheel chocks when loading/transfer is complete.

# TOWN OF ALEXANDRIA

## 1403.18 Ergonomics

### 1. Purpose

- To protect employees from ergonomic hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.18, Ergonomics.

### 2. Responsibilities

- **Employer shall:**
  1. Evaluate the workplace for ergonomic hazards using job hazard analysis.
  2. Address any complaint made by employees that suggests the presence of ergonomic hazards in the workplace.
  3. Correct any ergonomically related problem in the workplace that has been determined to be the source of employee injuries and illnesses.
  4. Provide training for employees who might be subject to ergonomic exposures.
- **Employee shall:**
  1. Report all ergonomic related injuries and illnesses using the <Employer> accident reporting procedures.

# TOWN OF ALEXANDRIA

## 1403.19 Excavating and Trenching Policy

### 1. Purpose

- To protect employees from hazards associated with excavating and trenching.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.19, Excavating and Trenching.**

### 2. Responsibilities

- **Employer shall:**
  1. Before excavation begins, contact utility companies to determine if there are underground utility installations in that area.
  2. Ensure that underground utilities are identified and marked prior to excavation.
  3. Supply employees with trench protective systems when necessary.
- **Competent Person (Supervisor) shall:**
  1. Inspect and evaluate the condition of all trenches and excavations prior to permitting employees to enter.
  2. Perform inspection at the beginning or each day and at least 3 to 4 times during the operation thereafter.
  3. Cease operation when weather or other conditions may affect the integrity of trench or excavation.
  4. Continue trenching or excavation operations once the conditions have been made safe according to the guidelines identified in section 3 of this policy.
  5. Evaluate proximity of trenching operations to retaining walls, utility poles, and other objects that may need support to prevent collapse or undermining.
- **Employee shall:**
  1. Follow the applicable procedures identified in section 3 of this policy.

### 3. Procedural Overview

- **Before Excavation or Trenching Operation-**
  1. Contact utility companies to determine if there are any underground utility installations in that area.
  2. Identify and mark underground utility installations prior to operations.
  3. Competent person must inspect and evaluate the condition of trench or excavation prior to permitting employees to enter.

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- **During Excavation or Trenching Operation-**

1. Competent person must inspect and evaluate the trench or excavation 3 to 4 times during the work day.
2. Use a trench protective system (e.g. trench box) or sloping of the ground to the appropriate angle of repose when walls and faces of trenches and excavations are 5 feet or more deep, or when, regardless of depth, there is a danger of cave in or moving ground.
3. Trenches 4 feet deep or more must have adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.
4. When employees are required to enter a trench or excavation, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation.
5. Support retaining walls, utility poles, or other objects which could collapse or undermine if not properly supported.
6. Wear/use appropriate personnel protective equipment.

## **4. Personal Protective Equipment**

- Personal Protective Equipment typically required for this operation includes but may not be limited to:
  - Hardhat
  - Safety Footwear
  - Gloves

# TOWN OF ALEXANDRIA

## 1403.20 Exits

### 1. Purpose

- To protect workers from injuries associated with exits.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.20 Exits**

### 2. Responsibilities

- (a) Every building designed for human occupancy shall be provided with exits sufficient to permit safe escape of occupants in case of emergency.
- (b) In hazardous areas, or where employees might be endangered by the blocking of any single means of egress due to fire or smoke, there shall be at least 2 means of egress remote from each other.
- (c) Exits and the way of approach and travel from exits shall be maintained so that they are unobstructed and are accessible at all times.
- (d) All exits shall discharge directly to the street or other open space that provides safe access to a public way.
- (e) Exit doors serving more than 50 people, or at high hazard areas, shall swing in the direction of exit travel.
- (f) Exits shall be marked by clearly visible, suitably illuminated exit signs. Exit signs shall be distinctive in color and provide contrast with the surroundings. The word "EXIT" shall be of plainly legible letters, not less than 6 inches high.
- (g) Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely mistaken for an exit, shall be identified by a sign reading "Not An Exit".



# TOWN OF ALEXANDRIA

## *1403.21 Fall Protection Policy and 1403.65 Wall Openings*

### 1. Purpose

- To protect workers from injuries associated with elevated falls.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.21, Fall Protection and 1403.65 Wall Openings.**

### 2. Scope

- This policy does not apply to stairways, ladders, scaffolds, cranes or steel erection.

### 3. Procedural Overview

- **Employer shall:**
  1. Provide employees with proper equipment to ensure protection against elevated fall hazards.
  2. Ensure the use of fall protection systems by employees to protect against elevated fall hazards.
- **Employee shall:**
  1. Evaluate work site for walking/working surfaces with an unprotected side or edge presenting an elevated fall hazard 6 feet or more above a lower level.
  2. Establish and use of fall protection systems in any of the following work situations:
    - a) Hoist areas;
    - b) Holes;
    - c) Formwork and reinforcing steel;
    - d) Ramps;
    - e) Runways and walkways;
    - f) Excavations;
    - g) Bricklaying;
    - h) Working above dangerous equipment;
    - i) Roofing work;
    - j) Precast concrete erection;
    - k) Wall openings; and
    - l) Other walking/working surfaces.

### 4. Personal Protective Equipment

- **Hazard Evaluation:**
  1. Before work commences during any of the above listed work situations, the site must be inspected for elevated fall hazards 6 or more feet above a lower level.
  2. Any walking/working surface with an unprotected side or edge meeting the above height requirement is considered a hazard from which employees should be protected.
  3. Wall openings from which there is a drop of more than 6 feet, and where the bottom of the opening less than 3 feet above the wall surface, shall be guarded.
  4. If the work site or situation meets any of the previous requirements, see **Selection of Fall Protection Equipment.**

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- **Selection of fall protection equipment:**

1. Select fall protection equipment based on hazards present.
2. Use guardrail systems, safety net systems or personal fall arrest systems to protect against fall hazards specified in this procedure.
3. When using personal fall arrest systems, components should be used according to manufacturer's guidelines.

## 5. Personal Protective Equipment

- Full body harness. Waist belts are not permitted.
- Fall arrest system
- Hard hat
- Gloves

# TOWN OF ALEXANDRIA

## *1403.22 Flagperson Policy*

### **1. Purpose**

- To protect employees from hazards associated with worksites on or adjacent to highways or streets.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.22, Flagperson.**

### **2. Responsibilities**

- **Employer shall:**
  1. Ensure that at worksites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, that a flagperson is provided.
  2. Provide appropriate training to any employee who may serve as a traffic flagger.
  3. Provide designated flagperson(s) with highly visible warning garment with retro-reflective striping while flagging, and ANSI Type 2 vest at a minimum is recommended. An ANSI Type 3 garment is suggested for night time flagging.
  4. Provide additional reflective warning garments or devices to flagpersons for nighttime flagging.
  5. Provide the flagperson with a combination Stop/Slow paddle at least 18 inches in width and letters that are at least 6 inches in height.
- **Employee/Flagperson shall:**
  1. Wear provided warning garments provided by employer at times designated to do so.
  2. Erect adequate "Flagger Ahead" warning signs.
  3. Use flags and/or paddles as instructed.

### **3. Additional Reference**

- Manual on Uniform Traffic Control Devices (MUTCD)

# TOWN OF ALEXANDRIA

## 1403.23 Flammable and Combustible Policy

### 1. Purpose

- To protect employees from the hazards associated with the use, storage and handling of flammable and combustible liquids.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.23, Flammables and Combustible**.
- To assist in compliance with sections of the National Fire Protection Association Code on Flammable and Combustible Liquids (NFPA 30).

### 2. Responsibilities

- **Employer shall:**
  1. Provide correct storage containers for flammable and combustible liquids used in the workplace.
  2. Have procedures in place to respond to the spill of flammable and combustible liquids.
  3. Provide a suitable fire control device or portable fire extinguisher at locations where flammable or combustible liquids are stored.
  4. Post conspicuous and legible signs that prohibit smoking in any area where refueling or servicing of containers containing flammable or combustible liquids takes place.
  5. Institute engineering, administrative or work practice controls to eliminate ignition hazards in areas where flammable or combustible liquids are handled, stored or used. Sources of ignition include but are not limited to:
    - a) Open flames;
    - b) Lightning;
    - c) Smoking;
    - d) Cutting and welding;
    - e) Hot surfaces;
    - f) Frictional heat;
    - g) Static;
    - h) Heat-producing chemical reactions; and
    - i) Radiant heat.
  6. Provide a portable fire extinguisher designated at least 6# BC within 75 feet of any refueling area.
- **Employee shall:**
  1. Handle, store and use flammable and combustible liquids according to manufacturer's guidelines and employer's policy.
  2. Only store flammable and combustible liquids in containers designed for that purpose.

### 3. Procedural Overview

- **Container requirements:**
  1. Portable containers in excess of one-gallon capacity shall have a self-closing lid and a pressure relief device.
  2. Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.

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3. Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected or bonded.
- **Outside storage:**
    1. Outside storage areas shall be graded in such a manner to divert spills away from buildings or other exposures, or be surrounded with curbs or dikes at least 6 inches high with appropriate drainage to a safe location for accumulated liquids.
  - **Inside storage room requirements:**
    1. Be of fire resistive construction;
    2. Be liquid tight where walls join the floor;
    3. Have approved self-closing fire doors at all openings, at least 4 inch sills;
    4. Have ramps or depressed floors or open integrated trench which drains to a safe location;
    5. Have a ventilation system that provides at least six air changes within the room per hour; and
    6. In areas used for storage of Class I liquids, electrical wiring approved for use in hazardous locations.
  - **Other**
    1. Specific guidance and information can be obtained by contacting the authority having jurisdiction which is typically the local fire department.

# TOWN OF ALEXANDRIA

## *1403.24 Floor Openings and Open Sides Policy*

### **1. Purpose**

- To protect employees from hazards associated with floor openings and open stairway sides.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.24, Floor Openings and Open Sides**.

### **2. Responsibilities**

- **Employer shall:**
  1. Ensure that all floor openings and open railing sides are adequately guarded according to the specifications listed in section 3 of this policy.
- **Employee shall:**
  1. Ensure that cover plates, removable rails and hinged floor openings are appropriately placed both during and after work in the opening.

### **3. Procedural Overview**

- **Stairways and Ladderways:**
  1. Standard railings must be installed on all open sides except at the entrance.
  2. Entrance to ladderway openings must have a guard to prevent a person from walking directly into the opening.
- **Hatchways and Chutes:**
  1. Must be guarded by a hinged floor opening cover.
  2. Must be equipped with:
    - a) standard railings leaving only one exposed side; or
    - b) a removable railing with toeboard on not more than 2 sides and fixed standard railing with toeboards on all other exposed sides.
- **Other Floor Openings:**
  1. Floor openings into which persons can accidentally walk must be guarded by:
    - a) A standard railing with standard toeboard on all exposed sides; or
    - b) A floor opening cover capable of supporting at least twice the weight of employees, equipment and materials that might be imposed on these covers at any one time.
  2. Covers must be secure to prevent accidental displacement.
  3. Covers must be marked with the word "hole" or "cover" to provide warning of the hazard.

# TOWN OF ALEXANDRIA

## *1403.25 Forklift and Powered Industrial Truck Policy*

### 1. Purpose

- To protect employees from the hazards associated with the operation of forklift trucks and other powered industrial trucks.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.25, Forklift Trucks and Powered Industrial Trucks.**

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of forklifts and powered industrial trucks.
  2. Ensure that all employees operate forklifts and powered industrial trucks in a safe manner.
- **Employee shall:**
  1. Receive proper training before operating a forklift or powered industrial truck.
  2. Conduct a pre-trip inspection before driving a forklift or powered industrial truck.
  3. Communicate any hazards or unsafe conditions associated with the truck.
  4. Report accidents or property damage caused or involving forklifts or powered industrial trucks.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall stop and sound horn at any blind intersection that presents the possibility of collision with another forklift, workers, etc.
  2. Palletized material shall not be pushed into trailers or across floors.
  3. Stunt driving and horseplay is strictly prohibited.
  4. Drivers must slow down for wet or slippery floors.
  5. Driver will not proceed if visibility is obscured by the load.
- **Loading:**
  1. Only stable or safely arranged loads shall be handled.
  2. Only loads within the rated capacity of the truck shall be handled.
  3. No more than (2) pallets of material may be stacked for transporting.
  4. No more than (1) pallet material shall be handled while loading or unloading from storage areas.
  5. Truckers and/or Highway trucks shall be braked and/or chocked placed under the wheels to prevent rolling dump loading operations.
- **Inspection:**
  1. Employees are required to perform pre-trip inspections prior to operating a forklift or powered industrial truck using the pre-trip inspection form. (See Appendix D)
  2. Any forklift or powered industrial truck that does not pass all points of pre-trip inspection must be removed from service until an authorized person can properly repair it.

# TOWN OF ALEXANDRIA

## 1403.27 Hand Tool Policy

### 1. Purpose

- To protect employees from hazards associated with the use of hand held tools and hand held power tools.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.27, Hand Tools**.

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of all hand tools including those furnished by employees.
  2. If electric power operated tools are provided they must be double insulated, grounded or used with ground fault circuit interrupters.
- **Employee shall:**
  1. Only use hand tools that are in safe working order.
  2. Inspect hand tools prior to use to look for:
    - a) Cracked handles;
    - b) Loose heads;
    - c) Mushroomed heads on wedges, chisels or similar tools;
    - d) Broken screw driver tips;
    - e) Any other damage to hand tool that would make it unsafe for use.
  3. Remove any damaged hand tool from service until it can be fixed or dispose of the tool permanently.
  4. When using electric power operated tools, ensure the tools are double insulated, grounded or used with ground fault circuit interrupters.
  5. Wear appropriate safety glasses, face shields, etc. while using hand tools or equipment that might produce flying materials or be subject to breakage.



# TOWN OF ALEXANDRIA

## 1403.28 Hoist Policy

### 1. Purpose

- To protect employees from hazards associated with the operation of hoisting equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.28, Hoists**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all hoists are installed according to the manufacturer's specifications and limitations.
  2. Post rated load capacities, recommended operating speeds, and special hazard warnings or instructions on cars and platforms.
  3. Ensure that hoists are guarded according to the specifications listed in section 3 of this policy.
  4. Train employees on proper operating procedures for hoists.
- **Employee shall:**
  1. Operate hoists according to manufacturer's guidelines
  2. Not remove hoist safeguards unless energy sources are properly locked out.
  3. Not remove hoist safeguards unless authorized to do so.

### 3. Procedural Overview

- **Safeguarding requirements:**
  1. Protect hoistway entrances of material hoists with full width gates or bars.
  2. Hoistway doors or cages of personnel hoists shall be not less than 6 feet 6 inches high and shall be protected with mechanical locks which cannot be operated from the landing side and shall be accessible only to persons on the car.
  3. Overhead protective coverings must be provided on the top to the hoist cage or platform.

# TOWN OF ALEXANDRIA

## 1403.29 Housekeeping

### 1. Purpose

- To protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.29 Housekeeping**

### 2. Responsibilities

- **Employer shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Ensure that permanent aisles and passageways are appropriately marked.
  3. In wet processes, assure maintenance or drainage or provide false floors, platforms, mats or other dry standing places when practical to reduce slip and fall potential.
  4. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.
- **Employee shall:**
  1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
  2. Report hazardous conditions to your supervisor for repair.
  3. Store materials and/or tools and equipment so it will not present a hazard.
  4. Dispose of trash at frequent intervals as established by the employer.
  5. Appropriately dispose of combustible materials at the end of each shift.
  6. Remove scrap with protruding nails and other debris from the work area immediately.

### 3. Procedural Overview

- **Clean-up:**
  1. Spills shall be cleaned up in a timely fashion.
  2. When necessary, warning signs must be put up in a spill area to warn employees.
  3. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.
- **Maintenance:**
  1. Damaged floor surfaces that present a hazard to workers shall be promptly reported to and repaired in timely fashion.
  2. In the event that a damaged floor surface cannot be repaired in a timely fashion, warning signs and/or barricades must be put up in the immediate area until repairs can be made.

# TOWN OF ALEXANDRIA

## *1403.30 Hygiene and Sanitation Policy*

### 1. Purpose

- To ensure a supply of safe drinking water to all places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.30, **Hygiene and Sanitation**.

### 2. Scope

- This policy does not apply to mobile work crews so long as they have transportation or access to water and sanitary facilities.

### 3. Responsibilities

- **Employer shall:**
  1. Supply potable water at all places of employment.

### 4. Procedural Overview

- **Set-up:**
  1. Keep all potable water drinking containers equipped with a cap and closed at all times.
  2. Each container must have a tap from which water is drawn.
  3. If disposable cups are provided, they must be kept in a sanitary container and a receptacle must be provided for disposal of used cups.
- **Use:**
  1. Each employee must use a separate drinking container.
  2. If an employee uses a disposable cup, it must be disposed of in the provided receptacle.

# TOWN OF ALEXANDRIA

## 1403.32 Fixed Ladder Policy

### 1. Purpose

- To protect employees from hazards associated with fixed ladder installations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.32, **Ladders (Fixed and Portable)**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all fixed ladder installations meet requirements listed in section 3 of this policy.
  2. Ensure that all portable ladders meet the requirements in sections of this policy.
  3. Provide stepladders with metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
  4. Train employees in proper inspection, use and set-up of ladders including wooden, metal and non self-supporting ladders.
- **Employee shall:**
  1. Perform pre-use ladder inspection, according to section 3 of this policy, before placing any ladder into service.
  2. Remove from service any ladder that has developed defects and is unsafe for use.
  3. Tag or mark unsafe ladders with the words "Dangerous, Do Not Use."
  4. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
  5. Set up any ladder used to gain access to a roof or platform must extend at least 3 feet above the platform.

### 3. Procedural Overview

- **Fixed Ladder Installation Requirements:**
  1. Metal rungs must have a minimum diameter of 3/4 inch.
  2. Wooden rungs must have a minimum diameter of 1-1/8 inch.
  3. Rungs must be spaced uniformly no more than 12 inches apart.
  4. Rungs must be a minimum of 16 inches in length.
  5. Ladder side rails must extend 3 1/2 feet above the top landing.
- **Fixed Ladder Safeguards:**
  1. Ladders more than 20 feet in length must be equipped with safety devices such as cages, wells or fall protection systems.
  2. Ladders with cages must have a platform every 30 feet of travel.
  3. Ladders without cages must have a platform every 20 feet of travel.
  4. Cages on fixed ladders must extend at least 42 inches above the top landing.
  5. The bottom of the cage shall be not less than 7 feet nor more than 8 feet from the bottom of the ladder.
- **Portable Ladder Preuse Inspections:**
  1. Check joints between the steps and side rails to make sure they are tight
  2. Hardware fittings should be firmly attached

# TOWN OF ALEXANDRIA

3. Lubricate pulleys, locks and wheels when necessary.
4. Look for cracks in wood ladders.
5. Check for frays in ropes of extension ladders. Replace worn or frayed ropes before use.
6. Ensure that movable parts operate without binding or undue play.
7. Look for bends or cracks in metal ladders.

- **Portable Ladder Use Precautions:**

1. Always check for overhead power lines and maintain a safe distance from them when raising, lowering and using portable ladders of wood, metal or fiberglass.
2. Always check ladder for load capacities before use.
3. Set up non self-supporting ladders on a sound base at a 4:1 pitch to prevent slipping.
4. Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.

# TOWN OF ALEXANDRIA

## 1403.33 Lasers

### 1. Purpose

- To protect employees from exposure to laser lights used in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.33, Lasers.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that only trained and authorized employees operate laser equipment.
  2. Provide employees with appropriate personal protective equipment (PPE) such as protective eyewear.
  3. Ensure that beam shutters or caps whenever possible.
  4. Provide training to employees on safe and effective use of lasers.
- **Employee shall:**
  1. Follow practices set by the employer for the use of lasers.
  2. Use personal protective equipment like protective eyewear when working with lasers.
  3. Not leave laser unattended and shall turn them off when not in use.

### 3. Procedural Overview

- **General Requirements:**
  1. Only employees who have had training by the employer or equipment manufacturer shall be assigned to install, adjust, and operate laser equipment.
  2. Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended, such as during lunch hour, overnight, or at change of shifts, the laser shall be turned off.
- **Protective Equipment:**
  1. Employees shall wear appropriate eye protection designed to safeguard against potential exposure to laser light greater than 0.005 watts (5 milliwatts).
- **Exposure Limits:**
  1. Employees shall not be exposed to light intensities above the following:
    - a. Direct staring - 1 micro-watt per square centimeter;
    - b. Incidental observing - 1 milliwatt per square centimeter;
    - c. Diffused reflected light - 2-1/2 watts per square centimeter.

Employees shall not be exposed to microwave power densities in excess of 10 milliwatts per square centimeter.

# TOWN OF ALEXANDRIA

## 1403.34 Liquefied Petroleum Gas Policy

### 1. Purpose

- To protect employees from the hazards associated with the use, storage and handling of liquefied petroleum gas (LPG).
- To ensure compliance with New Hampshire Department of Labor Standard 1403.34, **Liquefied Petroleum Gas**.

### 2. Responsibilities

- **Employer shall:**
  7. Provide correct storage containers for flammable and combustible liquids used in the workplace.
  8. Have procedures in place to respond to the spill of flammable and combustible liquids.
  9. Provide a suitable fire control device or portable fire extinguisher at locations where flammable or combustible liquids are stored.
  10. Post conspicuous and legible signs that prohibit smoking in any area where refueling or servicing of containers containing flammable or combustible liquids takes place.
  11. Institute engineering, administrative or work practice controls to eliminate ignition hazards in areas where flammable or combustible liquids are handled, stored or used. Sources of ignition include but are not limited to:
    - j) Open flames;
    - k) Lightning;
    - l) Smoking;
    - m) Cutting and welding;
    - n) Hot surfaces;
    - o) Frictional heat;
    - p) Static;
    - q) Heat-producing chemical reactions; and
    - r) Radiant heat.
  12. Provide a portable fire extinguisher designated at least 6# BC within 75 feet of any refueling area.
- **Employee shall:**
  3. Handle, store and use flammable and combustible liquids according to manufacturer's guidelines and employer's policy.
  4. Only store flammable and combustible liquids in containers designed for that purpose.

### 3. Procedural Overview

- **Container requirements:**
  4. Portable containers in excess of one-gallon capacity shall have a self-closing lid and a pressure relief device.
  5. Flammable and combustible liquids shall be drawn from or transferred into containers only through a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve. Transferring by means of air pressure is prohibited.
  6. Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected or bonded.

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- **Outside storage:**
  1. Outside storage areas shall be graded in such a manner to divert spills away from buildings or other exposures, or be surrounded with curbs or dikes at least 6 inches high with appropriate drainage to a safe location for accumulated liquids.
  
- **Inside storage room requirements:**
  7. Be of fire resistive construction;
  8. Be liquid tight where walls join the floor;
  9. Have approved self-closing fire doors at all openings, at least 4 inch sills;
  10. Have ramps or depressed floors or open integrated trench which drains to a safe location;
  11. Have a ventilation system that provides at least six air changes within the room per hour; and
  12. In areas used for storage of Class I liquids, electrical wiring approved for use in hazardous locations.
  
- **Other**
  2. Specific guidance and information can be obtained by contacting the authority having jurisdiction which is typically the local fire department.



# TOWN OF ALEXANDRIA

## 1403.35 Lockout Policy

### 1. Purpose

- To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.35, Lockout.

### 2. Responsibilities

- **Employer shall:**
  1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
  2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.
- **Employee shall:**
  1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
  2. Lock all energy sources or switches in the “off” position prior to making any repairs.

### 3. Procedural Overview

- **Identify all forms of potentially hazardous energy:**
  1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum or mechanical.
- **Notify affected employees:**
  1. Inform all affected employees of pending shutdown
- **Shut down equipment through normal means:**
  1. Depress stop button, toggle switch, etc.
- **Apply lock to energy isolation device:**
  1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
  2. Attach the lock to the machine’s energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
- **Release all excess energy from machinery:**
  1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.
- **Perform maintenance or repair work on machinery:**
- **Remove lock:**
  1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
  2. Only the employee performing repair work may remove the lock and restart the machinery.
- **Restart equipment:**
  1. Ensure that people, tools, etc. are clear of machine before start up.

# TOWN OF ALEXANDRIA

## 1403.39 Medical Services

### 1. Purpose

- To provide for prompt medical attention to injured employees.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.39, Medical Services**.

### 2. Responsibilities

- **Employer shall:**
  5. Ensure that a medical chest (first aid kit) is available on site in accordance with new Hampshire RSA 277:6.
  6. Emergency phone numbers for ambulance service, hospital, or physician are posted throughout the facility.
- **Employee shall:**
  4. Follow practices set by the employer when dealing with medical emergencies.
  5. Shall notify the employer when supplies in the medical chest (first aid) kit are running low and need to be re-stocked.

### 3. Procedural Overview

- **General Requirements:**
  1. Maintain an up-to-date first aid kit in each workplace.
  2. Post emergency phone numbers throughout the workplace.
- **Medical Chest (RSA 277:6)**
  1. The medical chest (first aid kit) shall be free of expense to the employees.
  2. The medical and surgical chest shall contain plasters, bandages, absorbent cotton, gauze and all other necessary medicines, instruments and other appliances for the treatment of persons injured or taken ill upon the premises.

# TOWN OF ALEXANDRIA

## *1403.40 Mechanized Equipment Policy*

### 1. Purpose

- To protect employees from hazards associated with the operation of mechanized construction equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.40, Mechanized Equipment**.

### 2. Responsibilities

- **Employer shall:**
  1. Train employees in the safe operation of all mechanized equipment.
  2. Ensure that employees operate the equipment in a safe manner.
- **Employees shall:**
  1. Receive proper training before operating equipment.
  2. Conduct an inspection of the equipment before use.
  3. Report any hazards or unsafe conditions at once.
  4. Report any accidents or damage caused by or involving the mechanized equipment.

### 3. Procedural Overview

- **Traveling:**
  1. Operators shall not use any construction, earthmoving, or compacting equipment with an obstructed view to the rear unless:
    - a. A reverse signal (back up alarm) is operational and distinguishable from surrounding noise; and
    - b. Is backed with the use of a spotter/observer who communicates clearly with the operator that it is safe to do so.
- **Maintenance - Repair:**
  1. All suspended parts of said equipment (i.e. hoppers, dump bodies, buckets, booms) shall be blocked or braced before work begins below said components.

# TOWN OF ALEXANDRIA

## *1403.41 Noise Exposure Policy*

### **1. Purpose**

- To protect employees from hazards associated with occupational noise exposure.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.41, Noise Exposure.**

### **2. Responsibilities**

- **Employer shall:**
  1. Monitor noise levels in the workplace to ensure they do not exceed an 8 hour time weighted average of 90 db.
  2. Institute engineering and administrative controls to reduce employee noise exposures when necessary.
  3. Provide hearing protection, free of charge, when engineering and administrative controls fail to reduce employee noise exposures.
  4. Train employees in the correct fit and care of hearing protection devices.
  5. Monitor exposure to impulsive or impact noise to ensure employee exposure does not exceed 140 db peak sound pressure level.
  6. Keep records of sound level readings and employee training.
- **Employee shall:**
  1. Inform employer when exposure to excessive noise is suspected.
  2. Follow guidelines of instituted engineering and administrative controls that are designed to reduce employee noise exposure.
  3. Wear provided hearing protection when employer deems necessary.

# TOWN OF ALEXANDRIA

## *1403.42 Overhead Gantry Hoists and Cranes Policy*

### 1. Purpose

- To protect employees from hazards associated with the operation of overhead gantry hoists and cranes.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.42, Overhead Gantry Hoists and Cranes.**

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that inspection of all crane/hoist parts occurs every 12 months.
  2. Ensure that the rated load of the crane/hoist is plainly marked on each side of the crane.
  3. In the case that a crane has more than one hoisting unit, each must be marked with the rated load capacity on it or its load block. All load capacity postings must be visible from the ground or floor.
  4. Ensure that all cranes/hoists are equipped with stops at the limit of travel of the wheels.
- **Employee shall:**
  1. Perform inspection of crane/hoists operating mechanisms prior to use according to section 3 of this policy.
  2. Load cranes according to load capacities posted on crane/hoists.
  3. Neutralize all crane energy sources and lockout equipment prior to performing maintenance.

### 3. Procedural Overview

- **Pre-use Inspection Guidelines:**
  1. The following crane/hoist parts must be inspected before use to ensure proper working order and integrity. They must be repaired or replaced prior to further use of the crane/hoist:
    - a) Operating mechanisms;
    - b) Air and hydraulic systems (including hoses and supply lines);
    - c) Chains;
    - d) Rope slings;
    - e) Hooks; and
    - f) Other lifting equipment which may pose a hazard to the operator if not working correctly.
- **12 Month Inspection Guidelines:**
  1. The following crane/hoists parts must be inspected every 12 months to ensure proper working order and integrity. They must be repaired or replaced prior to further use of the crane/hoist:
    - a) Deformed, cracked, corroded, worn or loose members or parts;
    - b) The brake system, limit indicators, power plant; and
    - c) Electrical apparatus.

# TOWN OF ALEXANDRIA

## *1403.43 Personal Protective Equipment Policy*

### **1. Purpose**

- To ensure that all hazards in the workplace are evaluated to determine the application of personal protective equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.43, Personal Protective Equipment**.

### **2. Responsibilities**

- **Employer shall:**
  1. Evaluate the workplace to determine hazardous environments in which workers perform tasks.
  2. Attempt to eliminate those hazards through engineering controls, administrative controls or work practice controls.
  3. Determine the application of personal protective equipment if the hazard cannot be eliminated with the previous three methods.
  4. Provide personal protective equipment, without cost, to those employees who must wear it according to the findings of the workplace hazard analysis.
  5. Provide US Coast Guard-approved life jackets or buoyant work vests, without cost, to all employees working over or near water or where the danger of drowning exists (wells, rivers, ponds, wastewater lagoons, etc.).
- **Employee shall:**
  1. Wear/use all personal protective equipment provided by the employer.
  2. Wear/use all personal protective equipment according to manufacturer's guidelines.
  3. Inspect personal protective equipment prior to every use to ensure its integrity and ability to protect from hazards.
  4. Replace all personal protective equipment that is damaged, worn through 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.).

# TOWN OF ALEXANDRIA

## *1403.44 Portable Abrasive Wheel Machinery Policy*

### **1. Purpose**

- To protect employees from hazards associated with the use of portable abrasive wheel machinery.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.44, **Portable Abrasive Wheel Machinery**.

### **2. Scope**

- This policy is not applicable to wheels used while within the work being ground and to mounted wheels, used in portable operations, 2 inches and smaller in diameter.

### **3. Responsibilities**

- **Employer shall:**
  1. Provide safety guards for machines that use abrasive wheels.
  2. Provide eye protection to employees who operate portable abrasive wheel machinery.
- **Employee shall:**
  1. Only use machines with abrasive wheels that are properly guarded as specified by section 4 of this policy.
  2. Never remove an abrasive wheel guard unless the equipment is unplugged and the removal is for maintenance reasons.
  3. Always wear eye protection provided by employer when operating portable abrasive wheel machinery.

### **4. Procedural Overview**

- **Portable Abrasive Machinery Guard Requirements:**
  1. A safety guard must cover the following abrasive grinding machinery parts:
    - a) Spindle end;
    - b) Nut projections;
    - c) Flange projections; and
  2. Guards must be mounted so as to maintain proper alignment with the wheel.
  3. Guards used on right angle head or vertical portable grinders must have a maximum exposure angle of 180 degrees.
  4. Guards must be aligned so they are between the wheel and operator during use.
  5. Guards must be aligned so that pieces of debris and pieces of accidentally broken wheels are deflected away from the operator.

### **5. Personal Protective Equipment**

- **Personal Protective Equipment required for use with abrasive wheel machinery includes but may not be limited to:**
  - Safety Glasses/Goggles
  - Face Shield
  - Gloves

# TOWN OF ALEXANDRIA

## *1403.46 Powder-Actuated Tool Policy*

### 1. Purpose

- To protect employees from hazards associated with the use of powder-actuated tools.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.46, Powder-Actuated Tools**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide employees who operate powder-actuated tools with training prior to use of such tools. Training can be conducted by the employer or by the equipment's manufacturer prior to use of powder-actuated tools.
  2. Provide employees and assistants to employees using powder-actuated tools, with eye and face protection.
  3. Ensure that powder-actuated tools used by employees meet the specifications identified in section 3 of this policy.
- **Employee shall:**
  1. Not use powder-actuated tools unless trained by employer or equipment manufacturer.
  2. Perform pre-use inspection and test to ensure powder-actuated tools are working properly. If tool is not working correctly it shall not be used until defects are corrected.
  3. Not load tools until ready for immediate use.
  4. Not leave loaded tools unattended.
  5. Not use powder-actuated tools without personal protective equipment.

### 3. Procedural Overview

- **Powder-actuated Tool Safeguarding Requirements-**
  1. Muzzle end of the tool must have a protective shield.
  2. Tools must be designed so that they cannot fire unless a guard is in place.
  3. Tools must be designed so that they cannot fire during loading or preparation to fire or if the tool is dropped.
  4. Tools must be designed so that they cannot fire unless pressed against the work surface.

### 4. Personal Protective Equipment

- **Personal Protective Equipment needed for use with powder-actuated tools includes but may not be limited to:**
  1. Safety Glasses/Goggles
  2. Face Shield
  3. Hearing Protection (Muffs or Plugs)
  4. Hand Protection



# TOWN OF ALEXANDRIA

## 1403.47 Radiation

### 1. Purpose

- To protect employees from being exposed to radiation.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.47, **Radiation**.

### 2. Responsibilities

- **Employer shall:**
  7. Provide controls to prevent any employee from being exposed to radiation, either ionizing or electromagnetic, in excess of acceptable limits as established by He-P 4001.
  8. Conspicuously post signs and/or barriers to identify and warn of radiation areas.
  9. Maintain records of the radiation exposure of all employees who are required to work in areas where radiation may be present.
- **Employee shall:**
  6. Follow practices set by the employer for the control of radiation exposure.
  7. Wear personal dosimeters as required by the employer.

### 3. Procedural Overview

- **General Requirements:**
  3. Post warning and/or danger signs where radiation may be present.
  4. Establish controls to prevent employee exposure.
  5. Monitor exposure through the use of personal dosimeters or other equally effective means.

# TOWN OF ALEXANDRIA

## *1403.48 Railings Policy*

### 1. Purpose

- To ensure proper installation and safe construction of railings in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.48, Railings**.

### 3. Responsibilities

- This policy shall not apply to scaffoldings or stairway railings.

### 3. Responsibilities

- **Employer shall:**
  1. Ensure that railings are in place and maintained per the specific requirements listed in section 3 of this policy.
- **Employee shall:**
  1. Report any damaged or defective rails immediately and take the necessary steps to warn or protect the hazard or defect until repairs are made.

### 3. Procedural Overview

- **Railing Guidelines-**
  1. Railings shall be 42 inches in vertical height and shall consist of a top rail, and an intermediate (mid) rail.
  2. Railings over walkways or areas where persons could pass beneath shall be equipped with a toe board of 4 inches in height.
  3. Railings shall be constructed to withstand a load of at least 200 pounds in any vertical or horizontal direction.

# TOWN OF ALEXANDRIA

## *1403.50 Respiratory Protection Policy*

### 1. Purpose

- To protect employees from respiratory hazards in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.50, Respiratory Protection**.

### 2. Responsibilities

- **Employer shall:**
  10. Minimize respiratory hazards through engineering, work-practice and administrative controls.
  11. Test any work area or work process to determine the necessity of respiratory protection for employees in those areas.
  12. Train supervisors and other affected employees in the selection, use and maintenance or respiratory protection.
  13. Provide fit testing of respirator protective equipment.
  14. Ensure that employees wear respiratory protection when required to do so.
- **Employee shall:**
  8. Follow practices set by the employer for proper selection, use and maintenance of respiratory protection.
  9. Use respiratory protection when deemed necessary by the employer.

### 3. Procedural Overview

- **General Requirements:**
  6. Issue respiratory protection based on hazardous conditions or potential hazards.
  7. Fit test employees expected to use respirators to ensure an adequate face-to-face piece seal.
  8. Employees with long facial hair such as beards are not permitted to wear respiratory protection.
- **Respiratory Protection Cleaning, Inspection and Maintenance:**
  1. Inspect respiratory protection before use to check for contamination, deterioration or other conditions that would make equipment unfit for use. Respirators for emergency use shall be inspected at least monthly.
  2. Disinfect and clean respiratory protection after use and check for damage.
  3. Store respirators in a clean and sanitary location when not in use.
- **Medical**
  1. It is recommended that employees required to wear respiratory protection shall undergo a related medical evaluation prior to using any respirator.

# TOWN OF ALEXANDRIA

## *1403.52 Rollover Protective Structure (ROPS) Policy*

### 1. Purpose

- To protect employees from accidental rollover of mechanized equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.52 Rollover Protective Structures (ROPS)**.

### 2. Scope

- This policy does not apply to sideboom pipelaying tractors or compactors or other equipment exempted by these requirements.

### 3. Responsibilities

- **Employer shall:**
  1. Only purchase equipment listed in Section 4 which is equipped with rollover protective structures.
  2. Retrofit existing equipment listed in Section 4 with appropriate rollover protective structures in accordance with manufacturer's guidelines.
- **Employee shall:**
  1. Wear seat belts whenever operating equipment with rollover protective structures.
  2. Report damage and defects to the rollover protective structures immediately.

### 4. Procedural Overview

- **General Requirements:**
  1. The following equipment shall have ROPS:
    - a. Rubber tired front end loaders
    - b. Rubber tired dozers
    - c. Wheel type agricultural and industrial tractors
    - d. Crawler tractors/dozers
    - e. Crawler type loaders
    - f. Motor graders
    - g. All rubber-tired scrapers
    - h. Fork lifts
  2. All operators of equipment equipped with ROPS shall wear a seat belt.

# TOWN OF ALEXANDRIA

## *1403.53 Safety Net Policy*

### **1. Purpose**

- To protect employees from fall hazards associated with elevated work surfaces.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.53, Safety Nets**.

### **2. Responsibilities**

- **Employer:**
  1. Train (or ensure equipment manufacturer training) of employees who will be responsible for set up of safety net systems.
  2. Evaluate elevated work surfaces for the application of personal fall arrest systems so that safety nets are a last resort for employee fall protection.
  3. Train employees in the proper use of personal fall arrest systems including proper selection, fit, inspection and application.
- **Employee:**
  1. Only employees trained by employer or equipment manufacturer are authorized to set up safety net systems.
  2. Work on elevated surfaces shall not commence until safety nets are properly installed.
  3. When employer requires personal fall arrest systems, or other fall protection systems, they shall only be used by employees who have been trained to do so properly.

# TOWN OF ALEXANDRIA

## 1403.54 Saws Policy

### 1. Purpose

- To protect employees from hazards associated with band saws, portable circular saws, radial saws, swing or sliding cut-off saws and table saws.
- To ensure compliance with New Hampshire Department of Labor Standards **1403.54, Saws.**

### 2. Scope

- This policy applies to Band Saws, Portable Circular Saws, Radial Saws, Swing or Sliding Cut-off Saws, and Table Saws

### 3. Responsibilities

- **Employer shall:**
  1. Ensure proper guarding of all saws.
  2. Provide proper guards for all saws.
  3. Provide training on safe use of all saws.
- **Employee:**
  1. Ensure that proper guards on saws are in place before use.
  2. Perform pre-use inspection of all saws.
  3. Not use any saw that cannot pass all parameters of pre-use checklist.
  4. Wear eye protection (personal protective equipment).

### 4. Procedural Overview

- **All parameters of a saw checklist must be met before the saw may be used. If accommodations cannot be made so that the saw does meet those requirements it should be removed from service until fit for use.**
- **Band Saw Pre-use Checklist:**
  1. All portions of the band saw are enclosed and guarded except the working portion.
  2. Band saw wheels are fully enclosed.
  3. The outside periphery of the enclosure is solid.
  4. The front and back are solid, wire mesh or perforated metal.
- **Portable Circular Saw Pre-use Checklist:**
  1. If the saw blade diameter is greater than 2 inches:
  2. It is equipped with guards above and below the base plate or shoe.
  3. Lower guard covers the saw to the depth of the blade.
  4. When pulled back and released, the lower guard springs back into its original position.
- **Radial Saw Pre-use Checklist:**
  1. The saw has an upper guard that fully encloses the upper half of the saw blade.

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2. The sides of the blade are equipped with a guard that automatically adjusts to the thickness of the material.
  3. A device that prevents material kick back is in place.
  4. The saw has an adjustable stop that prevents forward travel of the saw beyond a desired point.
  5. When pulled forward and released, the saw returns from its starting position on its own.
- **Swing or Sliding Cut-off Saw Pre-use Checklist:**
    1. A hood that completely encloses the upper half of the saw is in place.
    2. When the saw is pulled forward and released at any point in its travel distance, the saw returns to its starting point automatically.
    3. If the saw is inverted, it has a hood that covers the portion of the blade that protrudes above the top of the table or material being cut. **\*This parameter must only be met if the saw has an inverted set-up.**
    4. The limit stop, which prevents the saw from extending beyond front and back edges of the table, is in place and working properly.
  - **Table Saw Pre-use Checklist:**
    1. The hood covering the portion of the blade protruding from the table is in place and automatically adjusts itself to the thickness of the material being cut.
    2. When a table saw is used for ripping, a device is in place to prevent material from kicking back at the operator.
    3. The saws with feed rolls are protected with hoods or guards to prevent the hand of the operator from coming in contact with in-running rolls at any point.

## 5. Personal Protective Equipment

- **Personal Protective Equipment typically required when using saws includes but may not be limited to:**
  - Safety Glasses/Goggles
  - Dust Mask

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## 1403.55 Scaffolding Policy

### 1. Purpose

- To protect employees from hazards associated with the use of scaffolding equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.55, Scaffolds.**

### 2. Scope

- The requirements of this policy must be met in addition to the requirements of RSA 277:3 and RSA 277:4.

### 3. Responsibilities

- **Employer shall:**
  1. Provide training to all employees designated to erect scaffolding equipment.
  2. Provide the workforce with scaffolding in proper working order, free of defects or other recognized hazards.
  3. Provide employees with personal fall arrest systems for use on all scaffolding equipment.
- **Employee shall:**
  1. Be permitted to erect scaffolding equipment once properly trained.
  2. Erect scaffolding equipment according to the guidelines in section 4 of this policy.
  3. Wear personal fall arrest equipment and any other personal protective equipment designated by the employer for use on scaffolding.
  4. Inspect all scaffolding equipment prior to use to ensure integrity.

### 4. Procedural Overview

- **Scaffolding set-up:**
  1. Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement.
  2. Only designated materials shall be use for footing.
  3. Scaffold height should not exceed four times the base width.
- **Planking:**
  1. All planking shall be scaffold grade or equivalent as recognized by approved grading rules for the species of wood used.
  2. The maximum permissible spans for 2 x 10 or wider planks are as follows:

Planking Material Thickness					
	Full thickness Undressed Lumber			Nominal Thickness Lumber	
Working Load (p.s.f.)	25	50	75	25	50
Permissible Span (ft)	10	8	6	8	6

3. The maximum permissible span for 1-1/4 x 9 inches or wider plank of full thickness is 4 feet, with medium loading of 50 p.s.f.
4. Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.
5. Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches.
6. An access ladder or equivalent safe access shall be provided. **Employees are prohibited from climbing the outer structure of a scaffold!**



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- **Mobile Platforms:**

1. Shall be tightly planked for the full width to the scaffold except for necessary entrance opening.
2. Platforms shall be secured in place.
3. Brakes or wheel chocks shall be set when a mobile platform is in use.
4. Employees shall not ride a mobile platform when it is being moved.

- **Tubular welded frame scaffolds:**

1. Shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally.
2. Cross braces shall be of such length as shall automatically square and align vertical members so that the erected scaffold is always plumb, square, and rigid.
3. All brace connections shall be inspected for security.

- **Fall Protection:**

1. Fall protection shall be selected and use in accordance with applicable Fall Protection Policy.
2. All employees working scaffolds shall be protected with a full body harness attached to a lifeline.
3. Lifelines shall be attached to substantial members of the structure, not to the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall.
4. In order to keep the lifeline continuously attached, with a minimum of slack, to a fixed structure, the attachment point of the lifeline shall be changed as the work progresses.

# TOWN OF ALEXANDRIA

## 1403.56 Spray Finishing Operations Policy

### 1. Purpose

- To protect employees from hazards associated with spray finishing operations.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.56, Spray Finishing Operations**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure that all spray finishing booths are installed according to requirements in section 3 of this policy.
  2. Determine the application of personal protective equipment such as respirators in spray finishing operations.
- **Employee shall:**
  1. Adhere to all safe operating procedures for spray finishing operations identified in section 3 of this policy.
  2. Use personal protective equipment deemed necessary by employer for spray finishing operations.

### 3. Procedural Overview

- **Spray booth set-up and installation:**
  1. Spray booths shall be so installed that all portions are readily accessible for cleaning.
  2. The interior surface of spray booths shall be smooth and continuous without edges and otherwise designed to prevent pocketing of residues and facilitate cleaning and washing without injury.
  3. There shall be no open flame or spark producing equipment in any spraying area nor within 20 feet thereof, unless separated by a partition capable of stopping vapor travel.
  4. Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area shall be of explosion proof type.
  5. "No Smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.
- **Ventilation:**
  1. In conventional dry type spray booths, overspray dry filters or filter rolls shall ensure an average air velocity over the face of the booth of not less than 100 linear feet per minute.
  2. Electrostatic spraying operations may be conducted with an air velocity of not less than 60 linear feet per minute, or more, depending on the volume of the finishing material being applied and its flammability and explosion characteristics.
  3. Visible gauges or an audible alarm or pressure activated devices shall be installed to indicate or insure that the required air velocity is maintained.
- **Booth Cleaning:**
  1. Filter pads shall be inspected and clogged filter pads discarded and replaced. Filter rolls shall be inspected to insure that the required air velocity is maintained.
  2. All spraying areas shall be kept as free from the accumulation of deposits of combustible residues as practical, with cleaning conducted daily if necessary. Scrapers, spuds, or other such tools used for cleaning purposes shall be of nonspark material.

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3. Residue scrapings and debris contaminated with residue shall be immediately removed from the premises.
- **Spray Chemical Storage:**
    1. The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and shall not exceed a supply for one day or one shift.
    2. Bulk storage of portable containers of flammable or combustible liquids shall be in accordance with Lab 1403.34.
    3. Whenever flammable or combustible liquids are transferred from one container another, both containers shall be bonded and grounded to prevent discharge sparks or static electricity.

## 4. Personal Protective Equipment

- **Personal Protective Equipment typically required for spray finishing operations includes:**
  1. Appropriate fit tested respirator (cartridge type or in-line)
  2. Tyvec coveralls
  3. Eye protection
  4. Other as deemed appropriate

# TOWN OF ALEXANDRIA

## 1403.57 Stairs

### 1. Purpose

- To protect employees from hazards associated with stairways.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.57, Stairs**.

### 2. Responsibilities

Every flight of stairs having 4 or more risers shall be equipped with standard stair railings or standard handrails as specified below:

- A. On stairways less than 44 inches wide having one side open, at least one stair railing on the open side;
- B. On stairways less than 44 inches wide having both sides open, one stair railing on each side; and
- C. On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.

A stair railing shall be not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread;

Riser height and tread width shall be uniform throughout any flight of stairs;

Hollow pan-type metal stairs shall be filled to the level of the nosing with solid material;

Fixed stairs shall be provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment which requires attentions routinely during operations. Fixed stairs shall also be provided where access to a raised structure or floor is traveled daily or at each shift where such work might expose employees to harmful substances, or for which purposes that carrying of tools or equipment by hand is normally required; and

Spiral stairways shall be prohibited except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway.

# TOWN OF ALEXANDRIA

## *1403.58 Storage Policy*

### **1. Purpose**

- To protect employees from hazards associated with improper storage of materials in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.58, Storage**.

### **2. Responsibilities**

- **Employer shall:**
  1. Provide adequate storage areas for all tools, materials, debris etc. so that their presence in the workplace does not become a hazard.
  2. Ensure that employees are informed to the correct location for storage of all materials in the workplace.
  3. Where mechanical handling equipment is used, ensure the work area is set up to provide sufficient safe clearance for aisles, at loading docks, through doorways, and whenever turns or passage is made.
- **Employee shall:**
  1. Keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage.
  2. Stack, block, interlock and limit in height all stored materials so that they are secure against sliding or collapse.
  3. Remove and/or control vegetation in storage areas when necessary.
  4. Store flammable and combustible.
  5. Never use stairs for storage.

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## *1403.59 Policy for Tanks with Open-Surfaces*

### **1. Purpose**

- To protect employees from hazards associated with tanks with open surfaces.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.59, Tanks with Open-Surfaces**.

### **2. Responsibilities**

- **Employer:**
  1. Train employees who work with open-surfaced tanks as to but not limited to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to those hazards.
  2. Provide employees who work with open-surfaced tanks with face shields or tight-fitting eye goggles and other personal protective equipment based on hazards present.
  3. Ensure that safety precautions identified in section 3 of this policy are observed.
- **Employee:**
  1. While working around open-surfaced tanks, follow safe operating procedures identified by employer.
  2. Use all personal protective equipment provided by employer for use when working around open-surface tanks.

### **3. Procedural Overview**

- **Open-surface Tank Safeguards:**
  1. Ventilation shall be provided on tanks that pose inhalation hazards to employees.
  2. Ventilation shall reduce concentration of the air contaminant to the degree that a hazard to employees does not exist.
- **Employee Injury/Emergency Response Measures:**
  1. Where tanks containing liquids pose splash hazards to employees there shall be a supply of clean cold water.
  2. Water pipes must be provided with a quick opening valve and at least 48 inches of hose not smaller than 3/4 inch.
  3. At no time shall water pressure for eye washes exceed 25 p.s.i.
  4. Alternatively, deluge showers and eye flushes shall be provided.

# TOWN OF ALEXANDRIA

## *1403.60 Tire Cage Policy*

### 1. Purpose

- To protect employees from the hazards of inflating, mounting and dismounting tires on split rims.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.60 Tire Cages**.

### 2. Responsibilities

- **Employer shall:**
  1. Provide a safety tire rack, cage, or equivalent protection where staff work on split rim tires.
- **Employees shall:**
  1. Use tire cages whenever inflating, mounting or dismounting tires on split rims, or rims equipped with locking rings or similar devices.

### 3. Other

- Every effort should be made to eliminate the use of split rims.
- Should replacement not be practical, split rims should be replaced on a regular basis.

# TOWN OF ALEXANDRIA

## 1403.61 Toxic Substance Policy

### 1. Purpose

- To protect employees from hazards associated with the storage and handling of hazardous and toxic substances.
- To ensure compliance with New Hampshire Department of Labor Standards 1403.61 Toxic Substances, and N.H. RSA 277-A “Worker’s Right to Know Act.”

### 2. Responsibilities

- **Employer shall:**

1. Train employees who handle, use, or are otherwise exposed to hazardous and toxic substances in accordance with N.H. RSA 277-A “Worker’s Right to Know Act.”
2. Keep a running inventory of all hazardous and toxic substances in the workplace.
3. Determine the level of chemical hazards within the workplace.
4. Replace chemicals with less harmful alternatives when applicable.
5. Obtain and make Material Safety Data Sheets for all hazardous and toxic substances in the workplace available to employees, upon request, for examination and reproduction.
6. Ensure proper labeling of all hazardous and toxic substances, including those that are transferred out of their original containers.
7. Post appropriate signs and notices as required by N.H. RSA 277-A “Worker’s Right to Know Act.”
8. Provide and require the use of appropriate personal protective equipment at no cost to employees.
9. Maintain on file at the workplace material safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all material safety data sheets shall be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to material safety data sheets provided in this chapter shall apply to the full 30 year period.

- **Employee shall:**

1. Handle, store and dispose of hazardous and toxic substances according to manufacturer’s guidelines.
2. Never mix chemicals unless authorized by employer.
3. Never remove labels from containers of hazardous or toxic substances.
4. Use appropriate personal protective equipment when the employer and/or the Material Safety Data Sheet indicate that it is necessary.

### 3. Procedural Overview

- **Material Safety Data Sheets:**

1. Material Safety Data Sheets shall be supplied for each hazardous and toxic substance in the workplace.
2. The Material Safety Data Sheets shall be kept on file in a convenient office location <note location(s)> and made available, upon request, for examination and reproduction.
3. Each Material Safety Data Sheet must contain the following information about the substance for which it is supplied:
  - a) Identity of the substance as it is listed on the label;
  - b) The chemical’s common name;
  - c) If the chemical is a mixture, the identity of the ingredients;



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- d) Physical and chemical characteristics;
- e) Physical and health hazards including the primary routes of entry into the body;
- f) Safe handling, use and disposal procedures;
- g) Spill and leak precautions and procedures;
- h) Emergency and first aid procedures; and
- i) Name, address and phone number of the chemical manufacturer

- **Labeling Requirements:**

1. All hazardous and toxic substances must have a label containing the following information;
  - a) Identity of the substance
  - b) Name and address of the chemical manufacturer, importer, etc.
  - c) Hazard warnings including acute and chronic health hazards as well as physical hazards.
2. Labels must be substantial.
3. Labels must not be removed under any circumstances.
4. Containers without labels must be removed from use even if the contents are supposedly known.
5. Signs, placards, process sheets, batch tickets, operating procedures or other written materials may be used in place of individual container labels as long as the above labeling requirements are met.

- **Training Requirements:**

1. Employees will receive training on hazardous and toxic substances in their work area upon initial assignment and whenever a new hazard becomes present.
2. Employees will receive the following information:
  - a) Any operations in their work area where hazardous chemicals are present;
  - b) Location and availability of Material Safety Data Sheets and lists of chemicals.
3. Employees will be trained in the following areas:
  - a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
  - b) Physical and health hazards of the chemicals in their work area;
  - c) Methods employees can use to protect themselves from hazards in their work area;
  - d) Labeling systems;
  - e) How to use Material Safety Data Sheets

## 4. Personal Protective Equipment

- **Personal Protective Equipment required for handling hazardous and toxic substances will be listed on each Material Safety Data Sheet. Equipment most commonly required includes but may not be limited to:**

- Goggles
- Face shields
- Safety glasses
- Chemical resistant gloves
- Aprons
- Appropriate Footwear

# TOWN OF ALEXANDRIA

## 1403.62 Traffic Control

### 1. Purpose

- To protect employees when working in or around vehicular traffic.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.62, **Traffic Control**.

### 2. Responsibilities

- **Employer shall:**
  15. Ensure that pedestrian and vehicular traffic is adequately controlled on every job site.
  16. Provide employees with appropriate personal protective equipment (PPE) and other safety devices needed to effectively and safely control traffic.
  17. Ensure that traffic control devices conform to applicable federal and state regulations or to applicable sections of Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).
  18. Provide training to employees on safe and effective traffic control techniques.
- **Employee shall:**
  10. Follow practices set by the employer for the control of traffic.
  11. Use personal protective equipment like safety vest when in or around vehicular traffic.

### 3. Procedural Overview

- **General Requirements:**
  9. Effective means for control of pedestrian and vehicular traffic shall be instituted on every job site where necessary.
- **Protective Equipment:**
  4. All employees working in or around vehicular traffic shall wear, at a minimum, an ANSI Class II Traffic Vest.
- **Traffic Control Devices:**
  2. Flaggers shall use paddles with clearly visible Stop/Slow signals.
  3. Signs shall be erected in advance of the work zone to warn of possible hazards such as *flagger ahead*, *road work ahead*, and *be prepared to stop*.
  4. The placement and spacing of signs in advance of a work area shall be adjusted according to vehicle speed as outlined in the Manual on Uniform Traffic control devices (MUTCD)
  5. Cones, Barricades and other devices shall be used to separate traffic lanes from work areas.
  6. Construction vehicles shall be equipped with adequate warning equipment (amber lights).

# TOWN OF ALEXANDRIA

## *1403.63 Trash Policy*

### **1. Purpose**

- To ensure that refuse is discarded properly in the workplace.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.63, Trash**.

### **2. Responsibilities**

- **Employer shall:**
  1. Provide adequate receptacles for all types of discarded materials in the workplace.
  2. Establish a schedule identifying specific times at which refuse shall be emptied to ensure a clean and sanitary workplace.
- **Employee shall:**
  1. Remove all sweepings, solid or liquid wastes, refuse, and garbage in such a manner as to avoid creating a menace to health and safety.

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## 1403.64 Tree Care Operation Policy

### 1. Purpose

- To protect employees from the hazards associated with tree care operations.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.64, Tree Care Operations.

### 2. Responsibilities

- **Employer shall:**
  1. Train all employees who engage in tree care operations in safe operating procedures for all equipment including saws, climbing equipment and personal protective equipment.
  2. Train employees in safe operating procedures for when tree care is performed around overhead power lines.
  3. Provide at no cost to employees, all personal protective equipment necessary for safe tree care operations.
  4. Provide, at no cost, chaps specifically designed to foul a moving chain whenever chain saws are used.
  5. Establish rescue procedures for all employees who work above ground level and administer training for such procedures.
- **Employee shall:**
  1. Use all personal protective equipment provided when performing tree care operations.
  2. Use all tree care equipment according to manufacturer's guidelines, employer training and the safety procedures identified in section 3 of this policy.
  3. Not perform any tree care operation or use any equipment unless authorized to do so.
- **Competent Person (Supervisor) shall:**
  1. Determine whether tree care operations can be safely performed in close proximity to energized power lines.

### 3. Procedural Overview

- **Personal Protective Equipment:**
  1. Head and eye protection meeting the following requirements shall be worn during all tree care operations:
    - a. The head protection worn shall contain the manufacturer's certification that it complies with ANSI Z89.1-1981.
    - b. When working in close proximity to electrical lines, the head protection worn shall contain the manufacturer's certification that it is a Class B hard hat which complies with ANSI Z.1-1981.
    - c. Employees performing tree care operations must wear eye protection at all times.
  2. Climbing equipment must meet the following requirements:
    - a. Safety belts, tree trimming saddle belts, or a saddle formed by a double bowline on a bight shall be worn to protect workers above ground level.
    - b. Saddle belts or safety belts used for climbing operations shall have forged support rings.
    - c. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type.
    - d. Forged support rings shall be designed so that the snaps will not become disengaged, or roll off accidentally.

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3. Climbing ropes shall be used when working aloft in trees and meet the following requirements:
    - a. When manila rope is used it must have a minimum diameter of 1/2 inch (12mm) and shall be 3 or 4 strand first-grade manila, with a rated breaking strength of 2385 pounds or equivalent strength and durability.
    - b. Synthetic rope shall have a maximum elasticity of not more than 7 percent.
    - c. Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment.
  4. When chain saws are used, **chaps** specifically designed to foul a moving chain shall be worn.
- **Brush Chippers:**
    1. Access panels used for maintenance and adjustment shall be closed and secured prior to operation of brush chippers.
    2. Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in feed system must be retrofitted with an in feed hopper meeting the following requirements:
      - a) Not less than 85 inches (2.15m), measured from the blades or knives to ground level over the centerline of the hopper;
      - b) Shall have sufficient height on its side members so as to prevent personnel from contacting the blades or knives of the machine during normal operations;
      - c) Feed systems shall have a quick stop and reversing device on the in feed. The activating lever for the quick stop and reversing device shall be located across the top, along each side of, and as close to the feed end of the in feed hopper as practicable and within easy reach of the operator.
  - **Powered Brush Cutting Saws:**
    1. When in operation, no except the operator shall be within 10 feet of the cutting head of the brush saw.
    2. The power unit shall be equipped with a quick shutoff switch readily accessible to operator.
  - **Chain Saws:**
    1. When operating chain saws the manufacturer's operating and safety instructions shall be followed.
    2. Saws weighing more than 15 pounds that are used in trees shall be supported by a separate line, except when used from an aerial-lift device.
    3. Engines shall be stopped when saws are being carried.
    4. Saws need not be stopped between cuts during consecutive felling, bucking or liming or cutting operations on reasonably level ground.
    5. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations.
    6. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear.
  - **Miscellaneous:**
    1. Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guardrails around the working area.

## 4. Personal Protective Equipment

- **Other personal protective equipment typically required for tree care operations includes but may not be limited to:**
  1. Gloves
  2. Safety Toe Footwear

# TOWN OF ALEXANDRIA

## *1403.66 Policy for Washing Facilities*

### **1. Purpose**

- To ensure available sanitary washing facilities at all permanent, non-mobile places of employment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.66, Washing Facilities**.

### **2. Scope**

- This policy shall all places of employment except for mobile crews or normally unattended work locations.

### **3. Responsibilities**

- **Employer:**
  1. Shall provide a sanitary location for washing.
  2. Shall provide a cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling in all washing facilities.
  3. Where individual disposable towels are provided, a place for disposal shall also be provided.

# TOWN OF ALEXANDRIA

## 1403.67 Welding and Cutting

### 1. Purpose

- To protect employees from hazards associated with the hazards of welding and cutting.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.67, Welding and Cutting.**

### 2. Responsibilities

#### • **Employer shall:**

1. Train all employees who will engage in welding and cutting operations in safe operating procedures.
2. Provide employees with all necessary personal protective equipment including welding shields.
3. When welding operations required fluxes, coverings, coatings, or alloys, or involving fluorine compounds, zinc, lead, beryllium, cadmium or mercury produce specific health hazards, a competent person shall evaluate potential exposure and ensure necessary protective measures, such as ventilation and personal protective equipment, are used.
4. Shall keep Material Safety Data Sheets on file for all materials used for welding and cutting.

#### • **Employee shall:**

1. Shall receive training from <employer> before performing any welding or cutting operation.
2. Shall observe all safe operating procedures identified in section 3 of this policy when performing any welding or cutting operation.

### 3. Procedural Overview

#### • **Fire Prevention and Protection:**

1. Fire extinguishers are required to be present in the immediate work area when welding or cutting.
2. Isolation of welding and cutting, removal of combustible materials or fire watch must be performed when necessary to reduce fire hazards.
3. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
4. Combustible walls and building material shall be covered with non-combustible material; such as metal or concrete when location of welding or cutting creates a fire hazard in those areas.

#### • **Welding and Cutting Tools:**

1. When welding in fixed location the welder shall be enclosed with a booth, or non-combustible screening, with a finish of low reflectivity with respect to visible and ultraviolet radiation.
2. When electrode holders are left unattended, the electrodes shall be removed and the holder shall be placed or protected so that they cannot make electrical contact with employees or conducting objects.
3. All arc welding and cutting cables shall be completely insulated and be capable of handling the maximum current requirements for the job. There shall be no repairs or splices within 10 feet of the electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable shall be repaired or replaced.
4. Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective.
5. Oxygen and fuel gas regulators shall be in proper working order when in use.

#### • **Employee protection:**

1. Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays.
2. Mechanical ventilation shall be provided when welding or cutting in an area with less than 10,000 cubic feet per welder, or where the overhead height is less than 16 feet.
3. Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided.
4. Shall wear a flameproof welding apron whenever performing welding or cutting operations.
5. Gloves

# TOWN OF ALEXANDRIA

## 1403.69 Wire Ropes, Chains, and Rigging Equipment Policy

### 1. Purpose

- To protect employees from the hazards associated with the use of wire ropes, chains, and other rigging equipment.
- To ensure compliance with New Hampshire Department of Labor Standard 1403.69, **Wire Ropes, Chains and Rigging Equipment**.

### 2. Responsibilities

- **Employer shall:**
  1. Ensure employees are trained in the proper and safe use of all wire ropes, chains and rigging equipment.
  2. Train employees in proper pre-use inspection of all wire ropes, chains and rigging equipment.
- **Employee shall:**
  1. Perform pre-use inspection of all wire ropes, chains and rigging equipment.
  2. Remove from service all fasteners, wire ropes, chains and rigging equipment found defective in pre-use inspection.
  3. Understand load carrying ability of all wire ropes, chains, and riggings.

### 3. Procedural Overview

- **Wire ropes, chains and rigging equipment use guidelines:**
  1. Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used.
  2. When U-Bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.
  3. When U-bolt wire rope clips are used to form eyes, the following table, number and spacing of U-bolt wire rope clips, shall be used to determine the number and spacing of clips:

Improved plow steel, rope	Number of Clips		Minimum Spacing (inches)
	Drop Forged	Other Material	
1/2	3	4	3
5/8	3	4	3-3/4
3/4	4	5	4-1/2
7/8	4	5	5-1/4
1	5	5	6
1-1/8	6	6	6-3/4
1-1/4	6	7	7-1/2
1-3/8	7	7	8-1/4
1-1/2	7	8	9

### 4. Personal Protective Equipment

- **Personal protective equipment typically needed when handling wire ropes and rigging includes but may not be limited to:**
  - Gloves
  - Hard Hat



# TOWN OF ALEXANDRIA

## 1403.70 Woodworking Machinery Policy

### 1. Purpose

- To protect employees from the hazards associated with the use of woodworking equipment.
- To ensure compliance with New Hampshire Department of Labor Standard **1403.70, Woodworking Equipment.**

### 2. Responsibilities

- **Employer shall:**
  1. Perform hazard assessment on all woodworking machinery to determine the necessity and application of machine guards.
  2. Provide woodworking equipment with guards that meet the requirements of <Employer> Machine Guarding Policy.
- **Employee shall:**
  1. Ensure that all guards are in place prior to operation of any woodworking equipment.
  2. Shall not operate any woodworking machinery with missing or damaged guards.

### 3. Procedural Overview

- **Woodworking machinery that requires guards-**
  - a) Table saws;
  - b) Swing saws;
  - c) Radial saws;
  - d) Band saws;
  - e) Jointers;
  - f) Tenoning machines;
  - g) Boring and mortising machines;
  - h) Shapers;
  - i) Planers;
  - j) Lathes;
  - k) Sanders;
  - l) Veneer cutters; and
  - m) Any other woodworking machinery that shows a need for guarding according to hazard assessment.
- **Power control devices:**
  1. Shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.
  2. Shall be located within easy reach of the operator while he or she is at his or her regular work location, making it unnecessary to reach over the cutter to make adjustments. **(This shall not apply to constant pressure controls used only for setup purposes.)**
  3. Operating treadles shall be protected against unexpected or accidental tripping.
- **Lockout/Tagout :**
  1. Disconnect switches shall be capable of being locked out or tagged in the off position.
  2. On applications where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power

### 4. Personal Protective Equipment

- **Personal protective equipment typically required when using woodworking machinery includes but not limited to:**
  - Safety glasses/goggles, Face shield, and Hearing protection (muffs or plugs)

