

Town of Canaan, NH Health and Safety Policy



**Adopted
JULY 19, 2005**

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Reference Information

Health and Safety Form 1 (HSF 1) Audit Checklist
Health and Safety Form 2 (HSF 2) Audit Report
Reflective Material ANSI/ISEA 107-2004
Hearing Protection
Face and Eye Protection

Purpose and Background Information:

Every employee has the right to a workplace free from occupational safety and health hazards. An effective health and safety program is designed to prevent accidents and illnesses, and is established jointly between employees and management.

Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. 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.

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

Goals:

The Town of Canaan’s health and safety goals are:

- 1) Provide a safe and healthy environment for all Town Employees and
- 2) Avoid accidents or illness and their related costs.

Responsibilities:

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimum, and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

I. Joint Loss Management Committee (JLMC)

This committee is established to carry out the provisions as required by RSA 261-A:64 and LAB 603.01. The committee will consist of a minimum of 4 representatives of both employer and employee in a non-adversarial, cooperative effort to promote health and safety in the work place. The JLMC shall perform at a minimum the following:

- A. Assist and advise management in establishing and maintaining the Town health and Safety Programs.
- B. Review rules and programs as needed.
- C. Plan and coordinate audits, committee meetings and training.
- D. Prepare and recommend budget items to support Town Health and Safety Programs.

II. Senior Management (Selectboard members, Town Administrator)

- A. Officially adopt the program.
- B. Demonstrate overall support, direction, and commitment. Actively participate in the process whenever possible. *See Statement of Policy page 12.*
- C. Clearly communicate with all members of the organization. Active, motivated participation by each individual is critical to the success of the program.
- D. Ensure that required resources are available when necessary. Resources may include, but are not limited to, the following:
 - 1. Funding – safety equipment; personal protective equipment; training courses and materials.
 - 2. Personnel – outside experts; Risk Management Services consultants. inter-departmental liaisons.
 - 3. Time – review and respond to inspection/recommendation investigation reports; participate in training programs.
 - 4. Support–encourage acceptance by everyone.
 - 5. Other, as needed.
- E. Respond in writing, to recommendations made by the JLMC.
- F. Provide training for members of the JLMC in workplace hazard identification and accident/injury investigation.
- G. Ensure that sub-contractors follow all appropriate safety and health standards.

III. Supervisory / Department Head Personnel

Supervisors/Department Heads are leaders and play an essential role in the success of the process. They have the authority and share the responsibility for several aspects, including the following:

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures, and disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership, provide guidance and set the tone for safe behavior.
- D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.

- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near misses, which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents, near misses and positive actions which may have occurred can also be conducted at this time.
- G. In conjunction with the JLMC, schedule and/or conduct workplace audits and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance adequacies and inadequacies.

IV. Employees

As members of the organization, employees are expected to exhibit safe behaviors at all times and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers and the community.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions, and notify their supervisor of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
 - Wear required personal protective equipment, including seat belts.
 - Any Town of Canaan employee who works for the Highway, Cemetery, Transfer Station, or Maintenance Departments are required to wear steel toe shoes at all times while performing Town business.

Steel toe shoes must be in good repair, properly laced, and tied. They are considered to be personal equipment of the employee, as well as their responsibility. NO steel toe shoes, NO work.

Please note: The Town of Canaan may pay up to *One Hundred Dollars (\$100.00)* towards the purchase of employee boots once a year. This money is not paid to the employee, but to the supplier of the boots. Proper authorization must be obtained prior to purchasing the boots.

- Any Town employee who has the duty of directing traffic (Day or Night), whether for the Highway Department, Police Department or Fire Department must wear a traffic safety vest which meets the minimum requirements of ANSI/ISEA 107-2004 Class II standards.

Please note: Along with the use of a traffic safety vest one should use a Stop/Go Sign for day use or a flashlight with a wand for night use to help add to their visibility.

- All Town employees are required to wear hard hats in areas or on equipment designated as such. This also applies to any Town employee who is involved in any tree cutting operation or any project that is going on overhead.

In addition, anybody who visits any site of such work is required to wear a hard hat as well, as long as the operation is in progress.

- All Town employees are required to wear Hard Hats, Face Shields, Hearing Protection, and Chaps while operating a chain saw and the wood chipper. This also applies to any helper of such equipment.

E. Operate only machines and equipment that they have been formally trained to operate.

- All Chain Saws that are used for Town business must be in good repair and good operating condition. Operators must have a good understanding about the operations of the chain saw that they are using as well as all of it's safety features (Brakes, Chain guards, adjustments, etc.). This applies to any saw, even privately owned saws.
- All Town of Canaan employees are required to use Ear protection while operating equipment that creates excessive noise levels generally greater than 70 dB (Chain saws, grinders, trimmers etc.).

In additional, anybody visiting the site of such work shall be required to wear ear protection as long as the operation is in progress.

- All Town of Canaan employees are required to use Eye protection while operating equipment such as Chain saws, grinders, welders, trimmers, etc.

In addition, anybody visiting the site of such work shall be required to wear eye protection as long as the operations is in progress.

F. Follow all accident reporting procedures as outlined on page 8.

H. Other miscellaneous Health and Safety Policies.

All applicants being considered for hire by the Town of Canaan regardless of position, may be required to take a Physical Exam and Stress Test if asked for by the hiring body that represents the Town.

All Town employees have the responsibility to help prevent slips, trips, and falls. **Keep your work areas clean.**

The practice of horseplay in the work place for all of the Town employees is unconditionally prohibited.

The misuse of personal equipment, rented equipment, or town equipment for all of the Town employees while performing Town business is unconditionally prohibited. This is to include but not limited to riding in the back of truck beds, speeding, using the wrong equipment for the job, and racing as well as exceeding operational limits.

All Town employees are required to refrain from smoking and/or chewing tobacco products in all town buildings and equipment. This is administered according to RSA 155:64-77.

Accident Reporting and Investigation:

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

The first action to be taken when an accident occurs is to ensure that proper medical treatment is provided. Delaying medical assistance can be detrimental.

I. Handling Emergencies

Judgment is a key factor in the handling of an emergency. Everyone is expected to exercise sound judgment based upon circumstances. The following is a list of guidelines to follow. If there is any question or doubt about the seriousness of an emergency, call 911 for help!

- A. Know how to summon aid and/or initiate evacuation procedures. Post proper phone numbers; know the location of phones, etc.
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided.
- C. Ensure that first aid and emergency care is provided.
- D. Ensure that action is taken to prevent additional injuries (secure the scene).
- E. Notify the supervisor when practical.
- F. Follow reporting and investigation procedures.

II. Accident Reporting

- A. All accidents and incidents (near misses) are to be reported immediately to the supervisor.
- B. The immediate supervisor will complete the appropriate accident investigation forms following the guidelines in Part III, Accident/Incident Investigation.
- C. The Town Administrator will be responsible for ensuring that sufficient information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form8-WC).
- D. The First Report of Injury Form 8-WC will be completed and processed by the Personnel Office within five calendar days. This individual will also complete any other required forms.

E. Injuries requiring only first aid must also be reported following these guidelines.

III. Accident/Incident Investigation

The immediate supervisor, or other designated individual(s), shall investigate all accidents and incidents (near misses) which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent its recurrence. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury. Findings shall also be reported to the JLMC.

The following guidelines are for conducting proper investigations:

- A. Investigate and secure the scene as soon as possible after the accident/incident noting the environment, conditions, and location of equipment, physical objects, and witnesses. Make notes, draw sketches, and photograph as needed.
- B. Interview witnesses soon after the accident so that the facts will be accurate. Be certain that they understand that no blame is being cast - you are simply trying to gather facts to prevent a recurrence.
- C. Interview the victim when the *timing is right*. Be sensitive to his/her physical and emotional condition.
- D. Make objective recommendations to prevent similar occurrences. Avoid using terms such as “employee was careless”. These terms have no place in a factual report. If a change is needed in the health and safety policy contact JLMC.

Health and Safety Audits

All employees have the responsibility to note physical and operational hazards and conditions in the workplace. As outlined in the Responsibilities section, they also are expected to take action to correct these observed conditions and actions.

In addition to this continual vigilance by employees, the JLMC is responsible for conducting periodic audits and reporting any findings, with suggested control measures, to the person most able to take action on the recommendation. All JLMC members are trained to conduct audits and follow proper protocol.

I. Frequency

- A. Audits of Department work areas, processes, and equipment are to be conducted regularly, with a minimum, of one annually.
- B. All employees are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

II. Guidelines for Conducting Audits

- A. All audits are to be scheduled with the Supervisor or Department head in advance. The audit will consist of standard questions (Form HSF-1 Health and Safety Check list) along with a walk through of the area involved.
- B. Questions and notes will be taken. Any major observations will be addressed at time of audit and recorded. Any/all minor infractions will be noted and documented as a finding or general observation in the audit report (HSF-2)
- C. The final report will be written within (2) weeks and a copy given to the Supervisor and/or Department Head, the JLMC Coordinator and Town Administrator. Questions may be addressed at that time.
- D. Any/all major or minor findings must be corrected within the time frame given on the report. Typically, a Major finding is immediately and minor is (5) working days unless otherwise explained.

III. Record Keeping Guidelines

- A. All audits/inspections will have written documentation. At a minimum, record:
 - 1. Inspection date;
 - 2. Name of person(s) who conducted the inspection;
 - 3. Location/piece of equipment inspected;
 - 4. List of finding, both positive and negative;
 - 5. Any action taken;
 - 6. List of recommendations for further action.
- B. All audit inspection reports and follow up audits will be filed by the JLMC Coordinator.

Education and Training

Effective education and training of employees will be provided. We understand that a well trained, healthy, fit employee is not only productive, but is also less likely to get hurt. Specific safety training will be provided, which allows everyone to perform his or her duties effectively.

Employees may be asked to complete a form, which indicates completion and understanding of training that is provided.

I. Types of Training

A. Introductory

All new or transferred employees will receive training that will help them to understand their responsibilities in the workplace, especially relating to safety and health. They will also be provided with a copy of any appropriate work rules for their position.

B. Specific/On the Job

Employees will be instructed in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by work rules, when changes in the job occur, or whenever deemed necessary.

C. Follow-up

Follow-up training serves several purposes, and will be provided. Primarily, it is an effective means of reinforcing positive, safe work methods and habits. In addition, it can be used to reintroduced employees who have been out of work for an extended period of time back into the work routine.

II. Recordkeeping

For all training that is provided the following information will be maintained in compliance with applicable laws:

D. Brief description of the topic

E. Date of training

F. Name and affiliation of instructor

G. List of attendees

H. Forms indicating completion and understanding of the training.

Statement of Safety Policy

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

In pledging the Town's full support of the safety process, the Selectmen recognize certain obligations:

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

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

Your efforts will make the difference!

Adoption of Safety Policy by Board of Selectmen

At a Select board meeting held on April 14th 2009, Revision A dated 3/31/2009 of the foregoing Health and Safety Policy was recommended to the Board of Selectmen for approval. After careful review, the Board of Selectmen has adopted this Policy for the Town of Canaan effective April 15th, 2009.

Chair, Board of Selectmen

Selectmen

Selectmen

Date

Health and Safety Reference Policies

Blood Borne Pathogens

The purpose of this policy is 1) to protect employees from hazards associated with contact, clean-up, disposal and handling of human body fluid wastes and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.09, Blood Borne Pathogens.

I. Responsibilities of the Employer:

- A. Identify job classifications where employees have occupational exposure to blood or other potentially infectious materials.
- B. Identify job classifications where some employees have exposure based on certain tasks.
- C. Train the above-identified employees in proper response procedures for situations involving blood and other potentially infectious materials.
- D. 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).
- E. Supply first aid and potentially infectious material clean-up kits that contain:
 - 1. One time use disposable gloves such as surgical or examination gloves;
 - 2. Eye/face protection to protect the face against splashing of body fluids;
 - 3. Material to absorb blood or other potentially infectious material;
 - 4. Device(s) to collect the absorbent and body fluid (two pieces of stiff cardboard will suffice).
 - 5. Disinfectant to clean surfaces which blood or other potentially infectious material has contacted. For some surfaces a 1:10 bleach/water mixture is appropriate.
 - 6. 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.
 - 7. Waterless, disinfectant hand cleaners

II. Responsibilities of the Employee:

- A. 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).
- B. Follow the procedure listed in Section III of this policy when responding to any situation involving blood or other potentially infectious materials.

III. Procedural Overview

- A. 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) Eye and face protection to protect from splashed body fluids.
- B. Attend to victim and perform needed medical measures.
- C. Clean up and dispose of contaminated sharps and dressings as outlined below.
- D. 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:
 - 2. Single use disposable gloves such as surgical or examination gloves;
 - 3. Eye and face protection to protect from splashed body fluids.
 - 4. Pour absorbent over the entire fluid spill and wait until the fluid absorbs into the material.
 - 5. 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.
 - 6. Once all the absorbent and body fluid(s) are scooped up, dispose of the devices(s) into the same container.
 - 7. Dispose of sharps (needles, lancets, etc.) in puncture resistant containers that are appropriately marked and designated for such purposes.
 - 8. 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).
- E. 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 for Fire, Police, EMS, which may include:
 - a. emergency Response/Public Safety Worker Incident Report Form
 - b. First Report of Injury

Aisle and Passageway Policy

The purpose of this policy is 1) to protect employees from hazards associated with mechanical equipment and other hazards near aisles and passageways and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.07, Aisles and Passageways.

- I. Responsibilities of the Employer:
 - A. Ensure safe clearance at any location mechanical equipment is used including:
 - 1. Aisles;
 - 2. Loading docks;
 - 3. Though doorways; and
 - 4. Anywhere else where turns or passage is made by mechanical equipment.
 - B. Ensure that permanent aisles and passageways are appropriately marked with reflective tape or paint.
 - C. Ensure that covers or guardrails are provided to protect employees from hazards associated with:
 - 1. Open pits;
 - 2. Vats;
 - 3. Tanks; and
 - 4. Ditches.
- II. Responsibility of the Employee:
 - A. Obey all marking to avoid hazardous areas when walking in buildings with clearly marked employee passageways.
 - B. Never remove aisle and passageway markings unless authorized to do so.
 - C. Keep aisle and passageways used by mechanical equipment clear and in good repair with no obstructions in the aisles that may create new hazards.
 - D. Report aisle and passageway concerns and hazards to your supervisor.

Drinking Water Policy

The purpose of this policy is 1) to ensure a supply of safe drinking water to all places of employment and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.20, Drinking Water.

- I. Responsibilities of the Employer is to supply potable water at all places of employment.
- II. Set-up
 - A. Keep all potable water drinking containers equipped with a cap and closed at all times.
 - B. Each container must have a tap from which water is drawn.
 - C. If disposable cups are provided, they must be kept in a sanitary container and a receptacle must be provided for disposal of used cups.
- III. Usage
 - A. Each employee must use a separate drinking container.
 - B. If an employee uses a disposable cup, it must be disposed of in the provided receptacle.

Exit Policy

The purpose of this policy is 1) to ensure adequate exits and proper labeling of exits in the workplace and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.24, Exits.

- I. Responsibilities of the employer:
 - A. Mark exits clearly with visibly illuminated exit signs.
 - B. Mark 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 to be mistaken for an exit, with a sign reading “Not an Exit.”

- II. Responsibilities of the Employee:
 - A. Maintain exits and the way of approach and travel from exits so that they are unobstructed and are accessible at all times.

Floor Openings and Stairways Policy

The purpose of this policy is 1) to protect employees from hazards associated with floor openings and open stairway sides and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.32, Floor Openings and Open Sides.

- I. Responsibility of the Employer:
Ensure that all floor openings and open railing sides are adequately guarded according to the specifications listed in section 3 of this policy.
- II. Responsibility of the Employee:
Ensure that cover plates, removable rails and hinged floor openings are appropriately placed both during and after work in the opening.
- III. Procedural Overview
 - A. 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.
 - B. 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 a removable railing with toe board on not more than 2 sides and fixed standard railing with toe boards on all other exposed sides.
 - C. 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.

Housekeeping & General Floor Conditions

The purpose of this policy is 1) to protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors and 2) to ensure compliance with New

Hampshire Department of Labor Standard 1403.31, Floors, General Condition and 1403.38, House Keeping.

- I. Responsibilities of the Employer
 - A. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
 - B. Ensure that permanent aisles and passageways are appropriately marked.
 - C. 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.
 - D. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.

- II. Responsibilities of the Employee
 - A. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
 - B. Report hazardous conditions to your supervisor for repair.
 - C. Store materials and/or tools and equipment so it will not present a hazard.
 - D. Dispose of trash at frequent intervals as established by the employer.
 - E. Appropriately dispose of combustible materials at the end of each shift.
 - F. Remove scrap with protruding nails and other debris from the work area immediately.

- III. Procedural Overview
 - A. Clean-up
 - 1. Spills shall be cleaned up in a timely fashion. When necessary, warning signs must be put up in a spill area to warn employees.
 - 2. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.
 - B. Maintenance
 - 1. Damaged floor surfaces that present a hazard to workers shall be promptly reported to Department Head or Town Administrator and repaired in timely fashion. 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.

Lighting Policy

The purpose of this policy is 1) to ensure adequate lighting distribution to all areas of the workplace and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.43, Lighting.

- I. Responsibilities of the employer
 - A. Ensure that all lighting installations meet the requirements established.
 - B. Ensure that all construction areas, ramps, runways, corridors, offices, shops and storage areas are lighted to not less than the minimum illumination intensities listed in this policy.
- II. Responsibilities of the employee
 - A. Report any lighting outages or deficiencies to the employer.
- III. Minimum Illumination Intensities:

Foot – Candles	Area of Operation
5	General construction area lighting.
3	General construction area, concrete placement, active storage areas, loading platforms, refueling and field maintenance areas.
5	Indoor: warehouses, corridors, hallways, and exit ways.
5	Tunnels, shafts, and general underground work areas.
10	General construction plants and batch plants, screening plants, mechanical and electrical equipment rooms, carpenters shops, rigging lofts and active storerooms, mess halls.

Toilet Policy

The purpose of this policy is 1) to ensure adequate toilet facilities for employee use at all places of employment and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.76, Toilets.

This policy shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby toilet facilities.

- I. Responsibility of the Employer
 - A. Ensure that every place of employment is provided with adequate toilet facilities which are separate for each sex. The number of toilets provided shall meet the requirements of section 4 of this policy.
 - B. Number of toilets per number of employees
 - 1. 1-15 employees, one toilet;
 - 2. 16-35 employees, 2 toilets;
 - 3. 36-55 employees, 3 toilets;
 - C. Where toilet rooms shall be occupied by no more than one person at a time, can be locked from the inside, and contain at least one toilet, separate toilet rooms for each sex shall not be required.
 - D. Each toilet shall have a separate compartment with a door and walls or partitions between fixtures sufficiently high to assure privacy.

Trash Policy

The purpose of this policy is 1) to ensure that refuse is discarded properly in the workplace And 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.78, Trash.

- I. Responsibilities of the Employer
 - A. Provide adequate receptacles for all types of discarded materials in the

workplace.

- B. Establish a schedule identifying specific times at which refuse shall be emptied to ensure a clean and sanitary workplace.
- II. Responsibilities of the Employee
- A. Remove all sweepings, solid or liquid wastes, refuse, and garbage in such a manner as to avoid creating a menace to health and safety.

Washing Facilities Policy

The purpose of this policy is 1) to ensure available sanitary washing facilities at all permanent, non-mobile places of employment and 2) to ensure compliance with New Hampshire Department of Labor Standard 1403.81, Washing Facilities.

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

- I. Responsibilities of the Employer
- A. Provide a sanitary location for washing.
 - B. 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.
 - C. Where individual disposable towels are provided, a place for disposal shall also be provided.