

# **SAU #64**

## **Joint Loss Management Committee**

IN COMPLIANCE WITH  
THE NEW HAMPSHIRE  
DEPARTMENT OF LABOR  
January 2008

# Joint Loss Management Committee

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\*\*This document is intended to comply with the NH Department of Labor requirements and follows closely the Dept. of Labor model policy.

## **Management Statement of Policy:**

The governing body and administration of SAU #64 recognizes the importance of safety and is committed to providing a workplace for all employees of SAU #64 in which hazards are controlled or eliminated. The philosophies and objectives behind this commitment are as follows:

- The safety and health of all SAU #64 employees is a priority concern.
- All employees will be required to make their personal safety and the safety of their co-workers a priority.
- As a condition of employment, each individual employed by SAU #64 will be expected to conduct their daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures SAU #64 utilizes.

With these objectives in mind, the SAU #64 Safety and Health Program will:

- Ensure that adequate safeguards are provided in all workplaces.
- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply with all Safety and Health Standards.
- Train all employees in health and safety practices.
- Provide necessary personal protective equipment and instruction for its use and care, when and where applicable.
- Develop, update, and enforce health and safety rules and require all employees to cooperate with these regulations.
- Investigate every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.
- Support a healthy work environment and personal lifestyle for employees.

SAU #64 expects every employee, regardless of her or his level in the organization, to do her or his part in supporting safety. No job or task is important enough to neglect taking the necessary time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everyone.

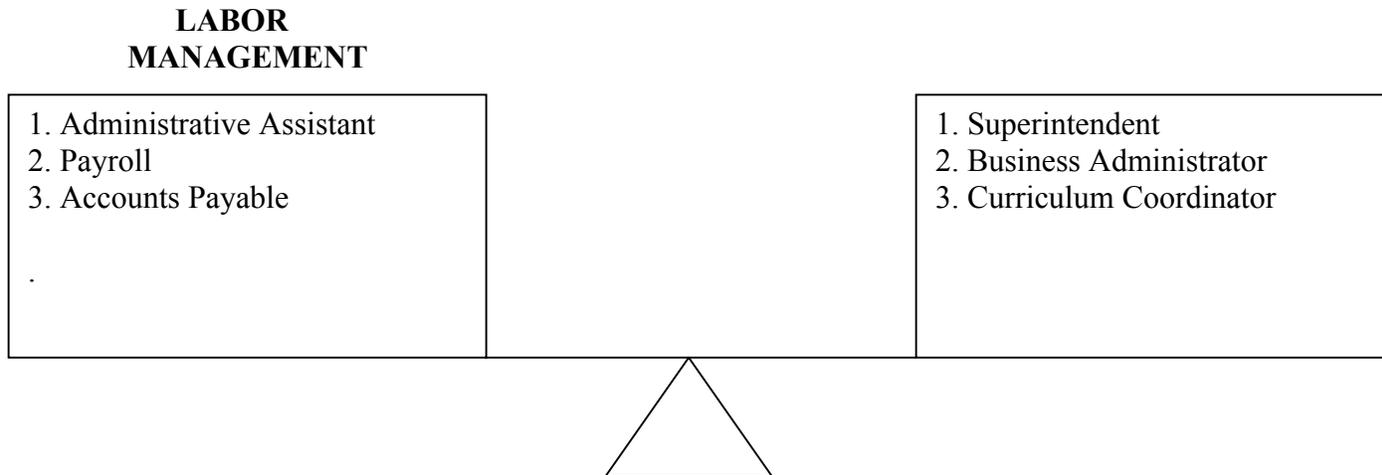
## **Management Statement of Goals**

The safety goals of the governing body and the administration of SAU #64 are to:

- Provide a safe and healthy environment for all SAU #64 employees.
- Avoid accidents or illness and their related costs.

## Joint Loss Management Committee

The Joint Loss Management Committee (JLMC) will consist of equal numbers of representatives from Labor and Management. At a minimum, members of the JLMC will include the following: (Note: JLMC members must represent all the major work activities.)



A Chairperson will be elected annually for a one-year term. The Chair will be rotated between Management and Labor each year.

The Superintendent who will solicit recommendations for representation from labor organizations and employees will appoint committee members.

The JLMC will meet at least quarterly to develop and carry out workplace safety and continuing education on safety programs for employees. The JLMC is required to record and maintain minutes for each meeting.

The tasks of the JLMC are vital to the safety and health of all SAU #64 employees. The governing body and administration of SAU #64 expects employees, administrators, and supervisors to take an active role in achieving the goals of the JLMC.

## Communication of Safety Issues

**This written safety policy and any subsequent amendments will be disseminated widely. Minutes of the Joint Loss Management Committee will be distributed so as to provide the maximum opportunity for employees to read them.**

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## **Responsibilities**

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 employee to be knowledgeable of site-specific requirements and to be accountable for their implementation and adherence.

### **The Superintendent of SAU #64, with the assistance of the Administrator, will:**

- Have overall responsibility for the coordination and implementation of the Safety Program.
- Ensure that adequate resources are budgeted for the Health and Safety Program.
- Assure that proper training is being provided, and that employees are working in a safe and healthy manner.
- Ensure compliance with State and Federal reporting requirements.
- Ensure emergency backup systems are properly maintained and in good working order.
- Take immediate action to correct any unsafe condition or action.
- Promptly investigate and report all accidents and incidents.
- Issue warnings/disciplinary actions for violations of the safety procedures.

### **Employees will:**

- Report all accidents or incidents and hazardous conditions to their supervisor.
- Report any unsafe conditions immediately.
- Adhere to and follow all safety rules and regulations.
- Attend all required training sessions and safety meetings.

### **Joint Loss Management Committee will:**

- Assist and advise SAU governing body and administration in establishing and maintaining the safety program.
- Review and update rules and programs as needed.
- Plan and coordinate inspections, quarterly committee meetings, and training.
- Review accident and incident records, reports, and data.
- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, control health hazards, and comply fully with all Safety and Health Standards.
- Prepare and support a budget for SAU wide health and safety programs.
- Provide all employees with a Safety Handbook.
- Maintain accident and incident records, reports and data.

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## **Descriptions of JLMC Responsibilities**

### **Health and Safety Inspections**

The JLMC will oversee the annual safety inspection of all SAU #64. The purpose of the inspection is to identify any potential hazards.

Potential hazards include:

- General Housekeeping/Cleanliness
- Means of egress and exit
- Fire hazards/extinguishers
- Hazardous equipment/materials
- Ergonomic and area design
- Industrial hygiene (i.e. noise/air quality)

### **Safety Audits and Corrective Actions**

After the safety inspections, the JLMC will prepare an audit of its findings. The audit will address provisions to correct or improve safety hazards or concerns found during inspection.

### **Communication of Identified Hazards**

The JLMC will submit its findings and recommendations in writing to the Superintendent of Schools. After the Superintendent of Schools reviews the audit, it will be distributed widely so that all employees have the opportunity to review it.

### **Training**

The JLMC will plan and schedule periodic training on safety and health subjects of SAU wide importance. In addition, each functional area supervisor will plan and schedule periodic training on safety and health subjects that meet workplace-specific needs and objectives.

### **Tracking Losses**

The Business Administrator will review insurance company loss records, first reports of an injury, investigation reports, etc., in order to identify problem areas or concerns and to take corrective actions to prevent the problems from reoccurring. Trends detected during this review will be reported to the JLMC in detail for discussion and consideration.

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## **Safety Rules and Regulations**

- No employee will be required to perform any task he or she feels is unsafe.
- Each employee shall report all unsafe conditions and practices immediately to his/her supervisor.
- Each employee shall cooperate with members of SAU #64's Joint Loss Management Committee.
- Each employee shall use common sense and care to prevent injury to her/himself and to others.
- Horseplay or practical jokes are not permitted.
- Deliberate destruction of company property is not permitted.
- Each employee shall never use defective tools or equipment and shall report any such item to a supervisor for immediate corrective actions.
- Working when under the influence of alcohol and/or drugs is strictly forbidden.
- Smoking in unauthorized areas is strictly forbidden.
- Each employee is responsible for maintaining an orderly workplace, including properly storing of equipment/materials when not in use.
- Each employee will keep aisles and exits clear at all times and practice proper housekeeping.
- Each employee shall immediately report any accidents, incidents, or injuries to their supervisor.
- Each employee shall use protective equipment when required. (SEE PPE)
- All employees, when driving or riding in a seat belt equipped vehicle on SAU/District business is required to wear a seatbelt.
- Each employee is encouraged to receive hepatitis B vaccination.
- Each employee will read and follow the districts School Board Policy Handbook regarding protection from HIV/AIDS.

## **Personal Protective Equipment (PPE)**

All employees will wear personal protective equipment provided by the SAU. This equipment will be maintained, cleaned, repaired and replaced when necessary. Functional area supervisors will supplement this policy with workplace-specific guidance for their area, including the identification of required personal protective equipment that will be issued to employees.

## Exposure Control Plan

SAU #64's Exposure Control Plan describes how to control on-the-job exposure to blood and body fluids which may contain blood borne pathogens. Employees must use disposable gloves and wash hands after removal of gloves. The following is quoted from The National Safety Council's "Blood borne Pathogens":

"An exposure incident is the specific eye, mouth or other mucous membrane, non-intact skin, potential contact with blood or other potentially infectious materials that result from performance of an employee's duties." (Occupational Safety & Health Administration)

The most common way, in the workplace, to be exposed to blood borne pathogens is when a person has an open sore or injury and is in contact with infectious material (blood, human tissue, or other body fluids that contain blood) or when a worker is not wearing proper personal protective equipment (PPE).

Employees at higher risk:

- Custodial/cleaning staff
- Food service staff
- Nursing staff/Anyone administering first aid

All employees must take universal precautions: they should consider infectious all human blood and body fluids.

A fluorescent orange or orange red biohazard label and the biohazard sign will be used to identify items that required special precautions like wearing personal protective equipment.

Functional area supervisors will provide accessible PPE, such as gloves, aprons, and protective eyewear, and will repair or replace the PPE whenever necessary.

The JLMC will plan and implement training to educate employees in choosing the appropriate PPE for potentially hazardous situations. Example PPE is: Gloves, Eye and Face Protection, Protective Clothing, Disposal Points.

All employees who have been exposed to blood or body fluids shall follow the following work practice control:

1. Remove gloves and wash hands and any other contaminated body area immediately with soap and water.
2. Use a towel to turn off the faucet to avoid recontamination.

3. If washing is impossible, use antiseptic wipes and wash with soap and water as soon as possible.
4. Flush eyes, nose or other mucous membranes with water if they have been exposed.
5. Report the incident to the Superintendent.
6. Complete an incident report with details of the accident.

When an injury occurs, employees shall summon medical attention immediately.

All employees should protect themselves in the following manner:

1. Wear appropriate PPE, such as face protection and gloves.
2. If employee has been trained in the correct procedures, s/he will use absorbent barriers to soak up blood or other infectious materials.
3. Clean the spill area with an approved disinfecting solution, such as diluted bleach.
4. Dispose of contaminated materials in the appropriately labeled container.

Employees are encouraged to wash hands with soap and water before eating lunch.

Employees involved in an exposure incident will receive a written description with details of the incident and the employee's exposure, along with relevant information about the person whose blood or body fluid was the source of your exposure.

## **Hazardous and Toxic Substances**

Any functional area, which stores or uses hazardous materials will develop and implement a written hazard communication program. This program will include:

- Provisions for container labeling.
- Collection and availability of Material Safety Data Sheets (MSDS).
- Employee training program
- Listings of hazardous material in each work area.
- Provisions for the program to be available to all employees.

## **Lockout**

See Emergency/Crisis Plans for each district

## **First Aid**

It is the responsibility of the SAU to have a designee to administer first aid. Each designee must be trained in first aid and offers information to other employees regarding the hazards of administering first aid. The JLMC will offer training to any/all employees each fall. The JLMC will follow NH state guidelines for safety and health issues related to first aid. Each district's School Board Policy Handbook is available in each school's main office.

## **Disciplinary Policy**

- As a condition of employment, all employees are required to participate actively in SAU #64 health and safety programs and follow safety regulations in the interest of on-the-job accident prevention.
- Willful disregard of safety practices, rules, instruction, or the welfare of fellow employees or others in one's care will not be tolerated.
- Disciplinary action will be taken for failure to adhere to district policy regardless of longevity or employment record. (See the School Board Policy Handbook for each district.)
- 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.

### **Disciplinary actions could include:**

- Oral warning with review of safety policy
- Written warning with re-training of safety procedures
- Suspension with out pay
- Termination of employment

## **Accident/Incident Reporting**

Employees should report all accidents, injuries, near misses and property damage immediately to the Superintendent. Employees who discover an injured person should immediately notify the Superintendent, or a designee in the absence of the Superintendent. The Superintendent upon report of injury will immediately administer appropriate first aid or will ensure the injured person receives necessary medical attention. The Business Administrator will assure that the area and/or equipment and environment where an accident has occurred is properly secured until an accident investigation has been completed.

A *First Report of Injury* form shall be filled out and sent by management or supervisor to the N.H. Department of Labor (Fax: 271-6149) through the SAU office (within 5 days of the injury), which will forward a copy of the report to the SAU insurer. A verbal report of the accident will be given to the Superintendent as soon as possible. Internal accident reports will be completed as required. The Superintendent of Schools/Business Administrator will keep reports on file. The report format will include information such as:

- Injured employee information name and occupation
- Date and time of injury
- Date and time of treatment
- Parts of body injured
- Treatment given
- Location of accident
- How the accident occurred
- Why the accident occurred

## **Accident/Incident Investigation**

Most accidents are caused by a failure of people, equipment, or the environment. Accident investigations are conducted to determine how and why these failures occurred. By using information found during an investigation, a similar or more serious accident may be prevented in the future. Accident investigations are targeted toward accident prevention and are not conducted to place blame. The functional area supervisor will conduct an appropriate investigation as soon as possible after an accident.

The Joint Loss Management Committee will aid in accident and incident investigations when requested by the Superintendent or Business Administrator. The following premises will guide them:

- Accident investigations have one primary goal: they are conducted to prevent future accidents.
- All accidents resulting in an injury, and incidents of injury due to repetitive motion, or any accident with the potential to have caused injury, should be investigated.
- The primary objective is to find out exactly and completely why the accident occurred.
- The secondary objective is to establish what could have been done to prevent the accident and what can be done to prevent a reoccurrence.

A good accident investigation includes an examination to determine the facts, identification of the hazards or exposures involved, identification of the causes involved without placing blame, developing a plan of action which consists of physical and administrative controls, and presenting the plan to the Superintendent, who is responsible for appropriate follow through actions.

The investigation of the accident site should be conducted as soon as possible after the accident has occurred.

Investigations may also include any/all of the following:

- Photographs or sketches of the accident scene.
- Identification of the individuals involved in the accident.
- Interviews of any witnesses. These interviews will be conducted separately and as soon as possible after the accident. They purpose to gather facts about the event(s) leading up to the accident, how the accident occurred, and who arrived at the scene immediately after it occurred.
- Recommendations to prevent the reoccurrence of the incident/accident.

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## **Record Keeping and Posting**

The governing body and administration of SAU #64 shall keep on file in the Superintendent's Office:

- First reports of injury
- Safety inspections of facilities and audit findings
- Accident reports
- Insurance loss reports
- Training Records
- First Aid treatment records
- Minutes of Joint Loss Management Committee meetings
- Written correspondence concerning JLMC committee recommendations and investigation reports

\*\* Training records will be maintained at the SAU

## **Sub-contractors/Outside Service Providers**

All Sub-contractors and Outside Service Providers are required to follow their own company's safety policies. In circumstances where there are no policies, all Sub-contractors/Outside Service Providers will adhere to SAU #64's safety policy while on any SAU property.

Management will request from sub-contractors/outside service providers information regarding specific safety procedures and work practices, a list of any hazardous material or conditions that the contractor is bringing into the workplace. Insurance coverage information will also be required from the sub-contractor.

## Emergency Crisis Procedures

The following is a list of emergency procedures each employee should know:

- Copy of emergency and in-house contact phone numbers.
- Evacuation and headcount procedures
- Medical emergency and First aid procedures/supplies\*
- Fire fighting policies/extinguisher training
- Disposal and proper handling of blood products or medical waste
- Electrical power outage procedures
- Serious weather policies

\*A fully equipped first aid kit appropriate for nature of work should be maintained at each job site. It may be necessary to have someone trained in First Aid and CPR available for emergencies.

## Emergency and in-house contact numbers

Superintendent	473-2326	Police	911/522-3232
Paul School	522-8891	Fire	911
Nute	652-4591	Ambulance/EMS	911
MES	652-4539	Hazardous Materials	911
Town Hall	522-6205	Abuse Reporting	800-894-5533
St. Anthony's	522-3304	Command Center Cell	765-2838
Bus Coord. Milton	652-0021	Mental Health	569-1884
Bus Coord. Wake	522-8891	Sudden Death Team	569-2150, 569-7500
Phone Company	800-941-9900	Crowell's Towing	522-6631
PSNH	800-662-7764		

## Evacuation Procedures

In the event we need to evacuate the building.

1. Designated someone to make sure everyone is out of the building.
2. Find nearest exit.
3. Stand by the SAU sign in the front yard.
4. Do a headcount and call 911

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## Medical Emergency & First Aid Procedures

ALWAYS USE UNIVERSAL PRECAUTIONS WITH BODILY FLUIDS

### MINOR-LEVEL I

1. Administer first aid utilizing trained staff.
2. Follow emergency procedures as indicated by nature of accident.
3. Inform Superintendent
4. Complete personnel accident report.

### MAJOR-LEVEL II

1. Apply first aid utilizing trained staff
2. If life threatening, call 911
3. Notify Administrators and Superintendent as needed.
4. Notify emergency contact.
5. Complete personnel accident report.

## Fire Procedures

1. Attempt to extinguish the fire if small or confined.
2. Notify administration and superintendent.
3. Confine fire by closing the door to the area involved. Shut off HVAC and close exterior windows. Leave lights on.
4. Instigate evacuation plan.
5. Call 911
6. Assist emergency personnel in locating and assisting injured persons.
7. Follow instructions of emergency personnel.
8. Keep everyone away from building until area is declared safe.
9. Maintain list of all hospitalized persons and locations.
10. When safe, follow instructions of emergency personnel for re-entry.
11. Prepare fact sheet and media statement.
12. Debrief employees and keep informal.

## Disposal and Proper Handling of Blood

1. Put on medical gloves.
2. Dispose of all blood soaked materials in a plastic bag.
3. Clean and disinfect area.
4. Wash your hands and anything else that may have come in contact with blood.

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## Electrical Power Outage

1. Call PSNH to find out why power has gone out and how long it will be out.
2. Notify administration and superintendent.
3. If power has gone out due to a serious weather problem follow serious weather procedure.
4. Make sure battery back up is working.
5. Depending on how long the power will be out administration and superintendent will make the call on weather to stay or go home.

## Serious Weather Policies

1. Notify transportation director and principals in case of site evacuation or inclement weather.
2. Take headcount and go to designated shelter area. (IF TORNADO-NOT SCHOOL GYM)
3. Once at shelter area, everyone should sit facing interior wall with knees and head down, and hands covering face and head.
4. Group should remain calm, stay together, and listen for instructions.
5. Stay in shelter until instructed to move.
6. Designated personnel should check building.
7. Use battery powered radio for weather information.
8. Keep list of hospitalized or evacuated person and their locations.
9. Prepare fact sheet and media statement.
10. Administer necessary first aid using trained staff.
11. Call 911. Ask for advice on remaining or evacuating site.
12. Document all activities and decisions.
13. Prepare for emergency action with emergency personnel.

## **Funding and Resources Dedicated to Safety**

The governing body and administration of SAU #64 will provide the funding and resources necessary to comply with the goals and policies of the Safety and Health Program.

## **Self-Inspection Check List**

### **Record Keeping**

- Are all occupational injuries or illnesses, other than minor first aid treatments, being recorded?
- Do you have a Joint Loss Management Committee?
- Are minutes of the committee meetings kept and made available.
- Is one person clearly responsible for overall activities of the safety & health program?
- Are all accidents and incidents reported?
- Do you have disciplinary procedures for violations for your safety & health rules?

### **Medical and First Aid**

- Are emergency phone numbers posted?
- Are first aid kits easily accessible to each work area, with the necessary supplies available?
- Have your first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

### **Fire Protection**

- Is your fire alarm system tested at least annually?
- Are your interior pipes and valves inspected regularly?
- Are fire doors in good operating condition?
- Are fire doors unobstructed and protected against obstruction, including their counter weights?
- Are fire doors fusible links in place?
- Are portable fire extinguishers provided in appropriate types and places?
- Are fire extinguishers recharged regularly and so noted on the inspection tag?
- Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?

### **Personal protective clothing and Equipment**

- Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potential infectious materials?

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- ❑ Is all personal protective equipment maintained in a sanitary condition and ready for use?

## **General work Environment**

- ❑ Are all work areas clean, sanitary and orderly?
- ❑ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ❑ Are accumulations of combustible dust routinely removed from the work areas?
- ❑ Are all toilets and washing facilities clean and sanitary?
- ❑ Is all work areas adequately illuminated?
- ❑ Are pits and floor openings covered or otherwise guarded?

## **Walkways**

- ❑ Are aisles and passageways kept clear?
- ❑ Are aisles and walkways marked as appropriate?
- ❑ Are spilled materials cleaned up immediately?

## **Exiting or Egress**

- ❑ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ❑ Is the direction to exits, when not immediately apparent, marked with visible signs?
- ❑ Are doors, passageways or stairways that are neither exit, nor access to exits and which could be mistake for exits, marked "Not An Exit"?
- ❑ Are all exits kept free from obstructions?
- ❑ Are there sufficient exits to permit prompt escape in the event of an emergency?
- ❑ Are special precautions taken to protect employees during construction or repair operations?

## **Exit Doors**

- ❑ Are doors, which are required to serve as exits designed and constructed such that the way of exit is obvious?
- ❑ Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort?

## **Flammable & Combustible Materials**

- ❑ Are proper containers used for storage and handling of flammable and combustible materials?

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- ❑ Do storage rooms for flammable and combustible liquids have explosion proof wiring and lights?
- ❑ Is there a portable fire extinguisher, rated at least 6#BC, located within 75' of any refueling area?

### **Hazardous and Toxic Substances**

- ❑ Are Materials Safety Data Sheets (MSDS'), available for all hazardous materials used in the facility?
- ❑ Is proper personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials?
- ❑ Do employees understand the reasons for use and limitations of the personnel protective equipment?
- ❑ Are all containers such as materials properly labeled to indicate their content?

I \_\_\_\_\_ am stating that I have received a copy of  
the Joint Loss Management Committee Safety Program for SAU #64 on this date  
\_\_\_\_\_.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
JLMC Members Signature