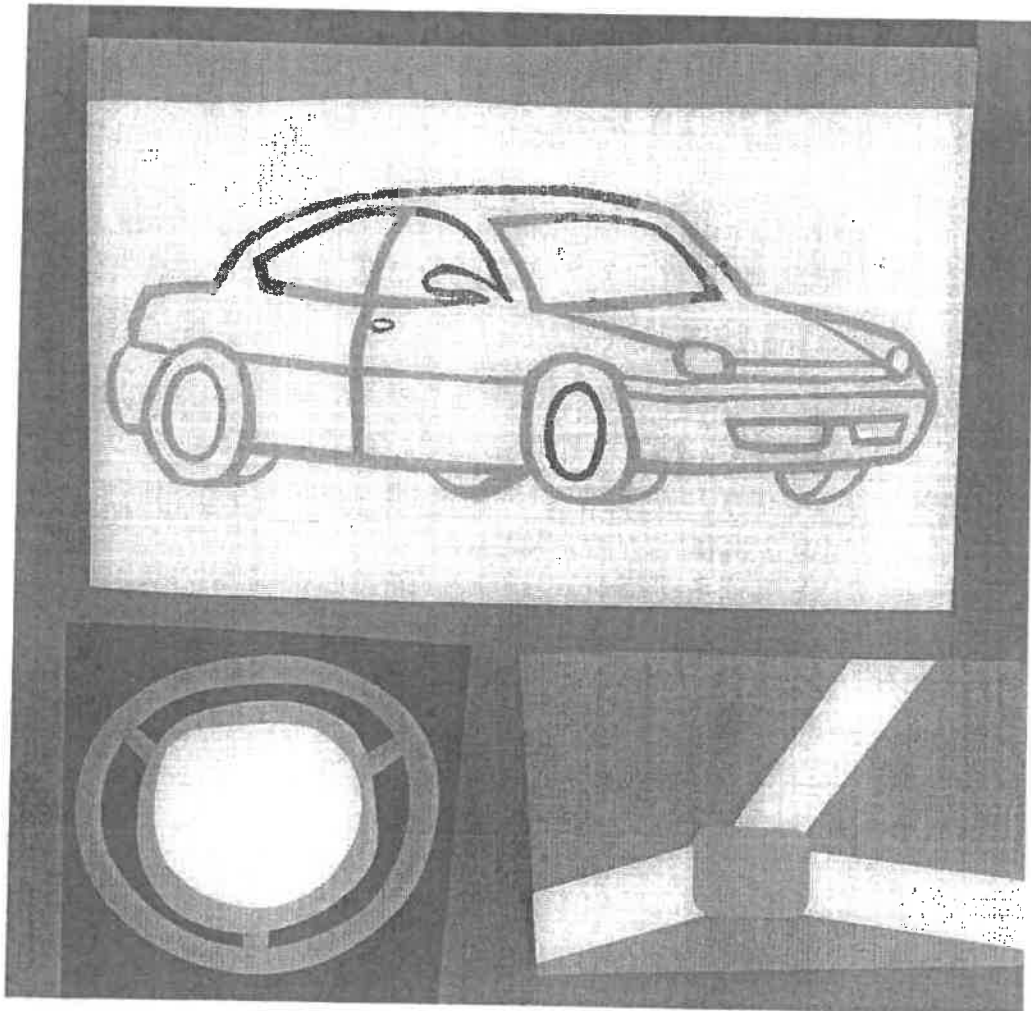


Loss Prevention and Safety Program Manual



Town of Conway, New Hampshire

Adopted: August 7, 2007

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I. INTRODUCTION

A. Purpose

This program is established to provide the basis for the development and implementation of realistic safety and health practices for Town employees, and more broadly, to develop and promote effective risk management (loss prevention) policies in order to protect all municipal resources: employees, the public, buildings, equipment, vehicles, and financial assets. These are accomplished by securing Selectmen and management support for the program, outlining achievable goals, assigning responsibility and authority, and designing a system to analyze and measure program performance.

B. Background

When consistently incorporated with other management efforts, loss prevention techniques have a profound effect on the reduction of personnel injuries, property damage, and work interruptions. It is an established fact that a well-trained, well-disciplined, and well-supervised individual in a safe and healthful environment is unlikely to have an accident. The objectives of this program are focused on this accomplishment. A low experience of losses in any organization is indicative of top quality supervision at all levels, and it overrules the misconception that accidents are inevitable where hazardous operations are accomplished.

This safety program is established under the following statutory authority: Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281- A: & RSA 277 (Appendix A), National Fire Protection Association (NFPA), New Hampshire State Fire Code (NFPA 1), International Building Code (ICB) Occupational Safety and Health Administration (OSHA), and American National Standard Institute (ANSI), and Workers Compensation Reform, RSA 281-A, as prescribed by the Commissioner of Labor.

C. Implementation and Responsibility

1. Due to the diversity of operations within our organization, it is recognized that certain terminology and procedures in this program cannot be equally applied by all departments. Department heads will, therefore, have some latitude to formulate and implement alternative methods when necessary, provided that no safety objectives or work rules are compromised.
2. The responsibility for implementing the provisions of this manual fall under three elected boards and three appointed managers:

The Board of Selectmen and Town Manager

The Library Trustees and Library Director

The Police Department and Police Chief

II. STATEMENT OF SAFETY POLICY

The welfare and safety of our employees are of prime concern to the Board of Selectmen, Police Commission, Library Trustees and management. Accidents result in unnecessary suffering and loss of wages and, all too often, in permanent disability. Therefore, it is our policy to provide and maintain safe and healthful working conditions and to require safe work practices.

To assure that our best efforts are going toward the prevention of accidents, we are establishing a comprehensive Loss Prevention and Safety Program. A component of this program is an on-going commitment to training and education.

Each of us shares a responsibility for the prevention of accidents and we expect that everyone will participate to the fullest to ensure that this will be a safe organization in which to work.

Sincerely,

BOARD OF SELECTMEN
Town of Conway

David C. Weathers, Chair

POLICE COMMISSION
Town of Conway

~~David Doherty~~, Chair

LIBRARY TRUSTEES
Town of Conway

~~Linda Fox Phillips~~, Chair

ANDRE PEPIN

DAVID PAIGE

III. LOSS PREVENTION PROGRAM

A. Program Goals and Objectives

The following are the general goals of the Town's loss prevention program. The Joint Loss Management Committee (JLMC) will be responsible for establishing specific program objectives based on these overall goals.

1. Decrease the number of safety and health related accidents, injuries, property damage and losses to the Town.
2. Eliminate, to the maximum extent possible, occupational and health hazards to Town employees by complying with all current occupational safety, health and environmental laws and regulations mandated by federal, state, and local jurisdictions, as well as seeking voluntary compliance with all OSHA requirements. Regular and on-going training shall be a primary component of this program.
3. Encourage active participation of all employees in loss prevention efforts.
4. Promote increased efficiency of Town services through proven risk management and safety practices, thereby maximizing utilization of tax dollars and improving the quality of life in Conway.

B. Responsibilities

1. Joint Loss Management Committee

The Joint Loss Management Committee is responsible for the development, organization, coordination and implementation of safety programs and safety education. Responsibilities also include worksite inspection, regular safety and hazard training and/or elimination and accident/injury investigation, reporting, and management. Other assignments and responsibilities related to disaster response and risk management complete the role of the JLMC.

The Joint Loss Management Committee will also advise the Town Manager, as well as department heads, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendation for loss prevention. The JLMC will not fulfill obligations of administrators or supervisors relative to providing safe work environments, necessary equipment, training, as well as inspections in the interest of accident prevention.

The Joint Loss Management Committee will consist of equal numbers of representatives from Labor and Management. The JLMC will meet at least quarterly to develop and carry out workplace safety programs and

programs for continuing education for employees on the subject of workplace safety.

2. Board of Selectmen, Police Commission and Library Trustees

The responsibilities of these Boards shall include the following:

- a. To ensure through the Town Manager, Police Chief or Library Director as appropriate that personnel responsible for implementing the provisions of this program understand it, have a copy of it, and are held accountable for their action/inactions in accordance with established personnel policies and procedures.
- b. To provide overall support, direction and commitment;
- c. To provide required resources, including funding for safety equipment, personal protective equipment, training materials, and educational programs.

3. Town Manager, Police Chief and Library Director

The Town Manager, Police Chief and Library Director shall have the responsibility for administering the Loss Prevention and Safety Program within their areas of responsibility and shall report to their respective boards. Duties as they relate to the implementation of the Safety Program are:

- a. When needed, provide all personnel with access to outside experts, loss prevention consultants and to insure the exchange of information between departments;
- b. To provide time as part of the normal operations of a department for inspections and the completion of reports when warranted by investigation, and to permit and encourage employees to participate in training programs;
- c. The Town Manager shall work closely with the JLMC in formulating safety rules, policies and procedures.
- d. The Town Manager, Police Chief and Library Director shall ensure that their departments plan and conduct regular and on-going safety training and safety education.
- e. The Town Manager, with the assistance of the Finance Department, shall maintain the incident record system for the Town. This shall include receiving reports for injuries, vehicle incident reports, and investigation reports from the departments, and making required reports to the insurance companies.

- f. The Town Manager, or designee shall prepare and distribute periodic reports indicating the effectiveness of the Safety Program.
- g. The Town Manager, Police Chief, or Library Director (or designee) shall make periodic inspections of work areas for the purpose of discovering unsafe conditions or unsafe practices.
- h. The Town Manager, Police Chief, or Library Director shall ensure that all incidents, which result in lost-time injuries, are investigated.
- i. The Town Manager, Police Chief, or Library Director shall take follow-up action, as necessary, to ascertain that corrective action has been taken to prevent recurrence of incidents.
- j. The Town Manager, Police Chief, or Library Director will work to provide required resources including funding for safety equipment, personal protective equipment and training materials;

4. Department Heads:

Each Department Head ("Department head" shall refer to Library Director and Police Chief as well) shall have complete responsibility for the Loss Prevention and Safety Program within their department and building. In addition:

- a. The Department Head shall assure that employees are properly instructed regarding safe working methods and that supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision. Department heads will make recommendations to the Joint Loss Committee regarding safety training and educational needs of employees.
- b. The Department Head shall assure that required reports pertaining to injuries, vehicle incidents, and investigations are promptly prepared and forwarded for further processing.
- c. The Department Head shall make frequent inspections of work areas for the purpose of discovering and correcting unsafe conditions or unsafe working practices.
- d. The Department Head shall encourage employees to report immediately any unsafe conditions, practices, equipment, etc., and shall take necessary action to correct same.
- e. The Department Head shall require all personnel to obey safety rules, procedures and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.

- f. The Department Head shall require Supervisors to determine causes of incidents involving personnel or equipment under their supervision and to recommend measures to prevent similar incidents.

5. Supervisors:

The Supervisor is responsible to the Department Head for the operation of the Loss Prevention and Safety Program as it pertains to personnel and equipment under their supervision. The Supervisor is the "key person" involved in the Safety Program because they are in the best position to observe the work of Employees. Additional responsibilities include:

- a. Giving job instructions to subordinates with special emphasis on the hazards of the work to be performed.
- b. Constantly watching for and immediately correcting unsafe conditions and unsafe working practices as well as reporting to the Department Head those incidents which are beyond the scope of their authority to correct. (Lab 1403.01
- c. Promptly informing the Department Head of all incidents involving personnel or equipment under their supervision, and taking immediate steps to investigate each incident to determine its cause.
- d. Assuring that proper action is taken any time an employee is injured. This includes:
 - i) Making sure that the injured employee receives appropriate medical attention, depending upon the severity of the injury.
 - ii) Completing any necessary forms, reports or other documentation related to the injury and treatment of an employee under their supervision. This includes, but is not limited to, Workers' Compensation Forms and Incident Investigation Forms.
- e. Enforcing safety rules, policies and procedures and making sure that protective equipment is worn as the hazards of the job dictate such use.
- f. Informing all employees of their responsibilities as outlined below.

6. Employees:

Each employee is responsible for his/her own safety, the safety of fellow workers, and the safety of the general public with regard to the work being performed (Lab 1403.01 (b)). In addition:

- a. An employee shall be required to obey safety rules, policies and procedures as a condition of employment.
- b. An employee shall wear personal protective equipment such as goggles, hard-hats, etc. as deemed necessary by the Supervisor, Department Head, or as common sense dictates.
- c. An employee, if injured on the job, shall be required to take the necessary action of:
 - i) Promptly giving verbal notice to supervisor of any injury received while on the job regardless of the severity of the injury or whether or not medical treatment is required.
 - ii) Filing with the supervisor, within 24 hours following any incident or injury, a written report of the incident. (See Appendix C for further detail.)
- d. An employee shall promptly inform supervisor of any unsafe equipment, unsafe tools or other hazardous conditions.
- e. An employee shall obtain specific instructions from a supervisor in all cases where conditions and/or previous instructions are not completely understood.
- f. All employees shall be required to read and sign an Employee Safety Responsibilities Signature Form (Appendix B) to be kept in their personnel file.

C. Managing Unsafe Conditions

The following options listed in order of effectiveness, are often overlooked when confronted with a hazardous situation. Not all of these will work in any given situation and each must be weighed to provide the most cost-effective and timely solution, without sacrificing employee safety.

1. Elimination of the hazard by removal of the machine, material, or structure.
2. Control of the hazard by enclosing or guarding the point of hazard at the source.
3. Planning including training of personnel, establishment of safe avoidance procedures, and pre-planning of jobs to pinpoint and eliminate or avoid hazardous situations.

4. Protecting personnel from the hazard by providing and ensuring the use of personal protective equipment.

At no time should protective devices or safety practices be set aside to get done "sooner" or "cheaper." "No assignment is so critical that time cannot be taken to do it safely."

D. Reporting Accidents, Injuries and Incidents

In the event of accident or injury to a municipal employee, injury to a citizen by municipal operations, or damage to property related to municipal operations, the supervisor and the JLMC will be notified immediately. This includes any fatalities occurring on municipal property whether an employee or not. This rapid notification is vital to the proper management of the incident, as well as to cause the necessary procedural steps to be taken.

The supervisor is responsible for the proper handling of the details of such cases. This requires those involved to remain calm and in control of the situation, to make the necessary requests for emergency assistance and to collect vital information so that effective case management can take place.

The Finance Department shall provide the JLMC with a copy of all accident reports submitted to the NH Department of Labor for Town employees. Any injury to any citizen and any damage to private or Town property due to Town operations shall be reported, in writing to the JLMC by the department responsible for the injury or damage. This reporting is in addition to any other required claim reporting to other individuals or agencies. (Reporting to the JLMC does not relieve a department of the responsibility of also reporting to the Police Department, the Town insurance companies, etc.) Any questions on reporting requirements may be addressed to the JLMC.

The EMERGENCY phone number for Fire, Police and Ambulance is 9-1-1

E. On the Job Injury Procedures

The following procedures apply to all employees and individuals on the Town payroll including full-time, part-time, and temporary. These procedures are meant to supplement (but not supersede) any other mandated provisions for the Police Department.

1. Time of Injury

The following steps should be taken for a personal injury accident at the time of injury:

- a. Ensure that the victim and other individuals are in no danger of being further injured. Contact 911 if warranted.

- b. Report the injury to your supervisor immediately, and in the case of serious, fatal, or multiple injuries, report it to the JLMC. When placing the call for help, be prepared to give the following information:
 - The phone number from which you are calling.
 - The physical address and/or any special landmarks or instructions.
 - The extent of the injury (bleeding, broken bones, etc).
 - Your name.
- c. Do not hang up – let the emergency personnel on the other end of the phone end the conversation, thus allowing them to ask any questions or confirm any information you have given.
- d. Do not attempt to transport a seriously injured person to the hospital yourself! Leave this to the ambulance service personnel who are trained specifically for these emergencies.
- e. The supervisor must insure that proper medical help is provided and that other employees and citizens are protected if the hazard still exists. The supervisor shall then take immediate action to correct the hazard and complete the required INVESTIGATION REPORT (Appendix E).

2. Lost Time

Any employee who suffers an injury is subject to the State of New Hampshire's Workers Compensation Statute (RSA 281).

3. Notice of Accidental Injury or Occupational Disease

When any injury occurs, the standard EMPLOYEE'S REPORT OF INJURY/ILLNESS/PROPERTY DAMAGE (see Appendix C) form must be completed as soon as possible. This form should be completed and submitted to the Town's Finance Office immediately after the occurrence and signed by the injured employee and the Supervisor. The Finance Office shall provide the JLMC with a copy of all such forms.

As a point of information, while "accidental injuries" are fairly straightforward and can usually be attributed directly to some physical hazard or improper procedure, "occupational disease" is a more subjective matter. Health hazards and their effects cannot often be realistically defined since some symptoms may be the result of any number of causes. In cases of diseases that are suspected to be the result of exposure to

substances at work, more extensive analysis of hazards and research may be required.

4 . Report of Accident Investigation

In addition to, and as a supplement to, the NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE form, a REPORT OF ACCIDENT INVESTIGATION must be completed and signed by the injured employee's supervisor and given to the department head. The department head shall provide one complete copy to the Finance Department. The Finance Department shall also provide the JLMC with a copy of all such reports.

The following guidelines should be followed when investigating accidents:

- a. Investigate the scene as soon as practical after the accident. Note conditions, time, location of equipment, physical objects and witnesses. Make notes and draw sketches as needed. Take photographs if possible.
- b. Interview witnesses. It is important to conduct interviews as soon after the accident when details are still fresh in the witnesses' mind. Be certain that they understand that no blame is being laid; you are simply trying to gather facts and prevent a recurrence.
- c. Interview the victim when the timing is right. Keep in mind his/her physical and emotional condition.

F. Safety Equipment

Many routine work assignments will require the use of certain personal protective equipment as outlined in Section IV. of this policy (see Lab 1403.53). These items may include, but are not limited to:

- Safety shoes
- Rain gear
- Gloves
- Boots
- Protective headgear
- Goggles
- Hearing protection
- Visibility vests
- Gas monitoring devices
- Welding clothing and shields
- Breathing apparatus
- Special application tools
- Protective clothing

Requests for equipment not immediately available should be directed to the responsible supervisor. Failure to use available required personal protective equipment is the employee's responsibility and ignoring the requirement will not be tolerated.

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning signs, warning lights and many other specialty items. Consult with a supervisor or the municipality's Safety Officer for more information.

G. Training

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his job safely and efficiently. This training shall include:

1. Orientation to Town and departmental and overall municipal work, safety, and health rules including specifically safe operation of vehicles.
2. Procedures for reporting on-the-job injuries.
3. Procedures for processing hospital/medical bills related to job-related injuries.
4. Workers' Compensation claims process.
5. Reporting of unsafe conditions or practices.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment, as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instructions for those tasks or for any equipment with which they are not familiar.

H. Temporary and Part-Time Employees

All of the procedures and policies set forth in this manual apply to all employees of the municipality regardless of the number of hours worked. However, in order to facilitate a smooth orientation and procedural checklist, the following special consideration for temporary and part-time employees should be noted.

1. No temporary or part-time employee will operate municipality-owned motor vehicles (including riding lawn mowers) without written authorization from the employee's Department Head.
2. Temporary and part-time employees hired to do heavy physical labor may receive a pre-employment physical. The Safety Officer, in consultation

with the department heads, will determine which positions will require such physical examinations.

3. All part-time employees filling laborer positions in all departments are required to report to work wearing safety shoes. The obligation for ensuring compliance rests in the respective department in which the employee is working.
4. In addition to other orientation matters, part-time employees will receive instruction in the following areas:
 - a. What to do if injured or ill on the job.
 - b. Clothing requirements (including shoes).
 - c. Availability of safety and protective equipment.
 - d. Unauthorized operation of municipal vehicles or other equipment or jobs.
 - e. Availability of training or instruction on unfamiliar equipment or jobs.
 - f. How to report an unsafe condition or incident involving injury to a citizen or damage to private property.
 - g. Riding in vehicles – “do’s and don’ts” of riding in municipal vehicles of all types.

I. Corrective Action

Any corrective actions conducted under this Safety Policy will comply with the provisions of the Personnel Manual and/or the Public Works Union Agreement or the Police Union Agreement.

1. The Town of Conway is justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and a sense of responsibility. Each employee is expected to act in a safe and appropriate manner.
2. Employees who have recurring injuries will be counseled. Employees who are incident-prone present a danger to themselves and to others. Appropriate action will be taken after consideration, which could include further training, counseling, job change (if possible and qualified), or disciplinary measures up to and including termination of employment.
3. Department Heads and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures and rules of the organization and work unit.

IV. SAFETY PRACTICES

The Town of Conway, its employees, officials and appointees shall comply with the safety practices contained in State of New Hampshire Department of Labor Administrative Rules for Safety and Health Lab 1400 pursuant to: RSA 281- A: & RSA 277 as presented as Appendix 1 to this document. Compliance is also required for the following regulations and procedures:

A. Proper Lifting

Common types of injuries due to lifting are: 1) back strain, 2) hernia, and 3) muscle strains and sprains. These injuries often result from overstretching certain muscles and generally can be avoided by following proper lifting techniques and using proper equipment. All personnel should lift safely using the following guidelines:

1. Do Not Attempt to Lift More Than You Should
 - a. Never pick up anything that is too heavy or bulky for one person to handle. Get help when needed and communicate with partner.
 - b. Use tools and equipment such as chain falls, hoists, levers, hand trucks, power loaders, etc., when possible rather than lifting by hand. Use back brace if your condition or nature of the work requires it.
 - c. Never pick up an object with a sudden jerking motion. Avoid lifting and twisting in a single motion.
 - d. Always keep the load close to the body. Avoid over extension and try to keep the weight evenly balanced.
2. Lift Objects Properly
 - a. Plan your lift. Make sure the travel path is clear.
 - b. Get a good footing. Place feet about shoulder width apart.
 - c. Get a firm grip. Balance the load.
 - d. Bend at knees to grasp weight. Get good position over the load.
 - e. Maintain the natural curve of the back. Lift with the legs and all the muscle groups.
 - f. Look at the load. Tuck the chin to keep the neck and spine aligned.
 - g. Lift gradually by straightening the legs. Bring the load close to the body or step to the load as you lift.

B. Barricades and Warning Signs

Work area protection is the adequate safeguarding or protection of pedestrians and motorists (through the use of warning signs, lights, flags, traffic cones, barricade rope, a flagman, etc.) on approaches to work areas, excavations, open manholes, parked equipment, blocked traffic lanes, etc.

1. Public Awareness
 - a. The public must be made aware before they get to the work area that the presence of work forces and equipment forms an obstruction to the normal flow of pedestrian and/or vehicular traffic.
2. Have a Worksite Safety Plan
 - a. The possibility of an incident occurring is greatly minimized by proper planning, design, installation, and operation and maintenance of safeguards, coupled with the use of common sense.
3. Follow Basic Guidelines to Facilitate Safety
 - a. Pre-inspect the job site for traffic conditions.
 - b. Schedule the job for a time when traffic conditions are most favorable to do the job safely.
 - c. Keep the size of the work area at a minimum and allow only necessary equipment and vehicles into the work areas.
 - d. Open manholes and excavations shall be adequately identified and protected. Necessary precautions should be taken to assure proper support of loads in the area of excavations.
 - e. The unauthorized removal of any protective barricade shall be prohibited. Temporary removal requires other safety controls, such as the posting of flagman to direct traffic. Whoever removes a barricade shall be responsible for its replacement.
 - f. Protective or warning devices shall be removed from the job site as soon as they are no longer necessary.
 - g. The Police and Fire Departments shall be informed of all jobs where barricades are in service, and shall make periodic checks on the aforementioned job sites to see that barricade protection is in good operating condition during the hours of darkness.

C. Using Jacks and Lifts

1. Jacks

- a. Make sure the jack has the correct capacity rating for the job. Never use a jack about which you have any doubt.
- b. Make sure the footing is substantial; use boards or blocks at right angles to the lift.
- c. Position the jack properly for the lift.
- d. Position the jack so there will be an unobstructed swing of the handle, thus protecting your knuckles.
- e. Never leave a jack standing under a load with the handle in the socket; something might strike the handle and knock the jack out of position.
- f. Make sure that all jack-lifting loads are braced diagonally, so that the jacks cannot tip over.
- g. Before jacking a vehicle set the hand brake and chock the wheels so that the vehicle cannot roll.
- h. Never rely on jacks alone to support any load you have to work under. Use plenty of substantial blocking - have an ample factor of safety. If jack stands are used, inspect them before using and position them properly to support the vehicle.

2. Lifts

- a. Lifts shall only be operated by trained garage personnel familiar with all safety features of the particular type of lift being used.
- b. Vehicles placed on lifts should be raised until the wheels clear the floor and then re-checked for proper position before fully raising.
- c. Safety pin or safety leg will be locked securely in position before working under a raised lift.
- d. It is best to stand to the side - not in front - of a vehicle to guide it onto a lift.

D. Using Tools and Lamps

1. Use only approved and inspected portable electric tools and electrical extension lamps (see section on portable power tools).

2. Always use a well-guarded and grounded lamp.
3. If flammable liquids, vapors, or dusts are present make sure that you are using a safe type of lamp and guard; ask your Supervisor if you are not entirely sure. If at all possible, eliminate the hazard before proceeding with work.
4. Do not try to patch the insulation of a defective cord; get a new cord.
5. If the cord is too short to reach the necessary distance, do not splice it; get a new cord or another extension.
6. It is a bad practice to pull on the cord to disconnect a wall plug; the wires may be loosened or pulled free from the socket.
7. Do not drag a cord over nails, hooks, tools or other sharp edges, as this may cause a short circuit; if flammable vapors or dusts are present, an explosion may result.
8. Do not allow the extension cord to touch acids, oil, solvents, or even water, unless it is properly insulated.

E. Gasoline and Other Flammable Liquids

1. Gasoline shall not be used for cleaning purposes as it has a very low flash point and is therefore a fire hazard. Use an approved non-flammable cleaner. Also, commercial gasoline contains tetraethyl lead. Due to the hazard of lead poisoning, do not wash hands or other parts of the body with gasoline.
2. Do not allow gasoline to stand in open containers. If gasoline must be kept, use only approved safety cans.
3. Keep flames and sparks away from gasoline and alcohol or anti-freeze vapors. Such vapors can cause an explosion.
4. If your clothes become soaked with oil, gasoline or other flammable liquids, change them at once. Hand-rinse such clothing to ensure that a vapor explosion does not occur in an electric washer or dryer.
5. Follow basic safety guidelines when refueling vehicles and equipment.
 - a. Always observe "no smoking" rules.
 - b. Shut off the engine.
6. In order to prevent ignition from static electricity stored within the vehicle, touch the metal nozzle on gas hose against car bumper. During the entire

filling operation, the nozzle shall remain in constant contact with the vehicle.

7. Do not overfill vehicle fuel tanks. If overflow does result, immediately flush with water.
8. Gasoline dispensing equipment shall be located outdoors.

F. Batteries

1. When removing or replacing a battery:
 - a. Disconnect the ground cable (usually black or green in color) first and the positive cable (usually red in color) second
 - b. Replace or service battery, connect positive cable, then connect the ground cable
2. Handle batteries with caution. They contain sulfuric acid. Wear eye protection. Keep battery charging areas well ventilated to prevent buildup of hydrogen gas which can explode.

G. Ladder and Scaffolding Safety

1. Ladders
 - a. Never use a makeshift ladder. They cause more incidents than all other causes together.
 - b. Avoid standing on the top of a stepladder. Use a ladder tall enough to let you stand at least three steps from its top.
 - c. Always face the ladder and use both hands when climbing or descending.
 - d. Use the right length ladder for the job so you won't have to reach to work from an unsafe position.
 - e. It is dangerous to reach out too far from a ladder in any direction; move the ladder as the work may require.
 - f. Step toward the ends of a step. Do not place your weight in the center of a step.
 - g. Use a safety belt if the character of the work requires it.
 - h. It is unsafe to use a ladder as a horizontal member of a scaffold.

- i. Always be aware of other hazards in the work environment.
- j. Never set a ladder where it or you can come in contact with unprotected electrical wires. Remember, all wires are dangerous. If work is required around electrical services, have a supervisor contact the utility company or Dig Safe before starting the job.
- k. If the ladder is placed before a doorway or window, lock it or have someone guard it. Protect the ladder base from traffic, if necessary.
- l. If your shoes are muddy or otherwise slippery, clean them before you climb.
- m. Use extra caution when using tools while on a ladder.
- n. Tools should never be left on a stepladder unless tool holders are provided.
- o. Carry tools in suitable pockets; or have tools and all other objects hoisted with rope and bucket.
- p. Use extreme caution when using tools requiring great force to operate. If a tool slips, you could be thrown from a ladder.
- q. Make sure the ladder is in proper repair and is not defective.
- r. Check for cracked or damaged side rails and cracked, loose or missing rungs, steps or cleats. Inspect for rot or splintered surfaces and loose, bent or broken hardware, such as hinges, spreaders or extension locks. Never use a ladder, which is unsafe.
- s. Be sure to establish safe footing for the ladder.
- t. Never use boxes or other makeshifts to increase the height of a ladder.
- u. Use a ladder with safety feet suitable for the floor or ground it stands on.
- v. If the floor is extra slippery, tie the ladder at the base or have someone hold it.
- w. Make sure the feet are firmly and evenly supported. Place the ladder's feet parallel with the top support and on solid footing.

- x. In setting up a ladder, place it so the distance between the foot of the ladder and the base of the structure is approximately one-fourth of the distance from the base to the point of bearing.
- y. Make sure step ladder is fully extended before you climb.
- z. Raise extension ladders to the vertical position (or against the wall) before extending. Leave ample overlap between sections: for extended lengths up to 39 feet, three feet; 38 to 44 feet, four feet; and 44 to 55 feet, five feet.
- aa. When raising a long ladder, have someone hold the base, if possible. Otherwise, tie the base or block it against something solid. Get help when raising a heavy ladder.
- bb. Ladders leading to landings or walkways should extend 36" to 42" above the point of bearing.
- cc. Set the ladder so the side rails extend 3-1/2 feet above a top landing.
- dd. Tie the ladder or have someone hold it if used where likely to shift, on roofs or high places, or if the indicated angle cannot be observed. Do not work in a high wind.
- ee. Be sure the ladder is placed at a safe angle against the wall or other solid backing. An angle of about 75 degrees with the horizontal is recommended.

2. Scaffolding

- a. Make sure the scaffolding is in proper repair.
- b. Be sure to establish safe footing.
- c. Use a safety belt if the character of the work requires it.
- d. Use extra caution when using tools while on scaffolding.
- e. Do not use a ladder as a horizontal member of a scaffold because it is unsafe
- f. Always be aware of other hazards in the work environment.

H. Fire Prevention and Safety

1. General practices

- a. Smoke only in designated outside areas.
- b. Wastebaskets are not ashtrays. Do not discard smoking materials into a wastebasket at any time.
- c. Unplug electrical coffee pots, hot plates, and like appliances at the end of each workday.
- d. Turn off electric typewriters and like electrical equipment when not in use and at the end of the workday.
- e. Avoid overloading electric circuits. If it is necessary to use triple or four-way sockets for commonly used electrical equipment in the office, then more circuits are needed.
- f. Extension cords can be a hazard especially when stapled, run under rugs or through doorways. Request additional circuits.
- g. Use portable electric heaters with great care. Avoid placing such appliances near combustibles. Unplug electrical heaters at the end of the workday.
- h. Flammable or combustible materials should be properly maintained and stored.
- i. Keep storage of combustible materials at a minimum. Remove trash, cardboard, etc., daily.
- j. Wipe up and sweep workplace floors and remove dust, shavings and sawdust daily.
- k. Dispose of rags soaked in oil, solvent, paint, and gasoline in approved metal containers only.
- l. Flammable cleaning fluids and gasoline for edger's and lawn mowers should not be stored in buildings occupied for offices, public assembly and like uses. Only enough fluids for immediate usage should be kept on hand in work areas.
- m. Flammable liquids shall be stored in an approved flammable liquid cabinet meeting OSHA 1910.106 and NFPA 30. Flammable liquids shall be put and kept only in metal cans. Safety cans are required for gasoline.
- n. Be careful that light bulbs do not come into contact with combustibles in storage areas. Combustibles should be placed no closer than 18" from light bulbs.

2. Fire Safety

- a. REMEMBER these five basics if a fire occurs
 - i. KEEP CALM...DO NOT PANIC, but move quickly!
 - ii. Sound the alarm.
 - iii. Call the fire department.
 - iv. Evacuate the area.
 - v. Fight a small fire. Use good judgment; do not endanger yourself or others. Your safety and the safety of your fellow workers are foremost.
- b. Have a plan for exiting your work area in case an emergency evacuation is ever called for. It is also a good idea to have an alternate plan in the event your first route of exit is blocked.
- c. Know and follow the evacuation plan of your work area. A large fire or explosion may necessitate a change in the plan. Keep calm, and follow the instructions of the emergency or supervisory person(s) directing you to the safest exit.
- d. Know where fire extinguishers are located in your work area and know how to use them. Extinguishers should be used only on incipient (beginning) stage fires.
- e. Use the proper type of extinguisher to fight the fire.
 - i. Use a Class A (water extinguishers) or ABC dry chemical fire extinguisher on paper, wood, and cloth fires.
 - ii. Use a Class B or ABC dry chemical or CO₂ extinguishers on gasoline, oil, grease, or other flammable chemicals.
 - iii. Use a Class C or ABC dry chemical or CO₂ extinguisher on electrical fires.
- f. Activate an early warning device (i.e. pull station), Evacuate the building and call 911
- g. Stay out of heat and smoke. Protect yourself from heavy smoke by covering your mouth and nose with a cloth (wet if possible) and move as closely to the floor as possible.
- h. Keep near a door for your escape.

- i. WHEN IN DOUBT, GET OUT! AND STAY OUT! Do not re-enter the building until Fire officials declare it is safe to do so.
- j. Remember P.A.S.S:
 - i. P - Pull safety Tab and pin
 - ii. A - Aim the extinguisher stream at the base of the fire.
 - iii. S – Squeeze the handle together.
 - iv. S – Sweep nozzle of extinguisher back forth near base of fire
- k. When the fire is out, leave the area. Close the doors. The Fire Department will assure that the fire is out and that the area is safe to re-enter.
- l. If despite your efforts, the fire increases or the smoke becomes increasingly thicker, Close the door and leave the area. Do not take unnecessary chances.
- m. Elevators are not emergency exits and should not be used in case of fire.
- n. WALK quickly to the exits. Once outside, move a safe distance away from the building to allow fire fighting equipment-unhindered access to the building.
- o. Do not attempt to move vehicles away from the building unless so directed by your Supervisor, Fire or Police officials.

3. Electrical Fires

- a. Unplug electrical equipment, or turn off current at box. Do not attempt to extinguish an electrical fire. The potential of electrical shock is too great.
- b. Use CO₂ or dry chemical extinguisher. Never use water on an electrical fire. The potential of electrical shock is too great.

4. Clothes Fire

- a. Do not let a person whose clothes are on fire run – it fans the flames. Remember the rule: STOP, DROP, COVER and ROLL.
- b. Smother the fire by rolling the victim up in a rug, blanket, canvas (be sure the canvas has no oil or grease on it), or a heavy coat. As

the victim is rolled in the smothering material, be sure his head is not covered up.

- c. Get medical attention for the victim immediately. Treat for shock.

5. Car/Truck Engine Fires

- a. Be aware that vehicle fires can accelerate rapidly. Materials used in vehicle interiors can give off highly toxic fumes. If a fire cannot be easily extinguished, get safely away from the vehicle.
- b. Shut off the engine and disconnect the battery, if possible.
- c. Use a dry chemical or Co2 extinguisher.
- d. BEWARE of spilled gasoline.

6. Outside Fires

- a. Rake, dig, or wet down a four (4) foot wide "fire-brake" between the fire and endangered buildings or equipment.
- b. Working along the edge of the fire, knock down flames with brooms, shovels, or water.
- c. Have someone follow-up to put out sparks.
- d. Do not take chances - always have an escape route open.

I. Seat Belt Policy

- 1. Town of Conway employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles, as well as the vehicles of others. In addition, passengers in vehicles operated by Town staff while on Town business are required to wear seat belts.
- 2. This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts. Town employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

J. Eye Injuries

Due to the sensitive nature of eye injuries, employees with these types of injuries should be transported immediately to a hospital emergency room, or in non-emergency cases during normal working hours, a department head should call for an immediate appointment with an ophthalmologist.

K. Safe Housekeeping Practices

1. Work areas shall be kept free of waste and loose materials. This is especially true in the vicinity of doorways, stairs, passageways, ramps, and ladders.
2. Obsolete and unusable equipment should not be allowed to accumulate around buildings. This includes, but is not limited to office equipment and furniture, metal scraps, lumber, debris and discarded parts.
3. Clean up spilled or splashed liquids on the floor and post "Wet Floor" signs to prevent someone from falling.
4. All contaminated rags will be placed in an approved safety metal container
5. Don't stand in front of a closed door that may be opened suddenly.
6. Report all defective equipment to your Supervisor for repair.
7. An open drawer of a desk or cabinet is a hazard, which can cause you or others to trip or collide. Keep drawers and cabinet doors closed.
8. The standard four-drawer filing cabinet can cause injury if it upsets as a result of opening a heavily loaded top drawer. Open only one drawer at a time.
9. If you must reach high or climb, use a safe ladder. Do not use a chair for climbing. Do not stand on drawers, cabinets or boxes, etc.
10. Cords on electrically operated machines and telephones create a tripping hazard when left on the floor or in walkways. Arrange the work area to avoid this hazard.
11. When replacing bulbs or fluorescent tubes be sure fluorescent tubes are properly locked in place and replace globe and fittings, using both hands, making sure that they are secure.
12. Report any fixtures or appliance from which electrical shock is received or which sparks, is unusually hot or otherwise appears defective.

L. Personal Protective Equipment

It is the responsibility of the Department Head or his/her designated representatives to determine by examination of the job description to see which Employees are exposed to hazards and see that they are afforded proper safety equipment and personal protective equipment (PPE).

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

1. Head Protection

- a. Approved ANSI hard-hats shall be furnished to and shall be worn by anyone entering or working in and around areas where there is a possibility of head injury.

2. Eye Protection

- a. Goggles, face shields, or other suitable eye protection shall be required for wear by employees whenever there is danger of exposing the eyes to flying particles, chemical substances, harmful light rays, dirt or grease falling from under vehicles, blood/bodily fluids, or other conditions considered harmful by the supervisor.

- b. Suitable eye protection devices will be purchased and furnished by the department.

3. Hand Protection

- a. Employees may be required to use appropriate work gloves in completing their duties.

- b. The department shall furnish specialized hand protection such as rubber gloves, welding gloves, etc.

4. Foot Protection

- a. Employees are required to wear safety footwear whenever they are working in an area where heavy objects, machinery, tools or other potential hazard pose an increased risk that foot injuries may occur.

M. Hazard Communication Program

1. Purpose

- a. This Administrative Regulation sets forth policy and procedures relating to Hazard Communication compliance by compiling hazardous chemical lists, by using Material Safety Data Sheets (MSDS), by ensuring that containers are labeled, and by providing employees with training.

2. Policy

- a. All Department Heads and Supervisors or their designee will coordinate the Hazard Communication Program within their respective departments by ensuring that containers are labeled properly, compiling a hazardous chemicals list, and providing employees with training.
- b. The JLMC will review and update the program, as necessary. Copies of the written program will be located within each Town building.
- c. Under this program, employees will be informed of:
 - i) The contents of the hazard communication standard;
 - ii) The hazardous properties of in-house chemicals with which they work;
 - iii) Safe handling procedures;
 - iv) Measures to take to protect you from these chemicals

3. List of In-House Hazardous Chemicals

- a. The Department Heads or their designee will ensure that a list of all hazardous chemicals used in any Town building is compiled, and will update the list at least annually.
- b. The list of chemicals identifies all of the chemicals used in each facility. Each list also identifies the corresponding MSDS for all chemicals. A master list of these chemicals will be located at a dedicated office in each Town building and at the Town Hall as the MSDS index.

4. Material Safety Data Sheets

- a. MSDS provide employees with specific information on chemicals they may be exposed to. The Department Heads will maintain a binder in each facility with an MSDS on every substance on the list of hazardous chemicals MSDS Index. A master MSDS manual will be maintained at Town Hall.
- b. Each Department Head or their designee shall be responsible for acquiring and updating MSDS's. The Department Heads shall contact the chemical manufacturer or vendor if additional research

is necessary or if an MSDS has not been supplied with an initial shipment received by the Town.

5. Labels

- a. The Department Heads or their designee shall ensure and verify that all containers received for use are properly labeled (NFPA 704 label) as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer, importer, or responsible party.
- b. If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, labels are not required on the portable container.

6. Training

- a. Department personnel who work with or are potentially exposed to in-house hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals by the Department Heads or his or her designee.
- b. Employees will be required to sign a form to verify that they have received training, received written material, and understand the policies on hazard communication.

7. Contractor Employees

- a. Each contractor bringing chemicals on-site must provide the Town with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

N. Safe Use of Chemicals

Any chemical product may be potentially harmful or dangerous if improperly mixed or applied or when used without protective equipment or in a manner not consistent with the manufacturers guidelines. Many commonly used products not commonly regarded as "hazardous" are, in fact, chemicals and can cause injury if not properly used. Extreme care should be used at all times by personnel who are working with acids, caustics, solvents, pesticides, toxic, petroleum based or other chemical products (specific rules for certain activities and/or use of specific chemicals are provided in departmental safety policies and procedures).

Basic safety information relating to the usage of chemicals is outlined as follows:

1. Always consult the MSDS before working with a new product. The MSDS provides information on the product such as: the physical and health hazards, proper handling methods, spill cleanup data, fire fighting information and required protective equipment.
2. Never mix chemical products unless it's safe to do so. Many common products are incompatible or become unstable when mixed. Consult the MSDS or ask a knowledgeable superior.
3. First aid information is provided on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital if you suffer an injury or illness due to contact with or exposure to a chemical.
4. All containers of chemicals must be labeled.
5. When using small quantities of a chemical, use the entire chemical or return it to the original container.
6. Never leave any quantity of hazardous material in an unlabeled or improper container.
7. No food or drink shall be allowed in areas where potentially toxic or harmful chemicals are stored, mixed or otherwise handled.
8. Caution should be used to avoid spills or splashes when handling chemicals. Spilled chemicals should be cleaned up and properly disposed of immediately.
9. Wash hands frequently.
10. Wear protective clothing, respiratory protection, rubber gloves, protective goggles and face shield when required. The safe way to handle chemicals is as if they are all dangerous.
11. Ensure adequate ventilation. Do not use chemicals, which release toxic, noxious or harmful vapors or fumes in a confined space or an area, which is not adequately ventilated.
12. Keep fire and flames away from flammable materials. Smoke only in authorized areas.
13. In case of a chemical fire, use only the correct extinguishing agent. Be aware of noxious or toxic fumes. If a fire cannot be safely and quickly extinguished, notify the Fire Department and leave the area.
14. If you are exposed to a chemical product, take immediate first aid precautions and seek medical assistance. First aid information is provided

on the MSDS. Take the MSDS and/or product label with you to the doctor or hospital.

15. If acid or caustic materials come in contact with the eyes or skin, flush immediately with large amounts of water. Get medical attention for any eye injury.

O. Tool Safety

1. Supervisors Responsibility: Tool Condition

- a. Tools, which develop defects while in use, shall be removed from service, tagged and not used until they have been reconditioned or replaced.
- b. Impact tools such as chisels, drills, hammers, and wedges with mushroom heads shall not be used until they have been reconditioned or replaced.
- c. Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked or splintered, or which otherwise present a hazard.
- d. Shovels, picks and similar tools shall not be handled in such a manner as to endanger other workers nor shall they be left lying in such a manner as to cause persons to trip.
- e. Where proper and safe tools are not available for the work on hand, the employee should report the fact to the supervisor.

2. Supervisors Responsibility: Proper Tool Use

- a. Sharp edged or pointed tools shall have the edge or point guarded at all times when not in use. Shovels and rakes left on the ground shall have sharp or pointed edges placed toward the ground.
- b. All electric power hand tools shall be properly grounded. If the power cord attached to the tool does not have a three-prong plug, the tool shall be grounded by attaching one end of a wire to the metal frame of the tool and the other end to a grounded structure. Never remove the ground plug from an electrical plug.
- c. Extension cords shall not run across walkways, or through oil or water. Cords will be inspected frequently for kinks, worn insulation, and exposed strands of wire. Cords found to be defective shall be replaced. Ground Fault Circuit Interrupters (GFCI's) must be used in damp and wet areas.

- d. Tools, equipment and materials shall not be thrown or dropped from one Employee to another or from one level to another, but shall be transferred from hand to hand by use of a hand line or some similar safe method.
- e. Tools lying around benches, near machines, and on floors or ladders cause incidents (and get lost). Tools are to be returned to kit or storage when no longer needed.
- f. Employees are to be cautioned to use the right size and type tools for the job.

3. Power Tools: General Safety Precautions

- a. Read owners or operating manual carefully.
- b. Learn the tool's applications and limitations, as well as the specific potential hazards peculiar to it.
- b. Use the proper tool for the job you are doing. Don't force a small tool or attachment to do the job of a heavy-duty tool. It will do the job better and safer at the rate for which it was designed.
- d. Always wear the proper Personal Protective Equipment (PPE) for the proper tool being utilized
- e. All visitors should be kept a safe distance away from work areas.
- f. When not in use, tools should be stored in dry, high, locked-up locations.
- g. Ground all electrical tools - unless double insulated.
 - i. If a tool is equipped with a three-prong plug, it should be plugged into a three-hole (grounded) electrical receptacle.
 - ii. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground. Do not rely on the screw securing the receptacle cover plate to be an acceptable ground. Check before using.
 - iii. Never remove the ground prong of a three-prong plug.
 - iv. If working in a damp or wet area a ground fault interrupter (GFCI) **must** be used.

- h. Maintain a safe working environment:
 - i. Keep work area clean. Cluttered areas and benches invite incidents.
 - ii. Avoid use of electric power tools in damp or wet locations.
 - iii. Maintain proper footing and balance at all times. Don't allow debris to accumulate under foot.
 - iv. Dress appropriately for the job. Loose clothing or jewelry which may get caught in moving parts should not be worn. Rubber gloves and footwear should be used when working outdoors under wet weather conditions or wet soil conditions with an electrical tool. (Ground fault circuit interrupters are required.)
 - v. Use safety glasses. Use a face or dust mask if the cutting operation is dusty.

4. Proper Care of Tools

- a. Never carry a tool by the cord, or yank it to disconnect it from a receptacle.
- b. Keep the cord away from heat, oil, and sharp edges.
- c. Keep guards in place and in working order.
- d. Keep tools sharp and clean at all times for the best and safest performance.
- e. Disconnect tool when not in use or if you leave the work area.
- f. Use clamps or a vise to hold work. It's safer than using your hand, and it frees both hands to operate the tool.
- g. Don't carry a plugged-in tool with your finger on the switch.
- h. Use only approved, grounded, properly insulated, and inspected extension cords.
- i. Always examine both the cord and connections of an electrical power tool before using. When using pneumatic hand tools, make sure hose is properly connected and keep air valve closed until the gun is actually ready to use.

- j. Remove adjusting keys and wrenches; see that keys and adjusting wrenches are removed from the tool before connecting tool to the source of power.
- k. Wear proper personal protective equipment

5. Guidelines for Using Specific Tools

a. Compressed Air (Lab 1403.12)

- i. Use only sound, strong hose with secure couplings and connections.
- ii. Be sure there are no sharp points on metal hose parts.
- iii. Close control valve in portable pneumatic tools before turning on air.
- iv. Before changing one pneumatic tool for another, turn off air control valve. Never kink hose to stop airflow.
- v. Wear suitable goggles, mask, protective clothing, and safety devices.
- vi. Never use air to blow dust or chips from the hair, clothing or safety devices, or from the skin.
- vii. When using compressed air, see that no nearby workers are in line of airflow. Compressed air can be dangerous. Never point the hose at anyone.
- viii. All compressed air supplies used for blowing with air must be equipped with regulators to reduce the air supply to 30 p.s.i
- ix. Wear proper personal protective equipment

b. Bench or Hand grinders: (Lab 1403.54)

- i) Wear goggles or face shield even though the wheel has a safety shield.
- ii) Make sure the protective hood is on the wheel.
- iii) Set the tool rest no more than 1/8 inch from the wheel. Stop the machine before adjusting rest.
- iv) Stand out of line when starting up.

- v) Feed the work gradually - give a cold wheel a chance to warm up.
- vi) Use only the face of the wheel unless it is designed for edge printing.
- vii) Do not strike the wheel suddenly or use too much pressure.
- viii) Report at once any grinder that appears to be unsafe.
- ix) Check the grindstone to ensure that it is properly designed for the work being done and the speeds being used.
- x) Do not use grinder if tool rest or shield is missing.
- xi) Wear proper personal protective equipment

c. Chain Saws (see also Lab 1403.79)

- i) Before use check the following:

- Chain Brake
- Throttle Interlock
- Chain Catcher
- Chain tension
- Muffler
- Chain saw kickback
- Chain sharpness
- Cutter shape
- Depth usage setting
- Lubrication
- No chain movement when engine is at idle

- ii) Never work alone, but make certain that other employees in the area should keep a safe distance from a running saw. Have a cleared work area.
- iii) Wear proper personal protective equipment including eye protection, hearing protection, safety footwear, chaps, gloves and hard-hat.
- iv) Make sure the chain brake is in good condition. Never remove the chain brake.

- v) Never operate saw with an excessively loose chain. Keep teeth sharp.
- vi) Make sure chain is not touching anything before starting.
- vii) Stand at engine end of running saw, keeping body parts away from saw chain.
- viii) Always hold the saw below waist high.
- ix) Avoid "running" chain contact. (Chain should not run on bar while idling.) Adjust the clutch and carburetor to prevent this.
- x) Never cut with the tip of the blade.
- xi) Exercise extreme caution when felling a tree.
- xii. Always carry the saw with engine stopped, guide bar and saw chain to rear, and the muffler away from the body.
- xiii. Wear a hard-hat, Chaps, eye and hearing protection.
- xiv. Make sure you have reviewed proper cutting procedures before beginning the cut.

d. **Electric Hand Tools**

- i) keep tools in good condition, i.e., cleaned, oiled and repaired.
- ii) Always use grounded or double insulated tools.
- iii) Wear eye protection while using electric hand tools.
- iv) Do not use electric tools in the presence of flammable vapors or gases.
- v) Use of electric hand tools in wet or damp locations should be avoided. When use is necessary, a power supply protected with a ground fault circuit interrupter (GFCI) is required.
- vi) Take care of cords:
- viii) Use only approved and inspected 3-wire extension cords. Always examine both the cord and connections carefully before using.

- ix) Never use electric tools having worn or damaged cords, damaged plugs, defective switches, or other defective parts, which might give an electric shock.
- x) Never hang an extension cord over nails or other sharp edges, allow it to become kinked, or leave it where a vehicle may run over it. Wire or insulation will be damaged.
- xi) It is bad practice to patch any serious injury to cord insulation with tape. Replace the cord.
- xii) Store extension cord loosely coiled in a clean, dry place.

APPENDIX A

**New Hampshire Code of Administrative Rules
for Health and Safety. Chapter LAB 1400**

CHAPTER Lab 1400 SAFETY AND HEALTH OF EMPLOYEES

Ladders

Statutory Authority: RSA 281-A 60 I. (o) and RSA 277:16

Traffic Control

PART Lab 1401 SCOPE OF RULES

Lab 1401.01 Scope. This rule is intended to carry out the intent of RSA 281-A:64 and RSA 277:16 by establishing procedures and rules for workplace safety inspections.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1401.02 Applicability. These rules shall be applicable to all public employees' workplaces including workplaces in buildings, sheds, structures, offices, sites or places owned, leased by the state of New Hampshire or by any political subdivision of the state, including all places used in connection with employee activity at a place of employment in the State. The following requirements shall not preclude compliance with RSA 155-A, the State Building Code, or other state or federal laws, rules, regulations, or codes. If a conflict should arise between these rules and any other applicable law, rule, regulation or code, these rules shall not supersede the more protective requirements.

Source. #8796, eff 1-11-07 (from Lab 1401.01); ss by #10809, eff 4-9-15

PART Lab 1402 DEFINITIONS

Lab 1402.01 "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authority to take prompt corrective measures to eliminate them.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.02 "Confined space" means a space that meets the following criteria:

- (a) Large enough and so configured that an employee can bodily enter and perform assigned work;
- (b) Has limited or restricted means for entry or exit;
- (c) Is not designed for continuous employee occupancy; and
- (d) Is potentially hazardous because it:
 - (1) Contains or has a potential to contain a hazardous-atmosphere;
 - (2) Contains a material that has the potential for engulfing an entrant;
 - (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - (4) Contains any other recognized serious safety or health hazard.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1402.03 "Fixed location" means all buildings, offices, garages, or other permanent structures which serve as a regular place of employment.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07 (formerly Lab 1402.04); ss by #10809, eff 4-9-15

Lab 1402.04 "Flagger" means all personnel, including uniformed police officers, who conducts temporary traffic control (TTC) on roads where 2 lanes of vehicle traffic have been reduced to one lane.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #10809, eff 4-9-15

Lab 1402.05 – 1402.09 - EXPIRED

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

PART Lab 1403 RULES FOR EMPLOYEE SAFETY AND HEALTH

Lab 1403.01 Safety and Health Requirements.

(a) Each employer shall furnish to each of its employees employment and a place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.

(b) Each employee shall comply with all safety rules and regulations that are applicable to the employee's own actions and conduct.

(c) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the rules applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

(d) The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of these rules shall be prohibited.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.02 Abrasive Blasting. The employer shall ensure compliance with the following requirements:

(a) Blast cleaning nozzles shall be equipped with an operating valve which shall be held open manually. A support shall be provided on which the nozzle may be mounted when not in use; and

(b) Blast cleaning enclosures shall be exhaust ventilated in such a way that a continuous inward flow of air shall be maintained at all openings in the enclosure during the blasting operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.03 Abrasive Grinding. The employer shall ensure compliance with the following requirements:

- (a) Abrasive wheels shall be used only on machines provided with safety guards;
- (b) The following shall be exempt from the safety guard requirements:
 - (1) Wheels used while within the material being ground; and
 - (2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter;
- (c) Abrasive wheel safety guards for bench and floor stands and for cylindrical grinders shall not expose the grinding wheel periphery for more than 65 degrees above the horizontal plane of the wheel spindle. The protecting member shall be adjustable for variations in wheel size 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;
- (d) Abrasive wheel safety guards shall cover the spindle end, nut, and flange projections;
- (e) An adjustable work rest of rigid construction shall be used to support the work on offhand grinding machines. Work rests shall be kept adjusted closely to the wheel with a maximum clearance of 1/8 inch;
- (f) Machines designed for a fixed location shall be securely anchored to prevent movement, or designed in such a manner that in normal operation they shall not move; and
- (g) All abrasive wheels shall be closely inspected and ring-tested before mounting to insure that they are free from defects.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.04 Accident Reporting Requirements. Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-3176, or 271-6850.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.05 Aerial Lifts.

- (a) This section shall not apply to fire fighting apparatus.
- (b) Prior to the use of an aerial-lift device, a visual inspection and operational check shall be made by a competent person in accordance with the manufacturer's and owner's instructions.
- (c) Operators of aerial-lift equipment shall be provided with some means of anchorage to which a safety belt or lanyard can be secured to the buckets, platforms, or booms.
- (d) The combined load, including workers, material, and tools, shall not exceed the rated lift capacity as stated by the manufacturer. Such rated lift capacity shall be conspicuously and permanently posted on the lift.
- (e) 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.

(f) All hoses affecting the nonconductive characteristics of equipment shall be made of nonconductive material. Hydraulic fluids for insulated equipment shall be of the insulating type.

(g) 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. 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.

(h) 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. 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.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.06 Air Tools. The employer shall ensure compliance with the following requirements:

(a) Pneumatic power tools shall be secured to the hose or whip with a locking mechanical connector to prevent accidental disconnection;

(b) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled;

(c) The manufacturer's safe operating pressure for all fittings shall not be exceeded; and

(d) All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.07 Belt Sanding Machines. The employer shall ensure that belt sanding machines shall be provided with guards at each nip point where the sanding belt runs onto a pulley.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.08)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.08 Blood Borne Pathogens. To eliminate or minimize employee exposure to human body fluids or infectious waste, the employer shall ensure that the following safety work practices shall be followed:

(a) All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens;

(b) Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed; and

(c) Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.09)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.09 Chains, Cables, Ropes, and Hooks. The employer shall ensure compliance with the following requirements:

(a) Chains, cables, ropes, and hooks shall be visually inspected daily by a competent person, for deformation, cracks, excessive wear, twists and stretch, and defective gear shall be replaced or repaired;

(b) Hoist ropes on crawler, locomotive, and truck cranes shall be free from kinks or twists and shall not be wrapped around the load; and

(c) All U-bolt wire rope clips on hoist ropes shall be installed so that the U-bolt is in contact with the short or nonload-carrying end of the rope. Clips shall be installed in accordance with the clip manufacturer's recommendation. All nuts on newly installed clips shall be retightened after the first hour of use.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.10)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.10 Chipguards. The employer shall ensure that protective shields or barriers shall be provided in operations involving cleaning with compressed air, to protect personnel against flying chips or other such hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.11)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.11 Compressed Air Use. The employer shall ensure that compressed air used for cleaning purposes shall not exceed 30 psi. However, this limitation shall not apply to concrete form or mill scale, or to areas where compressed air is used in a fixed process, such as attached to a machine.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.12)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.12 Compressed Gas Cylinders. The employer shall ensure compliance with the following requirements:

(a) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored;

(b) Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved;

(c) Compressed gas cylinders shall be secured in an upright position at all times, except if necessary for short periods of time when cylinders are actually being hoisted or carried;

(d) Cylinders shall be kept far enough away from the actual welding or cutting operation or protected by a fire resistant barrier so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided, as required by NFPA 51B and Saf-C 6008;

(e) Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least 1/2 hour; and

(f) Compressed gas shall not be used for cleaning purposes.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.13)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.13 Concrete, Concrete Forms, and Shoring. The employer shall ensure compliance with the following requirements:

(a) Employees shall not work above vertically protruding reinforcing steel, unless it has been protected to eliminate the hazard of impalement;

(b) Powered and rotating-type concrete troweling machines that are manually guided shall be equipped with a deadman-type operating control; and

(c) Formwork and shoring shall safely support all loads imposed during concrete placement. Drawings or plans of jack layout, formwork, shoring, working decks, and scaffolding systems shall be available at the jobsite.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED 10-09-06 (formerly Lab 1403.14)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.14 Confined Space Entry.

(a) The employer shall evaluate the workplace to determine if any areas are confined spaces as defined under Lab 1402.02.

(b) If an area is found to be a confined space, the employer shall meet the following requirements:

(1) The employer shall inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of, and the danger posed by, the confined spaces;

(2) A minimum of 2 employees shall be assigned to the work activity involving entry into a confined space. One employee shall act as an attendant/observer and remain outside of the space for the duration of the entry operation;

(3) Conditions in the confined space shall be tested before entry operations and monitored while employees are in the confined space;

(4) Testing required by (b) (3)-above shall include testing of the internal atmosphere with a calibrated direct reading instrument, for the following conditions in the order listed:

a. Oxygen content;

b. Flammable gases and vapors; and

c. Potential toxic air contaminants;

(5) The employer shall establish and implement the means, procedures and practices required to eliminate or control hazards and make the confined space safe for conducting entry operations including purging, making inert, flushing or ventilating the confined space;

(6) Confined space entrants shall use appropriate personal protective and retrieval equipment. The retrieval equipment shall allow for attendant /observer non-entry rescue;

(7) The employer shall provide training so that all employees whose job duties involve confined space entry procedures acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them; and

(8) A procedure shall be implemented which shall require a written permit evidencing that the above steps were taken prior to entering a confined space.

(c) The training in (b)(7) above shall include the nature of the hazards involved, the necessary precautions to be taken, and in the use of personal protective and any other equipment necessary for safe entry.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.15)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.15 Cranes and Derricks. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the manufacturer's specifications and limitations as supplied by the manufacturer;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be conspicuously posted on all equipment and complied with. Instructions or warnings shall be visible from the operator's station;

(c) Equipment shall be inspected by a competent person before each use and during use, and all deficiencies corrected before further use;

(d) Accessible areas within the swing radius of the rear of the rotating superstructure shall be barricaded to prevent employees from being struck or crushed by the crane;

(e) No part of a crane or its load shall be operated:

(1) Within 10 feet of a line rated 50 kV or below;

(2) Within 10 feet + 0.4 inches for each 1 kV over 50 kV for lines rated over 50 kV; or

(3) Within twice the length of the line insulator, but never less than 10 feet; and

(f) The requirements of the above 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.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.16)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.16 Disposal Chutes. The employer shall ensure compliance with the following requirements:

(a) Whenever materials are dropped more than 20 feet to any exterior point of a building, an enclosed chute shall be used; and

(b) 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. Warning signs of the hazard of falling material shall be posted at each level.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.18)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.17 Dock-boards. The employer shall ensure that, dock-boards, meaning metal plates used to bridge the gap between a loading dock and truck over which industrial trucks travel to load or unload shall meet the following requirements:

(a) Dock-boards shall be strong enough to carry the load imposed on them;

(b) Dock-boards that are portable shall be anchored or equipped with devices which shall prevent their slipping. They shall have handholds or other effective means to allow safe handling; and

(c) Wheel chocks or other devices shall be provided to prevent railroad cars from being moved while dock-boards are in position.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.19)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.18 Ergonomics.

(a) Each employer shall evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and make necessary workplace modifications to prevent recurrences.

(b) The employer shall develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.22)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.19 Excavating and Trenching. The employer shall ensure compliance with the following requirements:

(a) Before excavation, underground utilities shall be identified and marked, and utility companies contacted to determine if there are underground utility installations in the area;

(b) A competent person as defined in Lab 1402.01 shall inspect and evaluate the condition of all trenches and excavations prior to permitting an employee to enter;

(c) The inspection shall be performed at the beginning of each day and at least 4 times during the workday

thereafter, and include the following:

- (1) Attention shall be given when adverse weather conditions might affect the condition of the excavation or trench; and
- (2) If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the requirement of (d) below have been met to safeguard the employees;
- (d) The walls and faces of trenches 5 feet or more deep, and all excavations, in which employees are exposed to danger from moving ground or cave-in shall be guarded by a trench protective system, or sloping of the ground;
- (e) In excavations which employees might be required to enter, excavated or other material shall be stored and retained at least 2 feet or more from the edge of the excavation;
- (f) Trenches 4 feet deep or more shall have an adequate means of exit such as ladders or steps in the protected area of the trench. The exit shall be located so as to require no more than 25 feet of lateral travel; and
- (g) Excavations near retaining walls, utility poles and other objects that are supported by compacted soil shall be supported at all times to prevent their collapse or undermining.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.23)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.20 Exits.

- (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".

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.25)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15

Lab 1403.21 Fall Protection.

- (a) This section shall not apply to stairways, ladders and scaffolds, cranes and derricks or steel erection.
- (b) The employer shall ensure that each employee on a walking/working surface with an unprotected side or

edge which is 4 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

(c) The requirement in (a) above shall apply to the following surfaces:

- (1) Hoist areas;
- (2) Holes;
- (3) Form-work and reinforcing steel;
- (4) Ramps;
- (5) Runways and walkways;
- (6) Excavations;
- (7) Bricklaying;
- (8) Working above dangerous equipment;
- (9) Roofing work;
- (10) Pre-cast concrete erection;
- (11) Wall openings; and
- (12) Other walking/working surfaces.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.29)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.20)

Lab 1403.22 Flagger. The employer shall ensure compliance with the following requirements:

(a) At work sites on or adjacent to a highway or street, where signs, signals, and barricades do not provide protection from traffic, a flagger shall be provided;

(b) A flagger shall be provided with and shall wear a highly visible warning garment while flagging. Warning garments worn during low-light conditions or at night shall be equipped with high visibility material that is visible through the full range of the flag person's body motions; and

(c) A flagger shall be provided with and use a combination Stop/Slow paddle while flagging that is:

- (1) Highly visible;
- (2) At least 18 inches in height and width; and
- (3) With lettering at least 6 inches in height.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.32)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.21)

Lab 1403.23 Flammables and Combustible. The employer shall ensure compliance with the following requirements:

(b) Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit;

(c) Fork trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator;

(d) The brakes of highway trucks and trailers shall be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while fork trucks are entering or leaving; and

(e) Employers shall verify that the above equipment shall be operated by competent individuals as defined in Lab 1402.01.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.35)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.23)

Lab 1403.26 Guards. The employer shall ensure that guards for mechanical power transmission equipment be made of metal or other rigid material. Except that wood guards may be used in the woodworking and chemical industries, in industries where atmospheric conditions would rapidly deteriorate metal guards, or where temperature extremes make metal guards undesirable.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.37)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.24)

Lab 1403.27 Hand Tools. The employer shall ensure compliance with the following requirements:

(a) Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment furnished by employees;

(b) All hand tools shall be kept in safe condition. Handles of tools shall be kept tight in the tool, and wooden handles shall be free of splinters or cracks. Wedges, chisels, and similar tools shall be free of mushroomed heads. Wrenches shall not be used when sprung to the point that slippage occurs; and

(c) Electric power operated tools shall either be double-insulated, grounded, or used with ground fault circuit interrupters.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.38)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (Lab 1403.25)

Lab 1403.28 Hoists. The employer shall ensure compliance with the following requirements:

(a) The employer shall comply with the hoist manufacturer's specifications and limitations as to the proper use and installation of the equipment, whether at a portable or fixed location;

(b) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be visibly marked on cars and platforms;

(c) Hoistway entrances of material hoists shall be protected by full width gates or bars;

(d) 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; and

(e) Overhead protective coverings shall be provided on the top of the hoist cage or platform.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.39)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.26)

Lab 1403.29 Housekeeping. The employer shall ensure compliance with the following requirements:

(a) Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas;

(b) Combustible scrap and debris shall be removed from work areas at least daily;

(c) Trash shall be disposed of on a regular basis, and at other times when necessary;

(d) All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition; and

(e) All floors shall be kept clean, dry, safely maintained, and free from trip hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.40)

New. #8796, eff 1-11-07 (formerly and moved by Lab 1403.28); ss by #10809, eff 4-9-15 (from Lab 1403.27)

Lab 1403.30 Hygiene and Sanitation. The employer shall ensure compliance with the following requirements:

(a) A supply of potable water shall be provided in all places of employment;

(b) Potable drinking water containers shall be capable of being tightly closed and be equipped with a tap;

(c) Every employer shall provide and maintain sanitary and hygienic toilet facilities; and

(d) The above shall not apply to mobile crews or normally unattended locations, as long as employees working at these locations have transportation immediately available to nearby locations that provide water and sanitary facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.41)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.28)

Lab 1403.31 Jointers. The employer shall ensure compliance with the following requirements:

(a) Each hand-fed jointer with a horizontal cutting head shall have an automatic guard which shall cover the section of the head on the working side of the fence or cage, and a guard which shall cover the back of the cage or fence; and

(b) A jointer guard shall automatically adjust itself to cover the unused portion of the head, and shall remain in

contact with the material at all times.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.42)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.29)

Lab 1403.32 Ladders. The employer shall ensure compliance with the following requirements:

(a) Fixed ladders shall comply with the following requirements:

- (1) Rungs shall have a minimum diameter of 3/4 inch, if metal, or 1-1/8 inches, if wood;
- (2) Rungs shall be a minimum of 16 inches in length and be spaced uniformly no more than 12 inches apart;
- (3) Cages, wells, or safety devices, such as fall prevention systems for ladders shall be provided on all ladders more than 20 feet in length;
- (4) Landing platforms shall be provided each 30 feet of travel, where cages are provided. Where no cage is provided, landing platforms shall be provided for every 20 feet of travel;
- (5) Tops of cages on fixed ladders shall extend at least 42 inches above top of landing. The bottom of the cage shall be not less than 7 feet or more than 8 feet above the base of the ladder; and
- (6) Side rails shall extend 3-1/2 feet above the landing.

(b) Portable ladders shall comply with the following requirements:

- (1) Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position;
- (2) Ladders shall be inspected prior to use and those which have developed defects shall:
 - a. Be withdrawn from service for repair or destruction; and
 - b. Be tagged or marked as "Dangerous, Do Not Use";
- (3) Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping;
- (4) The side rails of a ladder used to gain access to a roof or platform shall extend at least 3 feet above the landing;
- (5) Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors; and
- (6) Portable ladders shall be safely secured when not in use.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.45)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.30)

Lab 1403.33 Lasers. The employer shall ensure compliance with the following requirements:

- (a) Only employees who have had training by the employer or equipment manufacturer shall be assigned to install, adjust, and operate laser equipment;

- (7) Shafting;
 - (8) Shaft projections;
 - (9) Gears;
 - (10) Couplings; and
 - (11) Rotating or reciprocating parts.
- (f) Flywheels protruding through a working floor shall be guarded.
- (g) Where both runs of horizontal belts are 7 feet or less from the floor or working surface, the guard shall extend at least 15 inches above the belt.
- (h) Safety sleeves shall be required to guard couplings with bolts, nuts, or set screws extending beyond the flange.
- (i) Belts, pulleys, and shafting located in rooms used exclusively for power transmission apparatus shall not be required to be guarded when the following requirements have been met:
- (1) The basement, tower, or room occupied by transmission equipment is locked against unauthorized entrance; or
 - (2) The route followed by the oiler is protected in such a manner as to prevent accidents.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.49)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.33)

Lab 1403.37 Machinery in a Fixed Location. The employer shall ensure that machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they do not move in normal operation.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.50)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.34)

Lab 1403.38 Mechanical Power Presses. The employer shall ensure compliance with the following requirements:

(a) The employer shall provide and ensure the usage of point-of-operation guards or properly applied and adjusted point-of-operation devices, per the manufacturer's recommendation, to prevent entry of hands or fingers into the point-of-operation by reaching through, over, under, and around the guard on every operation performed on a mechanical power press. This requirement shall not apply when the point-of-operation opening is 1/4 inch or less;

(b) A guard shall be placed over the treadle of foot-operated presses;

(c) Pedal counterweights, if provided on foot-operated presses, shall have the path of travel of the weight enclosed; and

(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.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.54)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.38)

Lab 1403.42 Overheads and Gantry Hoists and Cranes. The employer shall ensure compliance with the following requirements:

- (a) All functional operating mechanisms, air and hydraulic systems, chains, rope slings, hooks, and other lifting equipment shall be visually inspected before each use by the operator;
- (b) Complete inspection of the crane shall be performed at least once per year;
- (c) The inspection shall include the following:
 - (1) Identifying deformed, cracked, corroded, worn, or loose members or parts; and
 - (2) Ensuring the good working order of the following:
 - a. Brake system;
 - b. Limit indicators;
 - c. Power plant; and
 - d. Electrical apparatus;
- (d) Overhead cranes shall have stops at the limit of travel of the wheels; and
- (e) The rated load of the crane shall be plainly marked on each side of the crane as follows:
 - (1) If the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its load block; and
 - (2) The marking shall be clearly legible from the ground or floor.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.55)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.39)

Lab 1403.43 Personal Protective Equipment. The employer shall ensure compliance with the following requirements:

(a) The employer shall assess the hazards and provide and require the use of appropriate personal protective equipment where indicated based upon that assessment;

(b) Where employees furnish their own personal protective equipment, the employer shall be responsible to, assure its adequacy and, to ensure that the equipment is properly maintained and in a sanitary condition;

(c) Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests; and

(d) Emergency eye wash/shower stations shall be tested periodically and testing records shall be maintained by the employer.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.56)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.40)

Lab 1403.44 Portable Abrasive Wheel Machinery. The employer shall ensure compliance with the following requirements:

(a) Abrasive wheels shall be used only on machines provided with safety guards; ;

(b) The following shall be exempt from the safety guard requirement in (a) above:

(1) Wheels used while within the work being ground; and

(2) Mounted wheels, used in portable operations, 2 inches and smaller in diameter.

(c) A safety guard shall cover the spindle end, nut, and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel;

(d) Safety guards used on right angle head or vertical portable grinders shall:

(1) Have a maximum exposure angle of 180 degrees; and

(2) Meet the following minimum requirements:

a. The above guard shall be so located so as to be between the operator and the wheel during use; and

b. Adjustment of the guard shall be such that pieces of an accidentally broken wheel shall be deflected away from the operator.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.41)

Lab 1403.45 Portable Pneumatic Powered Tools. The employer shall ensure compliance with the following requirements:

(a) Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled; and

(b) Hose and hose connections used for delivering compressed air shall be designed for the pressure and service to which they are used.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from 1403.42)

Lab 1403.46 Powder-Actuated Tools. The employer shall ensure compliance with the following requirements:

(a) Only employees trained by the employer or equipment manufacturer shall be allowed to operate powder-actuated tools;

(b) All powder-actuated tools shall be tested by the employee before each use and all defects discovered before or during use shall be corrected; and

(c) Tools shall not be loaded until immediately before use. A loaded tool shall not be left unattended.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.60)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.43)

Lab 1403.47 Radiation. The employer shall ensure compliance with the following requirements:

(a) Employers shall 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;

(b) Each radiation area shall be conspicuously posted with visible signs and/or barriers; and

(c) Employers shall maintain records of the radiation exposure of all employees who are required to work in these areas.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.61)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.44)

Lab 1403.48 Railings. The employer shall ensure compliance with the following requirements:

(a) This section shall not apply to scaffolding and stairway railings;

(b) A standard railing shall consist of top rail, intermediate rail, and posts, and shall have a vertical height of 42 inches from upper surface of top rail to floor, or platform;

(c) A railing for open-sided floors, platforms, and runways shall have a toeboard which shall be a vertical barrier at floor level erected along exposed edges of a floor opening, wall opening, platform, runway, or ramp to prevent falls of materials whenever persons can pass beneath the open side, or where there is equipment with which falling materials could cause a hazard; and

(d) Railings shall be of such construction that the complete structure shall be capable of withstanding a load of at least 200 pounds in the vertical or horizontal direction.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.62)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.45)

Lab 1403.49 Record Keeping. The employer shall ensure compliance with the following requirements:

(a) An annual log of all workplace injuries and illnesses, for which an employer's first report of injury is submitted to the department of labor, shall be kept at the place of employment and made available to a safety inspector upon request;

(b) Employers having existing records or logs of injuries and illnesses, required by other agencies, may provide them to meet this requirement; and

(c) The log shall include, at a minimum, the following information:

- (1) Date of injury;
- (2) Name of employee;
- (3) Occupation of employee;
- (4) Description of the injury or illness;
- (5) Whether lost time was involved; and
- (6) The date employee returned to work.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.63)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.46)

Lab 1403.50 Respiratory Protection. The employer shall ensure compliance with the following requirements:

(a) Respirators shall be selected by the employer on the basis of the hazard to which the worker is exposed and shall be provided by the employer as necessary to protect the health of the workers;

(b) Employees who are expected to use respirators shall be fit tested to ensure that an adequate face-to-facepiece seal can be maintained;

(c) Both the supervisors and the workers shall be instructed, by the employer, in the selection, use, and maintenance of respirators;

(d) Respirators shall be cleaned and disinfected, and shall be inspected during cleaning. Deteriorated parts shall be replaced;

(e) Respirators for emergency use shall be inspected at least once a month and after each use; and

(f) When not in use, respirators shall be stored in a clean and sanitary location.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.64)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.47)

Lab 1403.51 Revolving Drums. The employer shall ensure that revolving drums, barrels, or containers shall be guarded by an interlocked enclosure that shall prevent the drum from revolving unless the guard enclosure is in place.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.65)

New. #8796, eff 1-11-07; ss by #10809, eff 4-9-15 (from Lab 1403.48)

Lab 1403.52 Rollover Protective Structures (ROPS). The employer shall ensure that, except for side boom pipe laying tractors and compactors, rollover protective structures of substantial strength be used with the following types of materials handling equipment:

- (a) All rubber-tired, self-propelled scrapers;
- (b) Rubber-tired front-end loaders;
- (c) Rubber-tired dozers;
- (d) Wheel-type agricultural and industrial tractors;
- (e) Crawler tractors;
- (f) Crawler-type loaders;
- (g) Motor graders, with or without attachments, that are used in construction work; and
- (h) Forklifts trucks and powered industrial trucks.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.66)

New. #8796, eff 1-11-07 (from Lab 1403.56); ss by #10809, eff 4-9-15 (from Lab 1403.49)

Lab 1403.53 Safety Nets. The employer shall ensure that, where nets are used, operations shall not be undertaken until the net system is installed by a person trained by the employer or equipment manufacturer and the system complies with all industry standards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.67)

New. #8796, eff 1-11-07 (from Lab 1403.57); ss by #10809, eff 4-9-15 (from Lab 1403.50)

Lab 1403.54 Saws. The employer shall ensure compliance with the following requirements:

- (a) Band saws shall comply with the following requirements:
 - (1) All portions of band saw blades shall be enclosed or guarded except for the working portion of the blade between the bottom of the guide rolls and the table; and
 - (2) Band saw wheels shall be fully enclosed according to the following requirements:
 - a. The outside periphery of the enclosure shall be solid; and
 - b. The front and back shall be either, solid wire mesh or perforated metal;
- (b) Portable circular saws shall comply with the following requirements:

- (1) All portable power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe;
 - (2) The lower guards shall cover the saw to the depth of the teeth, except for the minimum area required to permit the base plate to be tilted for bevel cuts, and shall automatically return to the covering position when the blade is withdrawn from the work;
- (c) The above provision shall not apply to circular saws used in the meat industry for meat cutting purposes;
- (d) Radial saws shall comply with the following requirements:
- (1) Radial saws shall have an upper guard which completely encloses the upper half of the saw blade;
 - (2) The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut;
 - (3) Radial saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted;
 - (4) An adjustable stop shall be provided to prevent the forward travel of the blade beyond the table, or the position necessary to complete the cut in repetitive operations; and
 - (5) Radial saws shall be installed so that the cutting head shall return to the starting position when released by the operator;
- (e) Swing or sliding cut-off saws shall comply with the following requirements:
- (1) All swing or sliding cut-off saws shall be provided with a hood that shall completely enclose the upper half of the saw;
 - (2) Limit stops shall be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table;
 - (3) Each swing or sliding cut-off saw shall be provided with an effective device to return the saw automatically to the back of the table when released at any point of its travel; and
 - (4) Inverted cut-off saws shall be provided with a hood that shall cover the part of the saw that protrudes above the top of the table or material being cut; and
- (f) Table saws shall comply with the following requirements:
- (1) Circular table saws shall have a hood over the portion of the saw above the table, with the hood mounted so that it shall automatically adjust itself to the thickness of and remain in contact with the material being cut;
 - (2) Circular table saws shall have a spreader aligned with the blade spaced no more than 1/2 inch behind the largest blade mounted in the saw. The provision of a spreader in connection with grooving, dadoing, or rabbeting shall not be required;
 - (3) Circular table saws used for ripping shall be equipped with a device which will prevent material from kicking back toward the operator and shall be properly adjusted; and
 - (4) Feed rolls and blades of self-feed circular saws shall be protected by a hood or guard to prevent the hand of the operator from coming in contact with the in-running rolls at any point.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.58).

New. #8796, eff 1-11-07 (from Lab 1403.58); ss by #10809, eff 4-9-15 (from Lab 1403.51)

Lab 1403.55 Scaffolds. The employer shall ensure compliance with the following requirements:

(a) Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load without settling or displacement;

(b) All planking shall stress-graded lumber to assure the quality of the lumber; and

(c) The maximum permissible spans for 2 x 10 or wider planks shall be as shown in Table 4 1400.2, Planking Material Thickness:

Table 1400.2 – Planking Material Thickness

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

(d) The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness is shall be 4 feet, with medium loading of 50 p.s.f.;

(e) Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement;

(f) Scaffold planks shall extend over their end supports not less than 6 inches nor more than 12 inches;

(g) Defective parts of all scaffolding and accessories shall immediately be replaced or repaired;

(h) An access ladder or equivalent safe access shall be provided;

(i) Mobile platforms shall be tightly planked for the full width of the scaffold except for necessary entrance opening, and platforms shall be secured in place;

(j) All employees working on suspension scaffolds shall be protected by a safety life belt attached to a lifeline which shall comply with the following requirements:

(1) The lifeline shall be securely attached to substantial members of the structure, not the scaffold, or to securely rigged lines, which shall safely suspend the employee in case of a fall; and

(2) 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; and

(k) Tubular welded frame scaffolds shall be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally, as follows:

(1) The 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; and

(2) All brace connections shall be made secure.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.69)

New. #8796, eff 1-11-07 (from Lab 1403.59); ss by #10809, eff 4-9-15 (from Lab 1403.52)

Lab 1403.56 Spray Finishing Operations. The employer shall ensure compliance with the following requirements:

(a) In conventional dry type spray booths, over-spray 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;

(b) Electrostatic spraying operations shall 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 ;

(c) Visible gauges or an audible alarm or pressure-activated devices shall be installed to indicate or ensure that the required air velocity is maintained;

(d) Filter pads shall be inspected, and clogged filter pads discarded, and replaced. Filter rolls shall be inspected to ensure proper replacement of filter media;

(e) Spray booths shall be so installed that all portions are readily accessible for cleaning;

(f) A clear space of not less than 3 feet on all sides of a spray booth shall be kept free from storage or combustible construction;

(g) 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;

(h) Electrical wiring and equipment not subject to deposits of combustible residues but located in a spraying area shall be of explosion proof type;

(i) 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;

(j) Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be bonded and grounded to prevent discharge sparks of static electricity;

(k) 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;

(l) Residue scrapings and debris contaminated with residue shall be immediately removed from the premises; and

(m) "No Smoking" signs in large letters on contrasting color background shall be conspicuously posted at all spraying areas and paint storage rooms.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.70)

New. #8796, eff 1-11-07 (from Lab 1403.60); ss by #10809, eff 4-9-15 (from Lab 1403.53)

Lab 1403.57 Stairs. The employer shall ensure compliance with the following requirements:

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

- (1) On stairways less than 44 inches wide having one side open, at least one stair railing on the open side;
- (2) On stairways less than 44 inches wide having both sides open, one stair railing on each side; and
- (3) 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.

(b) 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;

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

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

(e) 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

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

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.71)

New. #8796, eff 1-11-07); ss by #10809, eff 4-9-15

Lab 1403.58 Storage. The employer shall ensure compliance with the following requirements:

(a) All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse;

(b) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary; and

(c) Where mechanical handling equipment is used, aisles that are not clearly defined shall be marked with reflective paint or tape, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passage is made.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.73)

New. #8796, eff 1-11-07 (from Lab 1403.61); ss by #10809, eff 4-9-15 (from Lab 1403.54)

Lab 1403.59 Tanks with Open Surface. The employer shall ensure compliance with the following requirements:

(a) Where ventilation is used to control potential exposure to employees, it shall reduce the concentration of the air contaminant to the degree that a hazard to employees does not exist;

(b) Whenever there is a danger of toxic substances being splashed, the employees shall wear either tight-fitting chemical goggles or an effective face shield;

(c) Near each tank containing liquid which might be harmful to the skin if splashed upon the worker's body, there shall be a supply of clean cold water. The water pipe shall be provided with a quick opening valve and at least 48 inches of hose not smaller than three-fourths inch. At no time shall water pressure for eyewashes exceed 25 p.s.i. Alternatively, deluge showers and eye flushes shall be provided; and

(d) All employees working in and around open-surface tank operations shall be trained by the employer as to the hazards of their respective jobs, and in the personal protection and first aid procedures applicable to these hazards.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.74)

New. #8796, eff 1-11-07 (from Lab 1403.62); ss by #10809, eff 4-9-15

(from Lab 1403.55)

Lab 1403.60 Tire Cages. The employer shall ensure that a safety tire rack, cage, or equivalent protection shall be provided and used when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.75)

New. #8796, eff 1-11-07 (from Lab 1403.63); ss by #10809, eff 4-9-15 (from Lab 1403.56)

Lab 1403.61 Toxic Substance

(a) The employer shall remove hazards from the workplace, and establish policies and work practices aimed at maintaining a safe work environment to protect workers from exposure to hazardous and toxic substances such as radioactive substances or other hazardous substances which are defined as a toxic substance under RSA 277-A:3 V.

(b) When engineering and administrative controls are not feasible to achieve acceptable levels, protective equipment shall be used to keep the exposure of employees below the established limits.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.77)

New. #8796, eff 1-11-07 (from Lab 1403.64); ss by #10809, eff 4-9-15 (from Lab 1403.57)

Lab 1403.62 Traffic Control

(a) The employer shall ensure that an effective means for control of pedestrian and vehicular traffic be instituted on every job site where necessary.

(b) Under the authority of RSA 277:16 and in reference to traffic control devices on job sites, the employer shall ensure compliance with Part 6 of the 2009 Edition with revisions 1 and 2 dated May 2012 of the Federal Highway Administration Manual on Uniform Traffic Control Devices MUTCD approved under 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010, as specified in Appendix B.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRES: 10-09-06 (formerly Lab 1403.78)

New. #8796, eff 1-11-07 (from Lab 1403.65); ss by #10809, eff 4-9-15 (from Lab 1403.58)

Lab 1403.63 Trash. The employer shall ensure that all sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.79)

Lab 1403.64 Tree Care Operations. The employer shall ensure compliance with the following requirements:

- (a) Head protection shall be worn by workers engaged in tree operations. The head protection worn shall contain the manufacturer's certification that it complies with ANSI Z89.1-1981 with revisions. When working in 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 Z89.1-1981 with revisions;
- (b) 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;
- (c) Saddle belts or safety belts used for climbing operations shall have forged support rings. Snaps used in climbing ropes or in safety straps, for attachment to the forged support ring, shall be of self-closing safety type. Forged support rings shall be designed so that the snaps will not become disengaged, or roll off accidentally;
- (d) Climbing ropes shall be used when working aloft in trees. Manila ropes shall have minimum diameter of 1/2 inch 12 mm and shall be 3 or 4 strand first-grade manila, with a rated breaking strength of 2385 pounds or equivalent strength and durability. Synthetic rope shall have a maximum elasticity of not more than 7 percent;
- (e) Climbing ropes shall not be used to lower limbs or other parts of trees, or to raise or lower equipment;
- (f) The employer shall provide, and the employee shall use, chaps specifically designed to foul a moving chain whenever chain saws are used;
- (g) All employees shall be instructed in the hazards associated with working in close proximity to overhead power lines;
- (h) It shall be the responsibility of a competent person, as defined by Lab 1402.01, to determine whether tree care operations can be safely performed near energized power lines;
- (i) Rescue procedures for employees working above ground shall be established by the employer, and the employees trained accordingly;
- (j) Brush chipper access panels for maintenance and adjustment shall be closed and secured prior to operation of brush chippers;
- (k) Each rotary drum tree or brush chipper or disk-type tree or brush chipper not equipped with a mechanical in-feed system shall be equipped with an in-feed hopper not less than 85 inches 2.15 m, measured from the blades or knives to ground level over the centerline of the hopper, and 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;
- (l) Each disk-type tree or brush chipper equipped with a mechanical in-feed system 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;
- (m) Equipment on which workers stand and spray while the vehicle is in motion shall be equipped with guardrails around the working area;
- (n) When using portable powered brush cutting saws no one except the operator shall be within 10 feet (3m) of the cutting head of the brush saw;
- (o) The power unit shall be equipped with a quick shutoff switch readily accessible to the operator;
- (p) When chainsaws are operated the manufacturer's operating and safety instructions shall be followed;
- (q) Chain saw used by employees shall be equipped with a properly adjusted inertia chain brake designed to stop the chain rotation in the event of a saw kickback;
- (r) Chain saws weighing more than 15 pounds 6.8 kg that are used in trees shall be supported by a separate line, except when used from an aerial-lift device;

(s) The engine shall be stopped when power saws are being carried. The saw shall not need to be stopped between cuts during consecutive felling, bucking, or climbing or cutting operations on level ground. The chain shall not be turning and the operator's hand shall be off the throttle lever while operators move between work locations. One-man saws shall be carried by the worker on his/her side with the guide bar of the saw pointed to the rear. A two-man saw shall be carried by 2 workers; and

(t) The engine shall be stopped for all cleaning, refueling, adjustments, and repairs to the saw or motor where practical, except where manufacturer's procedures require otherwise.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.80)

New. #8796, eff 1-11-07 (formerly Lab 1403.67); ss by #10809, eff 4-9-15 (from Lab 1403.60)

Lab 1403.65 Wall Openings. The employer shall ensure that wall openings, from which there is a drop of more than 6 feet and the bottom of the opening is less than 3 feet above the working surface, be guarded.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.81)

New. #8796, eff 1-11-07 (formerly Lab 1403.68); ss by #10809, eff 4-9-15 (from Lab 1403.61)

Lab 1403.66 Washing Facilities. The employer shall ensure compliance with the following requirements:

(a) Washing facilities shall be maintained in a sanitary condition and be provided in every place of employment except for mobile crews or normally unattended work locations where employees have ready access to nearby sanitary facilities; and

(b) A cleaning agent and either individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling shall be provided at washing facilities.

Source. #4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06 (formerly Lab 1403.82)

New. #8796, eff 1-11-07 (formerly Lab 1403.69); ss by #10809, eff 4-9-15 (from Lab 1403.62)

Lab 1403.67 Welding and Cutting. The employer shall ensure compliance with the following requirements:

(a) Welding equipment shall be chosen for safe application to the work and shall be installed properly. Employees designated to operate welding equipment shall be properly instructed and qualified by the employer or equipment manufacturer to operate it;

(b) 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;

(c) Proper shielding and eye protection to prevent exposure of personnel from welding hazards shall be provided;

(d) When welding in a 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;

(e) Proper precautions for fire protection such as isolating welding and cutting, removing fire hazards from vicinity, and providing a fire watch shall be taken in areas where welding or cutting is being done;

(f) When welding operations requiring 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;

(g) Welding and cutting operations shall be shielded by noncombustible or flameproof shields to protect employees from direct arc rays;

(h) Arc welding and cutting operations shall be shielded by non-combustible or flameproof shields to protect employees from direct arc rays;

(i) 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;

(j) 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;

(k) 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; and

(l) Oxygen and fuel gas regulators shall be in proper working order when in use.

Source. #10809, eff 4-9-15 (from Lab 1403.63)

Lab 1403.68 Welding in Confined Spaces. The employer shall ensure compliance with the following requirements:

(a) In addition to the requirements in Lab 1403.14, all welding and cutting operations carried on in confined spaces shall be ventilated to prevent the accumulation of toxic substances or possible oxygen deficiency;

(b) In such operations where it is impossible to provide such ventilation, air supplied respirators or hose masks, which are labeled to indicate they are approved by Mine Safety and Health Administration MSHA for this purpose, shall be used;

(c) In areas immediately hazardous to life, hose masks with blowers or self-contained breathing equipment shall be used. The breathing equipment shall be labeled to indicate it is approved by MSHA;

(d) Where welding operations are carried on in confined spaces and where welders and helpers are provided with hose masks, hose masks with blowers or self-contained breathing equipment, a worker shall be stationed on the outside of such confined spaces to ensure the safety of those working within; and

(e) Oxygen shall never be used for ventilation.

Source. #10809, eff 4-9-15 (from Lab 1403.64)

Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment. The employer shall ensure compliance with the following requirements:

(a) Wire ropes, chains, ropes, and other rigging equipment shall be inspected prior to use and as necessary during use to assure their safety. Defective gear shall be removed from service;

(b) Job or shop hooks and links, or makeshift fasteners, formed from bolts and rods, or other such attachments, shall not be used;

(c) 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; and

(d) When U-bolt wire rope clips are used to form eyes, Table-1400.3, number and spacing of U-Bolt Wire Rope Clips, shall be used to determine the number and spacing of clips:

Table 1400.3 Number and Spacing of U-Bolt Wire Rope Clips Number of Clips

Improved Plow Steel Rope Diameter Inches	Drop Forged	Other Material	Minimum Spacing (inches)
½	3	4	3
5/8	3	4	3-3/4
¾	4	5	4-1/2
7/8	4	5	4-1/2
1	5	6	6
1-1/8	6	6	6
1-1/4	6	7	7-1/2
1-3/8	7	7	8-1/4
1-1/2	7	8	9

Source. #10809, eff 4-9-15 (from Lab 1403.65)

Lab 1403.70 Woodworking Machinery. The employer shall ensure compliance with the following requirements:

(a) All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, and veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation;

(b) A power control device 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;

(c) Power controls and operating controls 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;

(d) Each operating treadle shall be protected against unexpected or accidental tripping;

(e) Disconnect switches shall be capable of being locked or tagged in the off position; and

(f) 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.

Source. #10809, eff 4-9-15 (from Lab 1403.66)

APPENDIX A

Rule	Statute
Lab 1401.01 & 1401.02	RSA 281-A:64, RSA 273:9, RSA 277:13, RSA 277:15
Lab 1401.03 - Lab 1403.35	RSA 281-A:64
Lab 1402.01 & 1402.03	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1402.04	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.01 - 1403.29	RSA 281-A:64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.30	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.31 - 1403.54	RSA 281-A: 64, RSA 273:9, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.55	RSA 281-A: 64, RSA 273:9, RSA 277: 2, RSA 277:3, RSA 277: 4, RSA 277:11, RSA 277:13, RSA 277:15
Lab 1403.56 - 1403.65	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA277:11, RSA 277:13, RSA 277:15
Lab 1403.66	RSA 281-A:64, RSA 273:9, RSA 277:10, RSA 277:11, RSA 277:13, RSA 277:15

APPENDIX B

Rule	Title	Obtain at:
Lab 1403.62(b)	Part 6 of the 2009 Edition of the Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) with Revisions 1 and 2, May 2012 approved under Rules 23CFR PART 630, Subpart F, 630.1106 (c), effective January 15, 2010	<p>The material can be obtained at no cost on the US Department of Transportation Federal Highway Administration's web site: http://mutcd.fhwa.dot.gov/pdfs/2009/part6.pdf and Links to hard copy publications can be found on their web site at http://mutcd.fhwa.dot.gov/ser-pubs.htm.</p> <p>Costs for hard a copy of publication: AASHTO Bookstore - \$60.00 for non-members; American Traffic Safety Services Assoc. - \$29.70 for non-members (\$22.50 for Flash Drive); Institute of Transportation Engineers - \$50.00; IMSA \$100.00</p>

APPENDIX B
EMPLOYEE SAFETY RESPONSIBILITIES SIGNATURE FORM

As an employee of the Town of Conway I will:

Observe all Town safety rules and apply the principles of incident prevention.

Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.

Report hazardous conditions (unsafe equipment, floors, and material) and unsafe acts to my supervisor or Joint Loss Management Committee representative promptly.

Observe all hazard warnings and no smoking signs.

Keep aisles, walkways and working areas clear of slipping/tripping hazards.

Know the location of fire/safety exits and evacuation procedures.

Keep all emergency equipment such as fire extinguisher, fire alarms, exit doors and stairways clear of obstacles.

Not report for work under the influence alcoholic beverages or drugs nor to consume them while on Town property.

Refrain from fighting, horseplay, or distracting my fellow workers.

Observe safe operating procedures for all equipment I am authorized to operate.

Follow proper lifting procedures at all times.

Ride as a passenger in a vehicle only if it is equipped with a passenger seat.

Be alert to see that all guards and other protective devices are in their proper places when operating equipment.

Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving objects or other sources of entanglement, or around electrical equipment.

Actively participate in the Town's efforts to provide a joint loss management program.

I hereby acknowledge that I have received a copy of the employee safety responsibilities form, and that my responsibilities were explained to me.

Employee Signature _____

Date _____

APPENDIX C

***** TOWN OF CONWAY *****

1634 E. Main St., Ctr. Conway, NH 03813

Employee's Report of Injury/Illness/Property Damage

(To be completed by employee-please print legibly-forward to Finance Dept. immediately #447-6153/6193, fax #447-5012)

Employee's name: _____ Male _____ Female _____
Last First Middle

Home Telephone #(____) _____ Work Telephone #(____) _____

Home Address: _____
Street or PO Box City State Zip

Job When Incident Occurred: _____ Regular Job Title: _____

Location/Jobsite of incident: _____
(on grounds, in building, in vehicle, on town road)

Date of incident: _____ Time of incident: _____ am/pm Name of person notified: _____

Has this resulted in disability? _____ Date disability began: _____ Estimated length of disability: _____

Describe fully how incident occurred, what employee was doing when it occurred, what, if any, machinery or equipment caused the incident: _____

Were safeguards in place? _____ Was incident caused by failure to use safeguards or follow regs? _____

Describe bodily injury sustained (be specific about body part(s) affected): _____

Describe damage to equipment: _____

Recommendation on how to prevent this incident from recurring: _____

Name of Supervisor: _____ When did you report the incident to your supervisor? _____

Name(s) of any Witness(es): _____
(Attach witness(es) report(s))

Was an ambulance called?: _____ Were you transported to the hospital?: _____

Treatment given by: Self _____ Employer onsite _____ Emergency service _____ Hospital _____ None _____
(check those that apply)

Other: (outpatient) _____ (clinic) _____ (office visit) _____ Were you admitted into the hospital? _____

Name of treating physician: _____ Name of treating hospital: _____

Describe treatment: _____

Signature of employee: _____ Date: _____

APPENDIX D
INCIDENT WITNESS STATEMENT

(To be completed by incident witness-please print legibly)

Injured Employee's name: _____
Last First Middle

Name of Witness: _____
Last First Middle

Job title of Witness: _____ How long employed here? _____

Home address of witness: _____

City: _____ State: _____ Zip Code: _____

Location of incident: _____
Address/Name of building Area (bathroom, etc.)

Date of incident: _____ Time of incident: _____ am/pm

Describe fully how incident occurred: _____

(continue on other side, if necessary)

Describe bodily injury sustained (be specific about body part(s) affected): _____

Recommendation on how to prevent this incident from recurring: _____

(continue on other side, if necessary)

Name of Supervisor: _____
Last First Middle

Signature of Witness: _____ Date: _____

(Forward this completed form to the Town of Conway, Finance Department, 1634 E. Main St., Ctr. Conway, NH 03813 or fax to #603-447-5012. PH #603-447-6153/6193)

APPENDIX E
Supervisor's Incident / Near Miss

Investigation Report

To be completed by supervisor directly involved in the employee's occupational injury, illness, equipment incident or near miss. Must be completed and sent to the Finance Department within 24 hours after knowledge of Incident.

Name: _____

Department: _____

Job Title: _____

Date of Incident: _____

Time of Incident: _____

Date of this Report: _____

DESCRIBE FULLY HOW THE INCIDENT HAPPENED. WHAT TOOK PLACE OR WHAT CAUSED YOU TO MAKE THIS INVESTIGATION:

WHY DID IT HAPPEN? GET ALL THE FACTS BY STUDYING THE JOB AND SITUATION INVOLVED (TAKE PICTURES IF POSSIBLE)
