

PARISH

SAFETY PROGRAM

Section One

INTRODUCTION

Employees have the right to a workplace free of occupational safety and health hazards, and the Bishop of Manchester and _____ Parish are committed to providing healthy and safe working conditions and to eliminating conditions and incidents that could result in personal injury or ill health. This safety program is intended to express this commitment and make it clear that safety and health is a priority.

We recognize, however, that preparing a written safety program will not ensure a safe workplace unless all employees are actively involved by working safely, reporting unsafe conditions, and participating in the Joint Loss Management Committee. It is only through the joint commitment of employees and administration that workplace injuries and accidents can be reduced or eliminated.

Section Two

MANAGEMENT COMMITMENT

The safety and health of our employees, volunteers, parishioners, and visitors are a priority, and we are committed to taking steps to ensure that we offer an environment where recognized hazards are controlled or eliminated. We recognize that injuries are preventable, and we will work to provide reasonable and adequate safeguards to the maximum extent possible. To that end, we will:

- conduct health and safety inspections to identify and eliminate unsafe working conditions or practices;
- train employees in health and safety practices, where applicable;
- provide necessary personal protective equipment and instruction for its use;
- develop, update and enforce health and safety rules; and
- investigate promptly and thoroughly every accident or incident to determine the cause and take actions to prevent any recurrence of the problem.

Failure to comply with the responsibilities under this safety program may lead to disciplinary action.

Section Three

RESPONSIBILITIES

All employees are responsible for implementing the provisions of this Safety Program within their respective work areas. The responsibilities listed are examples and should not be considered to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

I. PASTOR OR PARISH ADMINISTRATOR

- A. Demonstrates overall support, direction, commitment, and actively participates in the Safety Program whenever possible.
- B. Clearly communicates with all employees regarding safety matters.
- C. Ensures required resources are available when necessary, such as funding for safety equipment, personal protection equipment, training courses, and materials.
- D. Responds to recommendations made by the Joint Loss Management Committee (“JLMC”).
- E. Provides internal training for members of the JLMC in workplace hazard identification adequate to carry-out their duties.
- F. Ensures that all contractors, sub-contractors, and vendors follow all appropriate safety and health standards.
- G. In conjunction with the JLMC, schedules and/or conducts workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Take appropriate disciplinary action when necessary to address violations of safety and health policies and procedures.

II. SUPERVISORS

- A. Ensure that all employees and volunteers within their area(s) of responsibility understand and comply with the Safety Program and observe all work rules.
- B. Ensure that all employees and volunteers within their area(s) of responsibility also understand personnel policies and procedures and disciplinary consequences as they relate to the Safety Program.
- C. Exhibit leadership, provide guidance, and set the tone for safe behavior.
- D. Educate employees within their area(s) of responsibility in the correct methods for performing each task, the nature of the hazards involved, the necessary precautions to take, and the use of appropriate protective equipment, if applicable.
- E. Are actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their teams as well as accidents, incidents and near-misses that may occur.
- F. Based on specific performance adequacies and inadequacies, include, if possible and applicable, an evaluation of an individual’s safety behavior in each formal performance appraisal.

III. ALL EMPLOYEES

- A. Create and maintain a safe working environment in all aspects of employment.
- B. Exhibit active concern for co-workers and the workplace.
- C. With respect to unsafe conditions:
 - 1. Take immediate action to correct unsafe acts and conditions (For example, remove the piece of equipment from service, post a warning sign, etc.)
 - 2. If you are not able to correct the problem, take steps to prevent an injury from occurring. Then, report the problem and your recommended solution to your supervisor who will notify the pastor.
 - 3. Report the unsafe condition to their supervisors.
- D. Understand and comply with all personnel and work rules, policies, and procedures and attend all safety training that is required.
- E. Wear required personal protective equipment, including seat belts.
- F. Follow all accident reporting procedures as outlined in this Safety Program and utilize reporting forms as provided. (See Section Seven)

Section Four JOINT LOSS MANAGEMENT COMMITTEE

I. PURPOSE AND INTENT

The purpose of the Joint Loss Management Committee (“JLMC”) is to bring members of management and staff together in a cooperative effort to promote work place safety and health. The goals of the JLMC are to improve work place safety and productivity and to enhance employee relations, morale, and health.

II. ORGANIZATION OF THE JLMC

A. Size

The regulations of the New Hampshire Department of Labor require that the JLMC of employers with 15-20 employees have a minimum of 2 members and the JLMC of employers with more than 20 employees have a minimum of 4 members. The JLMC of the parish will consist of at least __ members.

B. Membership and Structure

- 1. If the committee has an even number of members, equal numbers will represent management and employees. If the committee has an odd number of members,

there will be a greater number of employee representatives than management representatives.

2. Committee members will be representative of the major work activities of the parish.
3. Employee representatives shall be selected by the employees.
4. Any employee who participates in the committee activities in his/her role as JLMC member, including, but not limited to, attending meetings, training activities and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities.
5. The committee is required to elect a chairperson. The position of chairperson will rotate between employee and management representative. This position will change annually.

C. Agenda

The agenda for JLMC meetings will include, but not limited to, the following:

1. Call to order.
2. Roll call.
3. Introduction of visitors, if any.
4. Review of minutes of previous meetings.
5. Review any new rules or regulations issued since the previous meeting, and/or any correspondence received.
6. Any unfinished business.
7. Review any noted safety practices, behaviors or ideas.
8. Discuss safety inspections and recommendations to be submitted to the pastor.
9. Discuss any new business, including any outside programs of interest.
10. Adjournment (indicating the date, time and location of next meeting).

III. DUTIES AND RESPONSIBILITIES OF THE JLMC

A. General

1. Meet at least quarterly.
2. Keep minutes of meetings which shall be made available for review of all employees.
3. Develop and disseminate to all employees a committee policy statement.
4. Maintain clearly established goals and objectives of the JLMC and distribute them to employees.
5. Provide an open forum for discussion of both accident problems and prevention measures.

6. Establish specific safety programs which include, but are not limited to, the following:
 - a. Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - b. Provisions for health and safety inspections at least annually for hazard identification purposes;
 - c. Performance of audits at least annually regarding the inspection findings; and
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls.
7. Instruct those in an affected work area how to recognize, control, and eliminate unsafe conditions and practices;
8. Assist with the identification of necessary safety and health training for employees;
9. Assist with the identification of temporary, alternative tasks, when necessary; and
10. Undergo training in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

B. Recordkeeping

1. Maintain minutes of all JLMC meeting.
2. Provide minutes to parish employees.
3. Post in a conspicuous place the names, titles, departments, telephone extension numbers, and email addresses of all JLMC members.

IV. INSPECTIONS BY THE JLMC

A. Frequency

1. Inspections of the work area, processes, and equipment are to be conducted by the JLMC regularly, but at a minimum, annually.
2. All employees are expected to be constantly alert for unsafe acts and conditions and to take necessary corrective action.

B. Recordkeeping

1. All inspections/surveys will be documented and will include:
2. Inspection date;
3. Name and person(s) who conducted the inspection/survey;

4. Location/piece of equipment inspected;
5. List of findings, both positive and negative;
6. Any action taken;
7. List of recommendations for further action.

V. DUTIES AND RESPONSIBILITIES OF PASTOR

- A. The pastor or his delegate shall respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes;
- B. The parish shall provide for the required and necessary safety and health training for employees at no cost and without any loss of pay so that they can perform their work in a safe and healthy manner and environment.

Section Five SAFETY STATUTES, RULES, AND REGULATIONS

Attached as exhibits to this policy are applicable statutes and regulations pertaining to safety in the workplace. Employees should review these statutes and regulations so that they fully understand their responsibilities for safety and health.

Section Six DISCIPLINARY POLICY

Failure to comply with safety standards and rules can lead to disciplinary action, including, but not limited to warnings, re-training on safety rules and regulations, and termination from employment. Further information pertaining to the policy on progressive discipline is set forth in the Employee Handbook.

Section Seven ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

I. HANDLING EMERGENCIES

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

- A. Know how to summon aid and/or initiate evacuation procedures. In an emergency, call 9-911 for an ambulance, the police department, or the fire department.
- B. Ensure that the appropriate emergency service (medical, fire, police, rescue) is notified and that clear directions to the location are provided.
- C. Ensure that first aid and emergency care is provided.
- D. Ensure that action is taken to prevent additional injuries (i.e., secure the area).
- E. Notify the department head and/or cabinet secretary, as soon as practicable.
- F. Follow reporting procedures outlined below.

II. ACCIDENT REPORTING

- A. All accidents and incidents are to be reported as soon as possible to the pastor who will contact the diocesan Human Resources office to assist with any and all applicable reporting procedures, including the filing of an Employer's Report of Injury, if applicable.
- B. Accidents and injuries must be reported in accordance with this policy, regardless of the extent of any injury.

III. ACCIDENT/INCIDENT INVESTIGATION

All accidents and incidents will be investigated to determine what happened, why it happened, and, most importantly, how to prevent its recurrence. The investigations may include, but not be limited to, completion of an accident/incident form, written findings, a view of the area where the accident/incident took place, interviews with the people involved and any witnesses, and photographs or sketches of the scene. Generally, investigations are conducted by the diocesan risk management services provider.

Section Eight

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

We offer training to employees to provide them with the knowledge and tools necessary to reduce the risks associated with their work responsibilities to the lowest possible level. No employee should operate potentially hazardous equipment unless they have been trained.

Training in the following areas may be offered to employees where the training would be appropriate and applicable in their positions:

- CPR, First Aid, and AED
- Use of Fire Extinguishers
- Motor vehicle safety
- Material Handling
- Back Injury Prevention
- Hand/power tool use
- Ladder Safety
- Work station ergonomics

With respect to safety training that is offered as required by law, the following information will be maintained:

- A. Brief description of the topic.
- B. Date of Training
- C. Name and affiliation of instructor
- D. List of training participants
- E. Forms indicating completion and understanding of training

Section Nine
EMERGENCY EVACUATION
AND RESPONSE PLANS

Section Ten
SAFETY AND HEALTH
COMMUNICATION

The key to success of any safety and health program is an open line of communication between employees and management. We encourage employees to suggest safety and health changes to the pastor, to notify the pastor of any unsafe conditions or equipment, and to actively participate on the Joint Loss Management Committee.

The Joint Loss Management Committee will post a list of its members _____ [location]. The Committee will post materials on the bulletin board, including notices of meetings, minutes of meetings, and other notifications.

Section Eleven
WORKPLACE VIOLENCE

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. The parish therefore prohibits employees from bringing weapons on its premises, including its parking lots. Moreover, violence and verbal and physical threats of violence of any kind on or off parish property will not be tolerated. Employees engaging in such conduct will be subject to discipline, including separation from employment. Any employee who becomes aware of any violence or threat of violence must immediately report the matter to the pastor.

As part of its responsibilities, the Joint Loss Management Committee will assess the workplace to identify any methods for reducing the risk of workplace violence. The Committee will also consider recommending training designed to prevent workplace violence and to assist employees and volunteers in responding to conflict and potential violence.

EXHIBITS

TITLE XXIII LABOR

CHAPTER 281-A WORKERS' COMPENSATION

Section 281-A:64

281-A:64 Safety Provisions; Administrative Penalty. –

I. Every employer shall provide employees with safe employment. Safe employment includes but is not limited to furnishing personal protective equipment, safety appliances and safeguards; ensuring that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees. For the purposes of this section, "employer" shall include railroads, even if the employees of such railroads receive compensation for work injuries under federal law rather than RSA 281-A.

II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.

IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.

V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

VI. The commissioner, in conjunction with the National Council of Compensation Insurance (NCCI), shall develop a list of the best and worst performers based on the experience modification factors promulgated by NCCI. The list shall include the top 10 lowest experience modification employers. The commissioner shall publicly recognize these low experience modification employers by presenting them with an award at the department's annual workers' compensation conference.

The list of the top 10 highest and lowest experience modification employers shall be provided to the advisory council. The department shall review any specific claim against any employer listed in the top 10 highest experience modification list in conjunction with the safety program on file with the commissioner.

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

VIII. The commissioner may assess an administrative penalty of up to \$250 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be deposited in the general fund.

IX. [Repealed.]

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013.

CHAPTER Lab 600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES

REVISION NOTE:

Document #5909, effective 10-13-94, made extensive changes to the wording, format, structure, and numbering of rules in Chapter Lab 600. Document #5909 supersedes all prior filings for the sections in this chapter. The prior filings for former Chapter Lab 600 include the following documents:

Source. #5372, eff 4-14-92

PART Lab 601 DEFINITIONS

Lab 601.01 "Employer representative" as used in RSA 281-A: 64, III means any individual who serves as the management member of the joint loss management committee and who has the authority delegated by the employer to use his/her judgment in the interest of the employer to take the following actions:

- (a) Hire;
- (b) Transfer;
- (c) Suspend;
- (d) Lay off;
- (e) Recall;
- (f) Promote;
- (g) Discharge;
- (h) Assign;
- (i) Reward;
- (j) Discipline;
- (k) Direct them; or
- (l) Adjust grievances or effectively to recommend such actions.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

PART Lab 602 SAFETY PROGRAMS

Lab 602.01 Program Requirements. As set forth in RSA 281-A: 64, II, the written safety program shall include the following:

- (a) The components required by Lab 603.03(g);

(b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;

(c) Provision(s) for the commitment of adequate resources solely for safety;

(d) Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation;

(e) Provision(s) for review of the current written safety program by all employees;

(f) Provision(s) for review and update of the written safety program by an employer representative at least every 2 years; and

(g) Provision(s) for a signature of the above employer representative which shall include the date the program was reviewed and updated.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 602.02 Filing Procedures. To carry out the intent of RSA 281-A: 64, II, a single submission of the summary of the above written safety program shall be filed with the commissioner of labor by submitting Safety Summary Form No WCSSF pursuant to Lab 515.16.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94; ss by # #6735, eff 4-23-98; ss by #8592, eff 3-24-06; ss by #10379, eff 7-18-13

PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

Lab 603.01 Purpose. To carry out the purpose of RSA 281-A: 64, a joint loss management committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.02 Establishment of Joint Loss Management Committee.

(a) Pursuant to RSA281-A: 64, III, all employers of 15 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives or more employee representatives as follows:

- (1) The size of the joint loss management committee shall be determined as follows:
 - a. Employers with 15 to 20 employees shall have a minimum of 2 members; and
 - b. Employers with more than 20 employees shall have a minimum of 4 members;
- (2) Employee representatives shall be selected by the employees;
- (3) Where the employees are represented by a single, exclusive bargaining representative, the

bargaining representative shall designate the members;

(4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and

(5) Committee members shall be representative of the major work activities of the employer.

(b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.

(c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.

(d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A: 64, the joint loss management committee shall:

- (a) Meet at least quarterly to carry out their duties and responsibilities.
- (b) Keep minutes of meetings which shall be made available for review of all employees;
- (c) Elect a chairperson, alternating between employee and employer representatives;
- (d) Develop and disseminate to all employees a committee policy statement;
- (e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- (f) Review workplace accident and injury data to help establish the committee's goals and objectives;
- (g) Establish specific safety programs which include, but are not be limited to, the following:
 - (1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - (2) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (3) Performance of audits at least annually regarding the inspection findings; and

- (4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- (h) Assist with the identification of necessary safety and health training for employees; and
- (i) Assist with the identification and definition of temporary, alternate tasks.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

Lab 603.04 Duties and Responsibilities of the Employer. To carry out the intent of RSA 281-A: 64, the employer shall:

(a) Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes;

(b) Pay any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, at his/her regular rate of pay for all time spent on such activities; and

(c) Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06; ss by #10379, eff 7-18-13

APPENDIX

RULE	STATUTE
Lab 601	RSA 281-A: 64
Lab 602	RSA 281-A: 64
Lab 603	RSA 281-A: 64