

**COMPLIANCE WITH RSA 281-A & RSA 277, CHAPTER 1400-  
ADMINSTRATIVE RULES FOR SAFETY AND HEALTH**

The Town of Windham has published the attached Safety & Health Policy and will distribute a copy of the entire Policy to each Selectman, Department Head, and employee, as well as making a copy available for public viewing at the Administrative Offices, Nesmith Library and on the Town web site. .

By signing below, you are attesting that you have received this Safety & Health Policy, and that you have read and understand your rights and obligations under this policy. You are informed that the Town of Windham adopted this policy as of September 9, 2013 .

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Signature of Town of Windham Employee

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Date

**Please sign and return to the Human Resource Coordinator  
within 5 business days of receipt.**

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**Note:** *The Town of Windham Safety Policy is intended to provide Town officials with the appropriate information and guidelines needed to ensure and maintain a safe work environment for all town officials and the public who we serve. The information contained in the Policy is meant to outline the procedures to follow in several different types of situations. While the Policy is written mainly following a “step by step” approach, it is important to understand that certain situations (ie a public threat) will not allow a strict adherence to an orderly procedure. In those limited cases, individuals should consider all the procedures that are outlined for that type of situation and take the appropriate measures to follow the particular procedures regardless of the order accomplished.*

## **SAFETY & HEALTH POLICY**

### **SECTION I: SAFETY AND HEALTH POLICY STATEMENT & STAFF COMMITMENT**

In accordance with RSA 281-A and RSA 277, the Town of Windham has established a Safety Policy for the purpose of providing safe working conditions for its employees and the members of the public that use our services.

The Town of Windham Safety and Health Policy has been developed to assure compliance with applicable New Hampshire Department of Labor Rules for safety and health for workers, including any amendments made to these Rules. It is the obligation of all employees to understand and practice these rules while performing their duties and carrying out their responsibilities. Regard for the safety and health of the general public, our employees, and the employees of our vendors is the responsibility of all levels of our organization. Job performance evaluations and salary increases will take into account the success of this policy and the effectiveness of its implementation.

The Town of Windham views safety and health as a basic element of each employee's job. It is important that all aspects of our safety and health policy be strictly adhered to, and that each Department and its staff follow the intent of this Policy. We encourage all employees to make "safety and health" a matter of continuing concern, not only to reduce hazards and prevent accidents, but to aid in improving the manner in which all municipal services are delivered to the public. Only when all employees work together can a safety and health policy be valuable and successful. Windham management and labor believe that:

1. Most injuries are preventable.
2. Working safely is a condition of employment.
3. All operating exposures can be safeguarded.
4. Training employees to work safely is mandatory.
5. Injury prevention saves money.
6. A healthy workforce reduces illness and time lost.

The key to the success of any safety and health program is an open line of communication between employees and management. The intent of this Policy is to encourage employees to bring safety and health related issues and topics to management, notify management of unsafe or unhealthy working conditions, and recommend or suggest improvements to work environments.

As a means of keeping employees informed on issues of safety and health, the management of the Town of Windham is committed to:

1. Provide all employees with a copy of the Safety and Health Policy, and any future revisions.
2. Provide "Right-to-Know" Centers and post safety and health information, including Material Safety Data Sheets (MSDS).
3. Audit the working conditions of employees and purchase all required safety and health supplies.
4. Establish standard operating procedures that address safety and health within their respective Departments.

All Town employees have some responsibility with regard to safety and health. The Board of Selectmen is ultimately responsible for the overall success of the Policy; however, everyone has an important role. Everyone shall be fully responsible for implementing the provisions of this policy within their respective jurisdictions. The responsibilities which follow should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

A) TOWN ADMINISTRATOR:

1. Upon adoption of this Policy by the Board of Selectmen, the Town Administrator is responsible for the smooth operation of the program through overall support, direction, and commitment.
2. In instances when the Town Administrator is notified of accidents and or injuries, they then shall notify the Board of Selectmen for the purpose of ensuring that the Board is aware of same.

B) DEPARTMENT HEADS:

It is each DEPARTMENT HEAD'S responsibility to:

1. Develop Standard Operating Procedures (SOPs) relevant to safety issues and concerns in their department.
2. Ensure that all required protective personal equipment (PPE) for each job and employee is provided.
3. Ensure that training/retraining based on the Safety Policy is provided and completed.
4. Investigate any unsafe conditions brought to their attention by employees or supervisors, taking corrective measures as needed.
5. Ensure that employees are performing in a safe and healthy manner.
6. Provide information to the Human Resources Coordinator in order for them to properly maintain an Illness/Injury Log (See Appendix A, Form 8).

C) SUPERVISORS:

It is the SUPERVISORS' responsibility to:

1. Exhibit leadership, provide guidance and set the tone for safe behavior. Be actively concerned for the safety and health of their staff.
2. Ensure that all subordinates understand and comply with the safety policy, observe all work rules, and understand disciplinary consequences as they relate to the safety process.
3. Ensure that personal protective equipment (PPE) is worn, as required.
4. Take immediate action to correct any unsafe condition or action.
5. Report and document all accidents and incidents.
6. In conjunction with the Joint Loss Management Committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or action.
7. Include an evaluation of an employee's safety behavior in each formal performance appraisal.

## D) EMPLOYEES:

It is each EMPLOYEE'S responsibility to:

1. Maintain a safe working environment in all aspects of employment. Report any unsafe conditions immediately to the supervisor.
2. Take immediate action to correct unsafe acts and conditions, and apprise the supervisor of actions taken.
3. Understand and observe all safety related work rules, policies, and procedures.
4. Wear required personal protective equipment.
5. Operate only machines and equipment that they have been trained to operate. Exceptions to this general rule may be allowed in an emergency situation as directed by a supervisor if they deemed it necessary.
6. Follow all accident reporting procedures.
7. Attend all safety training and retraining as scheduled.

## E) JOINT LOSS MANAGEMENT COMMITTEE:

The Town of Windham will maintain an active Joint Loss Management Committee (JLMC). The mission of the JLMC is to bring management and labor together in a cooperative and collaborative manner to promote safety and health in all Town government workplaces.

The Committee will assist the Town of Windham in creating a Safety and Health Policy, educating and assisting employees about safety and health issues, and will make recommendations for change in operating programs and procedures. The Committee will stress the prevention of injuries within the various workplaces of the town, train employees in safety and health topics, reduce unsafe or unhealthy exposures, and promote the shared responsibility of employees and management to reduce risk.

The procedural rules for the JLMC can be found in Appendix B.

**SECTION II: PROCEDURE FOR HANDLING MEDICAL EMERGENCIES**

A) In times of emergency, employees are expected to exercise their best judgment based upon circumstances and risk. When an accident or incident occurs, the first thing is to assess the scene and call for assistance. If trained, administer first aid and/or CPR and secure the area.

## B) Steps for Medical Emergency Response:

1. Ensure that you, the victim, and others are in no risk.
2. Call Police or Fire (911) to provide assistance.
3. Ensure first aid and emergency care is provided to victim(s).
4. Secure scene and, if necessary, initiate evacuation procedure.
5. Notify the Department Head or Supervisor.
6. Initiate investigation and reporting procedures.

C) For other emergencies other than Medical please refer to Appendix D – Emergency Preparedness Procedure

**SECTION III: PROCEDURE FOR ACCIDENT/INCIDENT REPORTING**

The following steps should be adhered to when reporting an injury or exposure that may have health risks.

- A) Any injury or exposure to a Town employee which may or may not be due to Town operations, must be reported immediately to the immediate Supervisor or Department Head of the employee involved.
- B) The goal of all accident and incident review shall be to determine what happened, why it happened, and how it happened to prevent it from happening again, NOT to find fault.
- C) Accurate reporting and subsequent investigations of injuries, and exposures are essential to provide a safe working environment for all employees.
- D) The Department Head of the employee(s) involved will be notified of the situation.
- E) The appropriate forms will be supplied by the Human Resource Coordinator and how to use the forms will accompany the form packet. Typically, accidents or incidents that may produce a workman's compensation claim or have a liability/damage claim will require associated forms to be completed by appropriate parties.
- F) Any injury or illness which an employee reports to a Department Head must be reported by the Department Head using Form #1 and accompanied by an Employee Medical Waiver Form and made part of the Town's Annual Log (Form #8).
- G) An ongoing work-related injury/illness log (Form #8) will be kept by the Human Resource Coordinator/Administrative Office. This log will be kept for each given year.
- H) Appropriate forms will be shared with JLMC to assist with the assessment of accidents or incidents by the JLMC.
- I) Any injury or exposure to an authorized volunteer or to a citizen while on Town property, which may or may not be due to Town operations, must be reported immediately to the closest Supervisor or Department Head, who in turn will notify the Town Administrator. The Town Administrator will provide the applicable Department Head with the necessary forms and instructions to document the incident.

**SECTION IV: PROCEDURE FOR ACCIDENT/INCIDENT INVESTIGATIONS**

Incidents or accidents involving employees shall be investigated, by a supervisory staff level individual to determine what happened. Even though incidents or accidents do not cause injury or health risk, they shall be investigated as thoroughly as an accident that results in injury or health risk. **Remember: The purpose of investigating accidents or incidents is to determine the cause so that similar accidents/incidents can be prevented in the future.**

- A) When an employee is injured or exposed, the employee, if physically able, shall document "what happened" immediately, making sure to write down as many facts as possible. If the employee is unable, the Supervisor shall be responsible for documenting the facts of the incident. The following steps should be followed by Supervisor, Department Head, or staff (when supervisory personnel are not available).

1. Investigate the scene as soon as practical after the accident/incident occurred, noting condition, description of the scene, and interview witnesses. Make notes, take pictures, and draw sketches as needed.
2. Interview witnesses soon after the accident/incident so that the facts will be fresh in their minds. Be certain that they understand that no blame is being placed and that you are simply trying to gather facts to prevent a recurrence.
3. Interview the involved parties when the timing is right (soon as possible). Do not fix blame or find fault, only seek facts.
4. Complete all appropriate forms within 3 business days of accident or incident. If the police or fire were called, attach a copy of the police and/or fire report.

B) Questions that should be considered in most accident/incident investigations include, but are not limited to the following:

1. What was the injured or exposed person(s) doing at the time of the accident/incident?
2. What were other persons doing at the time of the accident/incident?
3. Was the proper equipment being used for the task? What was the condition of the equipment? Was proper PPE being worn or used properly? What was condition of scene?
4. Is the process, operation or task new?
5. Were people properly supervised and trained?
6. Where was the location of the accident/incident? What was the physical condition of the area when the accident/incident occurred?
7. What action(s) could have prevented or minimized the accident or incident?

C) TIME LIMITS AND ROUTING PROCEDURES:

1. All accident/incident and request forms are to be submitted to the Supervisor or Department Head in accordance with the specific procedures outlined in this section.
2. Supervisors or Department Heads are to forward forms to Human Resource Coordinator within 3 business days of accident or incident.
3. The JLMC is to review received reports at the following JLMC meeting.
4. The JLMC shall issue a report within 3 business days of the completion of its evaluation, and forward said report to the Human Resource Coordinator and, if necessary Department Head and Town Administrator.
5. The Department Head shall inform the employee of all findings and actions regarding accident or incident.

NOTE: If the JLMC evaluation exceeds the 3-day period stated above, the JLMC is to notify the employee and his/her Department Head, as well as the Human Resource Coordinator of that fact, and keep them apprised of their progress until the finding is issued by Committee.

**SECTION V: PROCEDURE FOR INSPECTIONS**A) ANNUAL INSPECTIONS:

- 1) All Windham government facilities shall be inspected for health and safety hazards on an annual basis by the JLMC. More frequent inspections may occur based on accident/incident data or as a result of a request received through the safety audit process.
- 2) The JLMC shall use the DOL Inspection Checklist as a guide when completing its inspections but may develop its own inspection guidelines, as appropriate for each facility inspected.
- 3) All identified hazards shall be communicated in writing to the Department Head within seven (7) business days of the findings.
- 4) The Department Head shall make immediate arrangements to correct any unsafe conditions brought to their attention by the inspection, including training. If they are unable to immediately make corrections, then steps will be taken to prevent or reduce future problems.
- 5) A follow-up audit shall be performed by the JLMC within a three (3) month period to ensure the correction of the hazard.
- 6) Annual inspections reports shall be filed through JLMC to the Town Administrator and Board of Selectmen.

B) REQUEST FOR SAFETY INSPECTION: Every employee and elected official is encouraged to participate in the safety process, and to make specific safety concern reports to the JLMC by completing the Safety Concern Report (Form 7). All reports will be submitted to the respective Department Head, and be monitored for action by the JLMC.

**SECTION VI: PROCEDURE FOR SAFETY/HEALTH EDUCATION AND TRAINING:**

Town employees shall be trained or educated regarding the safety and health associated with their job and workplace.

## A) Training or retraining is required, but not limited to the following:

1. New employees.
2. Employees transferred from other Departments.
3. Department Heads, Supervisors, and JLMC members.
4. Reassurance of employee competency of Policy and Procedures.
5. When new processes or equipment are added to operation.
6. Employees or volunteers involved in special teams or committees such as emergency response teams, etc.

## B) TYPES OF TRAINING:

1. **INTRODUCTORY:** All new or transferred employees will be told of their responsibilities under the Town's Safety & Health Policy, and be given a copy of same. The employee and supervisor will sign a form indicating the date and what was included in the training, and the form will go into that employee's personnel file.

2. SPECIFIC "ON-THE-JOB": Employees will be instructed by management in the proper method of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done upon initial work assignment, when changes in the job occur, or whenever deemed necessary by management.
3. FOLLOW-UP: When management identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or incident. Some training may be annual or routine.
4. REQUIRED: DOL or Town training. Typically, this training and education shall be provided by JLMC.

C) RECORD KEEPING:

1. Introductory training shall be documented in the employee's personnel file. Subsequent Town training and/or Departmental training/education shall be maintained in files by the Department Head and/or JLMC.
2. Documentation shall include a brief description of the training, the date and instructor's name, and a list of those attending.

**SECTION VII: PROCEDURE FOR DISCIPLINE**

Disciplinary procedures are documented in the Town Personnel Policy and in applicable collective bargaining agreements. Failure to adhere to this Safety and Health Policy may be grounds for disciplinary action, which shall follow the guidelines of the applicable disciplinary procedures specific to the individual employee's contractual relationship with the town.

**SECTION VIII: SPECIFIC SAFETY PROCEDURES:**

- A) In order that employees understand their responsibilities for safety and health, it is important that specific rules and procedures be adopted and communicated to the workforce.
- B) The Town shall adopt and implement the current New Hampshire Department of Labor (DOL) Administrative Rules for Safety and Health, Chapter LAB 1400. These rules outline the minimum standards for the protection of employees within the jurisdiction of New Hampshire. These rules do not preclude compliance with any other federal, state, or local laws, rules, regulations, codes, etc. Wherever applicable, DOL Rules will govern the proper safety and health procedures for a specific work environment. These rules can be found on the NH Department of Labor web site.
- C) Town Departments may expand DOL standards through specific safety and health standard operating procedures, i.e., PPE, noise exposure, ergonomics, etc.

**SECTION IX: SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or part of this policy should be held invalid for any reason whatsoever, such decision shall not affect the remaining portions; which shall remain in full force and effect; and, to this end, the provisions of this ordinance are severable.

**SECTION X: AMENDMENTS:**

This Policy may be amended from time to time by majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**SECTION XI: EFFECTIVE DATE:**

This Safety Policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**Adopted by the Board of Selectmen - March 2, 1998**

**Galen Stearns  
Alan Carpenter  
Roger Hohenberger  
Margaret Crisler  
Dennis Senibaldi**  
Board of Selectmen

**Amended by the Board of Selectmen - September 9, 2013**

**APPENDIX A  
FORMS**

- |      |   |  |
|------|---|--|
| Form | 1 | Town Accident/Incident Report  |
| Form | 2 | Department of Labor Notice of Accidental Injury or Occupational Disease (8A-WCA)                         |
| Form | 3 | Department of Labor Employer's First Report of Injury or Occupation Disease (8-WCA)                      |
| Form | 4 | Department of Labor Employer's Supplemental Report of Injury (13-WCA)                                    |
| Form | 5 | New Hampshire Division of Public Health Services Emergency Response/Public Safety Worker Incident Report |
| Form | 6 | Local Government Center (LGC) Notice of Claim  |
| Form | 7 | Town of Windham Safety Concern Report  |
| Form | 8 | Town of Windham Illness/Injury Annual Log  |

**FORM # 1**

**ACCIDENT OR INCIDENT REPORT**

**GENERAL INFORMATION: (COMPLETED BY EMPLOYEE OR OTHER - please print)**

Date of Report: \_\_\_\_\_

Name (employee or other): \_\_\_\_\_ Job Title: \_\_\_\_\_

Address (non-employee only): \_\_\_\_\_ Phone (non-employee only): \_\_\_\_\_

Date, Time & Place of Event: \_\_\_\_\_

**DESCRIPTION OF ACCIDENT OR INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF EMPLOYEE (OR OTHER)** \_\_\_\_\_ **Date:** \_\_\_\_\_



**SUPERVISORY SECTION**

**REPORT RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Nature of Injury or Illness: \_\_\_\_\_

Did Individual Receive Medical Care/First Aid:      Yes      No

Physician Name or Medical Facility: \_\_\_\_\_

Employee Left Work:              Yes      No                      Date & Time: \_\_\_\_\_

Expected Date of Return: \_\_\_\_\_

**ACTION TAKEN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE REPORT FILED:**    \_\_\_\_ Yes    \_\_\_\_ No    **EMT REPORT FILED**              \_\_\_\_ Yes    \_\_\_\_ No

**WORKERS COMP. FILED:**    \_\_\_\_ Yes    \_\_\_\_ No    **MEDICAL WAIVER ATTACHED**    \_\_\_\_ Yes    \_\_\_\_ No

**SIGNATURE OF SUPERVISOR** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGNATURE OF DEPARTMENT HEAD (if different)** \_\_\_\_\_ **Date:** \_\_\_\_\_



**JLMC SECTION**

Date Reviewed by JLMC: \_\_\_\_\_

**COMMENTS/ACTIONS:**

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Date Returned to Department Head: \_\_\_\_\_

**SIGNATURE OF JLMC REPRESENTATIVE** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TOWN OF WINDHAM**  
**EMPLOYEE MEDICAL WAIVER FORM**

I, \_\_\_\_\_ do not wish to receive professional medical attention or treatment for the work-related injury or illness cited in the attached Accident or Incident Report (Form 1).

By signing this form it does not preclude me from seeking medical attention or filing a worker's compensation claim.

EMPLOYEE DEPARTMENT \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

Note – This waiver form is to be attached to Form 1 – Accident / Incident Report (only if completed)

**FORM #2**

**DEPARTMENT OF LABOR NOTICE OF ACCIDENTAL INJURY OR  
OCCUPATIONAL DISEASE (8A-WCA)**

**FORM #3**

**DEPARTMENT OF LABOR EMPLOYER'S FIRST REPORT OF INJURY OR  
OCCUPATIONAL DISEASE (8-WCA)**

**FORM #4**

**DEPARTMENT OF LABOR EMPLOYER'S SUPPLEMENTAL REPORT OF INJURY  
(13-WCA)**

**FORM #5**  
**NEW HAMPSHIRE DIVISION OF PUBLIC HEALTH SERVICES EMERGENCY**  
**RESPONSE/PUBLIC SAFETY WORKER INCIDENT REPORT**

**FORM #6  
LOCAL GOVERNMENT CENTER (LGC) NOTICE OF CLAIM**

**FORM # 7 SAFETY CONCERN REPORT FORM**

Submitted To: \_\_\_\_\_

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Method of Reporting: \_\_\_\_\_

Location of Hazard: \_\_\_\_\_

Explanation of Hazard: \_\_\_\_\_

\_\_\_\_\_

Date Incident Occurred: \_\_\_\_\_

Date of Investigation: \_\_\_\_\_ Investigated By: \_\_\_\_\_

Summary of Inspection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial Conclusion: Valid Hazard \_\_\_\_\_ yes \_\_\_\_\_ no

Supplemental Reports By: \_\_\_\_\_

Recommended Corrective Action: \_\_\_\_\_

\_\_\_\_\_

NOTE: If a valid hazard is found to exist a plan for repair must be in place within 72 hours of receipt of notice of hazard. Once developed, said plan must be implemented within a reasonable timeframe.

Type of Temporary Action Taken: \_\_\_\_\_

Date: \_\_\_\_\_ Action Taken By: \_\_\_\_\_  
Print Name and Sign

Type of Permanent Action Taken: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Action Taken By: \_\_\_\_\_  
Print Name and Sign

**FORM #8  
TOWN OF WINDHAM ILLNESS/INJURY LOG**

**APPENDIX B****RULES OF PROCEDURE:  
JOINT LOSS MANAGEMENT COMMITTEE:****SECTION 1: PURPOSE:**

These Rules of Procedure describe the duties and methods of operation of the Joint Loss Management Committee. The committee operates under the State of New Hampshire's Department of Labor in accordance with RSA. 281-A: 60.

The mission of the Joint Loss Management Committee (JLMC) is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in all Town government workplaces.

**SECTION II: ORGANIZATION:**A) MEMBERSHIP:

1. Windham's JLMC committee is composed of eight (8) members; four (4) who represent management and four (4) who represent labor.
2. Each of the town's three bargaining units shall elect one of the labor representatives while the other labor representative will be chosen from the non-affiliated labor staff. Management representatives shall be appointed by the Town Administrator. Membership terms will be for three (3) years.
3. A liaison from the Board of Selectmen shall also be part of the Committee but have no voting authority.

B) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Committee have authority only when acting as a Committee legally in session. The Committee shall not be bound by any action or statement any individual Committee member, except when such statement or action is pursuant to instructions from the Committee.
3. Members shall act as liaisons to their respective sectors whom they represent.
4. Assist in establishing safety and health programs, policies, and training.
5. Assist with safety audits of Town facilities and grounds.
6. Review workplace accidents and incidents, making recommendations to reduce future risks.
7. Assist with the dissemination of health and safety information.

**APPENDIX B**C) OFFICERS:

1. ELECTIONS – The committee shall elect a Chairperson, Vice Chairperson, and Secretary. The position of Chairperson shall be rotated annually between labor and management representatives in accordance with RSA 281-A:64.
2. DUTIES - The Chairperson shall preside at all meetings of the Committee, and perform all duties required by law. Specific duties of the Chairperson include the following:
  - a) To open the session at the time at which the Committee is to meet by calling the members to order.
  - b) To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
  - c) To communicate the activities of the Committee to the Town Administrator and, as appropriate, to the Board of Selectmen.
  - d) Ensure the Town is meeting the requirements of the NH Department of Labor.

The Vice-Chairperson, in the absence of the Chairperson, shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall perform the following duties:

- 1) Be responsible for recording the minutes of the Committee's meetings. The minutes shall include the information required by RSA 91:A
- 2) Retaining a copy of the accepted minutes for historical purposes, as well as distributing the draft minutes to all Department Heads five (5) business days after the meeting for posting and to the Town Clerk for Records Retention purposes.
- 3) Distributing the meeting agendas to all Department Heads for posting five (5) business days prior to the scheduled meeting.

**SECTION III: OPERATION:**

- A) SCHEDULE OF MEETINGS: The Committee shall meet a minimum of four (4) times per year. Special meetings may be called by the Chairperson. As well, special meetings will be scheduled when requested by a majority of the Committee members. Each meeting shall be posted in accordance with RSA 91-A.

**APPENDIX B**

B) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Committee being the final deciding authority. Meeting business shall be acted on by vote or consensus.

C) REQUESTS FOR INFORMATION: Should it become apparent to the Chairperson or an individual committee member, in the interim between meetings, that additional information relative to a specific item may be needed for Committee use at the next regularly scheduled meeting, a request for this information may be submitted to the Chairperson.

Any information provided to any individual committee member shall be provided to the rest of the Committee and shall note the origin of the request.

D) AGENDA: The agenda for the meetings shall be prepared by the Chairman and provided to the Secretary for distribution. Persons, including committee members, wishing to place an item on the agenda must notify the Chairman at least 5 business days before the date of the next meeting. Only bonafied emergencies may be placed on the agenda for discussion at the meeting after the agenda setting deadline has passed.

E) QUORUM – A quorum shall consist of a majority of currently elected/appointment members, not including the Board of Selectmen liaison.

**SECTION IV: AMENDMENT PROCEDURE:**

An amendment to these Rules of Procedure may be made by the Board of Selectmen and at publically noticed meeting after receiving the recommendation to do so by the Committee.

**SECTION V: EFFECTIVE DATE:**

These Rules of Procedure shall take effect immediately following a majority vote of Board of Selectmen.

**APPENDIX C****BLOOD-BORNE PATHOGEN PROCEDURE****SECTION I: PURPOSE**

The Town of Windham recognizes that infectious disease exposure is an occupational health hazard. Blood-borne pathogen transmission is possible through contact with blood and/or bodily fluids which may take place during the delivery of services that the Town of Windham provides. Therefore, the Town shall provide a comprehensive blood-borne pathogen procedure which maximizes protection against blood-borne diseases for all town employees and for the public that they serve.

**SECTION II: AUTHORITY**

This Procedure is adopted by the Board of Selectmen in accordance with their authority granted by RSA 41:8 to manage the prudential affairs of the Town and RSA 281-A and RSA 277 of the New Hampshire Department of Labor.

**SECTION III: PROCEDURE STATEMENT**

The Town shall provide employees with the necessary training, immunizations, and personal protective equipment (PPE) needed to reduce the risk of exposure from blood-borne diseases. Employees shall adhere to this Procedure and take personal responsibility to minimize their exposure to infectious diseases.

All other communicable diseases shall be governed by the New Hampshire Department of Health and Human Services under RSA 141-C.

**SECTION IV: DEFINITIONS**

- A) Blood-borne Pathogen Disease – means a specific illness directly related to exposure to blood or bodily fluids.
- B) Immunization - means inoculation with a specific antigen to promote antibody formation in the body.
- C) High Risk Employees – The following departments or employees shall be considered classified as High Risk employees for the purposes of this procedure.
1. Fire Department Staff, excluding Secretary
  2. Police Department Staff, excluding Prosecutor, Secretarial Staff, and Dispatchers
  3. Transfer Station Staff
  4. Maintenance Department Staff
  5. Highway Department Staff
  6. Building Inspector and Code Enforcement Officer
  7. Beach Staff
- D) Low Risk Employees – Shall refer to any department or employee classification that is not otherwise defined as High Risk.

**APPENDIX C**

- E) Personal Protective Equipment – (PPE) – means equipment or clothing worn by employees to protect themselves from infectious disease exposures while in the performance of their duties. Such PPE’s include gloves, face protection, CPR masks and eye protection.
- F) Town - Town of Windham, New Hampshire
- G) Board – Board of Selectmen for the Town of Windham.

**SECTION V: BLOOD-BORNE PATHOGEN CONTROL RESPONSIBILITIES:**

- A) TOWN ADMINISTRATOR AND BOARD OF SELECTMEN: The task of managing the Blood-borne Pathogen Procedure is delegated to the appropriate Department Heads for administration as outlined below. The ultimate responsibility for the management of this procedure remains with the Town Administrator as directed by the Board of Selectmen. The Board of Selectmen is responsible for approval of this policy and the review and consideration of any changes recommended by the Joint Loss Management Committee and Town Policy Committee.
- B) DEPARTMENT HEADS: Each Department Head is responsible for the daily management of this Procedure. The Department Head will include any required cost items, including appropriate personal protective equipment (PPE), training and/or immunizations or screenings in the Department. The Department Head will assess any exposure risk and implement a Standard Operating Procedure for their specific operation. Department Head will protect exposure to the public sector.
- C) SUPERVISORS:
  - 1. Support and enforce compliance with the Procedure.
  - 2. Correct any unsafe acts occurring during departmental operations.
  - 3. Report any employee possibly unfit for work due to infection control concerns to Department Head or designee for possible medical evaluation.
- D) EMPLOYEES:
  - 1. Use appropriate personal protection equipment (PPE) as the situation dictates.
  - 2. Report any suspected occupational exposure to communicable disease to management level personnel.
- E) JOINT LOSS MANAGEMENT COMMITTEE:

The Joint Loss Management Committee (JLMC) is responsible for review of the Town of Windham Blood-borne Pathogen Procedure on a routine basis, and recommend of any changes to the Town Policy Committee for consideration.

The JLMC shall make recommendations to the Department Head regarding any issues that arise which effect the Departments or the Town as a whole. (For example, if a new product is being used by the Fire Department to disinfect the ambulances it may also be useful to the Police Department for disinfecting the cruisers.

**APPENDIX C****SECTION VI: WORK CONTROL PROCEDURES**A) HEALTH MAINTENANCE:

1. All employees will report an exposure that same day to their Department Head or immediate Supervisor and follow post exposure protocol.
2. All **HIGH RISK** employees will be recommended for immunization against Hepatitis A and B, and tetanus. The risks and benefits of immunization will be explained to all employees, and informed consent obtained prior to immunization. If employee does not elect to receive immunization, a waiver form will be signed by said employee. The waiver form can be found under Exhibit A of this Procedure.
3. All employees returning to work from an exposure must be cleared to report for work by a qualified physician. Town may ask for second opinion through a Town selected physician.
4. The Human Resource Coordinator will maintain records that include the following:
  - a) Name and Social Security Number of employee.
  - b) Immunization records.
  - c) Circumstances of exposure.

All records are considered strictly confidential. Medical records will be kept in a secure location, and access will be limited to delegated Administrative personnel. An individual employee will have access to their own records by appointment with the Human Resource Coordinator or Town Administrator. Unless necessary for processing of worker's compensation or disability claims, no medical records will be released without signed written consent from the employee.

B) TRAINING:

1. All employees will be required to complete:
  - a) A minimum of two (2) hours of initial training within 3 month of employment for High Risk Employees.
  - b) A minimum of two (2) hours of initial training within the first year of employment for all non-High Rick Employees.
  - c) Annual refresher training is required for all Town employees.
2. Training shall include:
  - a) A copy and review the Blood-borne Pathogen Procedure.
  - b) A general explanation of epidemiology and symptoms of blood-borne diseases, including methods of transmission.
  - c) An explanation of how to recognize tasks and other activities that may involve exposure to infectious diseases.

**APPENDIX C**

- d) Information on the basis for selection, types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment (PPE).
- e) Information on vaccines, including information on the efficacy, safety, and benefits of being vaccinated.
- f) Information on the appropriate actions to take and persons to contact in an emergency involving blood and/or other body fluids.
- g) An explanation of the protocol to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- h) An explanation of the signs, labels, and/or color coding required for biohazard materials, and information on the proper storage and disposal of biohazard materials.
- i) An explanation on how to minimize the risk to the public we serve from cross contamination, employee to customer.
- j) An opportunity for interactive questions and answers with the trainer(s).

Blood-borne Pathogen Trainers shall be knowledgeable in all the elements listed above, particularly as they relate to the functions of the departments being trained. The trainer should also have knowledge of any specific standard operating procedures (SOPs) for a particular Department.

3. Training shall be scheduled by JLMC and a log of training sessions will be maintained by JLMC. Trainings can be done outside of Town through a qualified provider, such as PRIMEX, Local Government Center, NH Department of Health and Human Services, etc.

**C) WORK ENVIRONMENT:**

1. All permanent work places should have access to the following:
  - a) Appropriate Personal Protective Equipment (PPE).
  - b) Blood-borne Pathogen Control Kit.
2. All Town vehicles shall carry a Blood-borne Pathogen Control Kit.
3. All contaminated work areas will be isolated, cleaned and decontaminated to ensure reduce further risk or exposure.

**D) PERSONAL PROTECTIVE EQUIPMENT (PPE):**

1. The Town shall provide all appropriate PPE needed to protect employees from any anticipated infectious material contact.
2. The Department Head shall develop department-level standard operating procedures, thereby establishing a guide for the employees in choosing the appropriate PPE for common situations encountered by that specific Department.

**APPENDIX C**

3. The Town shall consider infection control concerns in the design and purchase of equipment or facilities.
4. When directed, it is the employee's responsibility to wear the appropriate PPE in order to have maximum protection against infectious disease. Failure to wear mandatory PPE shall result in disciplinary action.

E) POST EXPOSURE PROTOCOL:

1. Any employee exposed to potentially infectious material will immediately wash the exposed area with soap and water or saline wash if the eyes are involved and report to supervisor.
2. The following events will be considered **HIGH RISK** exposures and shall be reported using the appropriate forms.
  - a) A syringe/needle punctures.
  - b) Breaks in the skin caused by potentially contaminated objects.
  - c) Exposure to blood or other potentially infectious fluids that contact eyes, mucous membranes, or non-intact skin.
3. All High Risk exposures will be evaluated within 2 hours and a plan for prophylactic treatment initiated (as deemed appropriate), by a qualified medical doctor.
4. Whenever possible, the employee will be traced to the receiving facility by the Department Head or designee. The Department Head or designee will notify the receiving facility that an infectious disease exposure has taken place, and request an infectious disease determination as provided for in the Ryan White Act of 1990 (copy of Act's summary attached and incorporated hereto). Request for consent to test the source patient for HIV, HBV, or other tests will be made by Department Head. It shall be made clear that the employee has the right to refuse such testing under present regulations.
5. Pursuant to the Ryan White Act of 1990, medical treatment facilities will notify the Department Head or designee of any employee transported from that Department that has a diagnosis of an airborne infectious disease per N.H. Department of Labor. The Department Head or designee will immediately notify any employees having contact with this patient, and arrange appropriate medical evaluations and follow-ups.
6. Any employee having an occupational blood, bodily fluid, or puncture shall immediately report the exposure to his/her supervisor. Medical confirmation and/or precautions will be initiated by Department Head.
7. Any employee having a blood borne infectious disease shall be obligated to protect the workforce from exposure and return to work only with a release from a qualified physician.
8. The employee and Department Head will fill out the appropriate report forms (Safety & Health Forms #2 & #3) at the soonest possible time after any exposure occurs.

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9. The Department Head will forward the completed forms to the appropriate personnel and/or agencies.
10. A copy of the Town of Windham Safety & Health Report Forms # 2 and #3 shall be given to the Town of Windham Joint Loss Management Committee (JLMC). The JLMC will conduct an investigation as to the circumstances leading to the exposure. The only charge of the JLMC is to use information arising from this investigation to prevent additional or subsequent exposures. The findings of the JLMC investigation **MAY NOT** be used in disciplinary proceedings.

F) COMPLIANCE AND PROCEDURE EVALUATION:

1. The Department Head shall monitor procedure to ensure compliance.
  - a) Inspect and audit facilities and vehicles as needed.
  - b) Observation of Department activities and personnel.
  - c) Post-exposure analysis of circumstances leading to the exposure.
  - d) Ensure employees follow procedure.
2. The Joint Loss Management Committee shall assist with oversight and make recommendations for any changes in the Blood-borne Pathogen Procedure to the Town Policy Committee.

**SECTION VII: AMENDMENTS:**

This Procedure may be amended from time to time by majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**SECTION VIII: EFFECTIVE DATE:**

This Procedure and any amendments shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**Adopted by the Board of Selectmen - March 2, 1998**

**Galen Stearns  
Alan Carpenter  
Roger Hohenberger  
Margaret Crisler  
Dennis Senibaldi**

**Amended by the Board of Selectmen - September 9, 2013**

**APPENDIX C**

**EXHIBIT A**

**TOWN OF WINDHAM, NH**

**IMMUNIZATION WAIVER**

I, \_\_\_\_\_ understand that the Town of Windham is offering me the opportunity to receive an immunization against the following blood borne infectious disease at the sole expense of the Town.

The signature below indicates my voluntary request to waive the opportunity to receive the immunization offered by the Town of Windham. Further, I hereby release and indemnify the Town of Windham and all its officials from any liability for my exercising my option to waive the immunization offered.

Type of Immunization Offered: \_\_\_\_\_

Signature of Employee Waiving Immunization: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX D****EMERGENCY PREPAREDNESS PROCEDURE****SECTION I: PURPOSE**

The purpose of the Emergency Preparedness Procedure is to ensure Town employees properly react to emergencies to reduce the risk of loss of life, injury, or trauma.

**SECTION II: AUTHORITY**

This Procedure is adopted by the Board in accordance with their authority granted by RSA 41:8 to manage the prudential affairs of the Town.

**SECTION III: PROCEDURE STATEMENT**

The health, safety, and welfare of the Town's employees, volunteers, and citizens are critical considerations under which the Town operates. This policy provides for the orderly evacuation of employees and visitors from the Town of Windham facilities in the event of fire, explosion, hazardous materials spills and releases, or other imminently dangerous situations.

**SECTION IV: DEFINITIONS**

- A) Town – Town of Windham, New Hampshire
- B) Board – Board of Selectmen of the Town of Windham
- C) Non-Essential Personnel – shall be those employees generally classified in an administrative capacity as well as those who are not specifically referred to in the definition of Essential Personnel.
- D) Essential Personnel – shall be those employees who are specifically classified as police officers, (including higher ranking officers in the police department), dispatchers, fire fighters (including higher ranking officers in the fire department), highway department employees, and maintenance employees.

**SECTION V: RESPONSIBILITIES**

- A) It is the responsibility of each employee to understand his/her duties in the event an evacuation or lockdown is necessary. These duties include:
  - 1. Understanding the evacuation and lockdown procedures.
  - 2. Knowing exit locations in their specific facility.
  - 3. Evacuating in a safe, orderly manner.
  - 4. Reporting to the designated assembly area.
  - 5. Waiting for further instructions once assembled.
- B) Supervisors, Department Heads, or their designees have the additional responsibilities of:

**APPENDIX D**

1. Develop and implement Departmental or facility evacuation and lockdown plans and post evacuation plans at facility.
2. Develop and implement Departmental Staff Protection Plans.
3. Initiate mock drills for a given emergency.
4. Coordinate with all other department heads and the Town Administrator to develop, implement, and maintain town wide Administrative SOP's to address emergencies.
5. Provide training and education regarding this policy, engaging outside resources if necessary.
6. Ensuring that employees, as well as visitors to their facility, are evacuated safely and accounted for once outside the building. This includes staff, contractors, service people, and the general public.
7. Designating an alternate(s) to act in their absence.

**SECTION VI: TYPES OF EMERGENCIES AND RESPONSE PROCEDURES****A) SEVERE WEATHER EVENT:**

1. Town operations will generally remain open during any weather event. Should the severity of a weather event, such as a winter storm, be extreme, the decision to close Town operations may be made by the Town Administrator after consultation with any appropriate local or state authorities.
2. If Town operations are to be closed prior to the normal opening of the town offices, a closing notification shall be on Town Administration phone number (432-7732) by 6:30 am. Employees are responsible to call this posted number to receive a closing notification. In the event a closing is declared, only *Essential Personnel* are required to report to work.
3. If Town operations are to be closed prior to the normal closing hours, Essential Personnel will remain on duty while Non-Essential Personnel will be released.
4. If Town operations remain open during an event and an employee either does not report to work or elects to leave early, they need to receive the approval of their department head and will be charged earned time or other applicable leave time to cover their absence.
5. Should the weather event pose no immediate risk, employees should continue normal operations and await instructions from either their department head or town administrator.
6. Upon immediate pending threat where no evacuation of the facility is possible, employees should go to a designated location in their respective Town facility for protection.

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7. In the event a town facility loses power and no emergency generator is available, employees will be instructed to remain in the facility if possible and to continue to perform as conditions allow. Notwithstanding the general goal of remaining in the facility, department heads or their designees are authorized to relocate any or all of their employees to another town facility which has power and facilities should they feel their staff cannot reasonably operate under the conditions presented in their facility during a power outage. Should such relocation take place the employees shall remain within the town building to which they relocated unless given authorization by their department head to travel to another town facility and shall continue as much as possible to perform their duties.
8. With no long-term power or lack of emergency power, employees need essential services, such as sufficient lighting, restrooms, heat or air conditioning, and drinking water. Should an event result in conditions where it is no longer feasible to continue to operate within a specific facility, or in a facility to which an employee may have been relocated by their department head, the Town Administrator may direct an evacuation of all personnel from the affected facility(s) to a town facility which has power and facilities until power is restored or the employees are released to go home by the Town Administrator. In the event the Town Administrator releases all employees, those employees released shall remain available to be recalled to their work locations should power return and the Town Administrator determines that all employees shall return to work. In the event such an evacuation or recall to work occurs, each department head shall be accountable for their personnel. Any employee not returning to work after being recalled shall be charged with earned time for the period of time remaining in their normal work day following the time to return.
9. Employees are encouraged to seek weather information for making commutes from home to work and their return. Safe driving is very important and the employee's safety is paramount.

**B) FIRE OR TOXIC/HAZARDOUS CONDITION**

1. Employees are to vacate their building and call 911 immediately upon hearing the fire alarm, detecting a problem or being notified to vacate by a person having knowledge of a problem.
2. Employees are to follow the designated evacuation plan posted at their facility and meet at the designated location on the plan.
3. Employees are to remain at the designated location outside their building until such time as directed by the Town Administrator or Fire Chief, with consultation from qualified experts as needed, that they may return to operation or that they are to be released from work.
4. If the building is compromised, future operational decisions or provisions will be made by Town Administrator and Department Head(s), as appropriate, after consultation with the appropriate public safety officials as needed.

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5. If a hazardous condition occurs outside the building, employees are to remain in the building unless otherwise directed by a public safety official.

**C) PUBLIC THREAT**

1. Should a threat be issued by a person or persons within a given Department, the employees should immediately activate any available threat alarm system and initiate a personnel protection plan as designated within each Department or facility.
2. Employees should take the actions which provide themselves and their fellow employees with the highest degree of safety in each particular situation. No actions should be taken by an employee that could jeopardize their safety or the safety of others.
3. When a threat alarm system is not available, employees within the department are to make all reasonable attempts to contact the 911 or the Police Department, taking only those actions that do not put themselves or others in further harm.
4. If possible, employees should evacuate the building however, in certain situations, such as a threat which is occurring outside, engaging in a lock down of the building may be necessary.

**SECTION VII: EVACUATION PROCEDURES:****A) EVACUATION SIGNAL:**

Each building's fire alarm system and/or the words "Evacuate the Building" will be used to signal an evacuation from that particular facility.

All the alarms within the building must sound, no matter where the system is activated from. This may include activation due to manual pull stations, heat/smoke detectors, or sprinkler zone activation. A manual pull station may also be activated for emergencies other than a fire if there is a need to evacuate the entire building. The evacuation alarm (fire alarm) will sound until the Fire Department arrives and silences the system. No one is to re-enter the building until the Fire Department clears the building for entry.

**B) EVACUATION PROCEDURES FOR NORMAL BUSINESS HOURS:**

1. It is the responsibility of the highest department supervisor or their designee to take charge of the personnel in their department.
2. All personnel shall evacuate in an orderly manner through the nearest EXIT and proceed to the nearest assembly area as designated for their specific building.
3. Once outside the building, employees are to gather at their assigned assembly area. The Department Head or designee in charge is responsible for taking a head count to ensure all personnel have exited the building.

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4. The Fire Department's decision to re-enter the building will be announced to the individual assembly areas through the building's Department Head, or in their absence the Supervisor in charge.
5. If an employee is working outside their normal area, they must evacuate through the nearest EXIT and report to the nearest assembly area. They must stay in this area during the evacuation. Facility employees must communicate with other assembly areas to help locate employees during an actual emergency.

**SECTION VIII: LOCKDOWN PROCEDURE:**

In circumstances where there is an incident of threat it may not be possible to evaluate a building or the individuals within a building may be required to stay in place if the threat situation is occurring on the outside. In these situations, the occupants of the building may be placed in a lockdown situation and required to remain in the building. In such situations the individuals within the building shall seek protection away from any windows or doors. If possible contact shall be made with the police department or other safety officials who shall instruct the occupants on what actions should be taken. In any threat situations individuals shall take no actions which could place any individual in further harm – safety of the building occupants is paramount.

**SECTION IX: TRAINING/PRACTICE DRILLS:**

- A) New hires are to be trained by their Department Head or designee as soon as practical, during the very early stages of the employee orientation process. This training shall consist of:
  1. Distributing this procedure to the new employee.
  2. Verbally reviewing the evacuation procedures.
  3. State the preferred method of reporting an emergency.
  4. Emphasizing an immediate exit and collection at the assigned assembly area.
  5. Showing the employee the exit route(s) and assembly area(s).

Re-training is to be carried out on a timely and regular basis with practice evacuation drills to be conducted at least semi-annually by the Department Head or designee working in cooperation with the appropriate public safety officials.

- B) Following all departmental drills, all Department Heads shall meet to discuss the outcome of the collective drills, and make any improvements to the plan that may be required.
- C) Any individual who refuses to evacuate will be reported to his/her immediate supervisor for disciplinary action. Disciplinary action will follow the guidelines established by the Town Personnel Policy or appropriate Collective Bargaining Agreement.

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**SECTION X: FALSE ALARMS:**

Any alarm must be considered as resulting from an actual emergency, therefore, evacuation procedures must be followed. Return to the buildings will be announced by the Fire Department and/or the Department Head or designee. Any scheduled testing of the alarm system in general will be announced in advance of such testing.

**SECTION XI: SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or part of this policy should be held invalid for any reason whatsoever, such decision shall not affect the remaining portions; which shall remain in full force and effect; and, to this end, the provisions of this ordinance are severable.

**SECTION XII: AMENDMENTS:**

This Procedure may be amended from time to time by majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**SECTION XIII: EFFECTIVE DATE:**

This Procedure, and any amendments made thereto shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting and being recorded with the Town Clerk.

**Adopted by the Board of Selectmen - March 2, 1998**

**Galen Stearns  
Alan Carpenter  
Roger Hohenberger  
Margaret Crisler  
Dennis Senibaldi**

**Amended by the Board of Selectmen - September 9, 2013**

# **ACCIDENT/INCIDENT REPORTING**

## **FORM COMPLETION GUIDE**

This guide is designed to aid in the post-accident/incident reporting procedure. Department Heads and employees shall follow the guide to ensure the correct forms have been completed and routed to the correct location. Sections A, B, and C represent specific reporting circumstances. Forms shall be provided in a packet by Human Resource Coordinator or designee. If you require assistance, contact Kathy Davis, Human Resource Coordinator at 432-7732. NOTE: FORMS SHALL BE RETURNED WITHIN 3 BUSINESS DAYS.

### **SECTION A**

**PERSONAL INJURY:** Forms # 1 - # 4 shall be completed by Employee, Supervisor or Department Head and Joint Loss Management Committee with the assistance of the Human Resource Coordinator. If there was property/motor vehicle damage, Form # 6 shall be completed and included with packet. Department Head shall include Police Department or Fire Department reports, if applicable. Completed forms shall be returned to Human Resource Coordinator within 3 business days.

### **SECTION B**

**EXPOSURES:** Forms # 1 - # 5 shall be completed by Employee, Supervisor or Department Head with the assistance of the Human Resource Coordinator. Completed forms shall be returned to Human Resource Coordinator within 3 business days.

### **SECTION C**

**PROPERTY/MOTOR VEHICLE DAMAGE (no personal injury):** Form # 6 shall be completed by Department Head, included shall be any Police Department or Fire Department reports, if applicable. Form shall be returned to Human Resource Coordinator within 3 business days.