

NH Department of Labor Safety Requirements

Requirements

- Employers with 15 or more employees shall have a written Safety and Health Program.
- Employers with 15 or more employees shall file a Safety Summary Form ONE TIME.
- Employers with 15 or more employees shall update the written program biennially.
- Employers with 15 or more employees shall establish a Joint Loss Management Committee

The State of New Hampshire Workers' Compensation Statute of 1994 ([RSA 281-A:64](#)), set in place these basic requirements for employers to establish programs to manage the safety of their employees.

Joint Loss Management Committee

NH nonprofits with 15 or more employees, including full, part-time, and seasonal, are required to establish a Joint Loss Management Committee. The purpose of the committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. A Joint Loss Management Committee assists the employer and makes recommendations for change.

The committee should be composed of equal numbers of employer and employee representatives, with employee representative selected by the employees. Committee members should be representative of the major work activities of the employer.

Committee Responsibilities

1. Meet at least quarterly to carry out duties and responsibilities.
2. Keep minutes of meetings and make them available for review of all employees.
3. Elect a chairperson, alternating between employee and employer representatives.
4. Develop and disseminate to all employees, a committee policy statement.
5. Maintain current, clearly established goals and objectives of the committee and disseminate them to all employees.



6. Review workplace accident and injury data to help establish the committee's goals and objectives.
7. Establish specific safety programs which include, but are not limited to the following:
 - a. Designation, by name and title, a person who is knowledgeable of site-specific safety requirements and 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.
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls.
8. Assist with the identification of necessary safety and health training for employees.
9. Assist with the identification and definition of temporary, alternate tasks.

Employer Responsibilities

1. Respond in writing to recommendations made by the committee or make a verbal response that is recorded in the committee's official minutes.
2. 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.
3. 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.

Safety Program

Employers with 15 or more employees, including full, part-time, and seasonal are required to file a Safety Program with the NH Department of Labor. A single submission of the summary of the written safety program shall be filed with the commissioner of labor by submitting a [Safety Summary Form](#). The Safety Program Summary Form will not need to be filed again but must be review and updated biennially.

A Safety Program must contain at least the following elements:



1. Designation, by name and title, of a person who is knowledgeable of site-specific safety requirements and 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.
4. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls.
5. A documented process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.
6. Provision(s) for the commitment of adequate resources solely for safety.
7. Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation.
8. Provision(s) for review of the current written Safety Program by all employees.

Direct questions about the NH Safety Summary Form to a safety inspector at 603-271-6850 or Safety@dol.nh.gov.

Resources

[NHDOL Self-Inspection Checklist](#)

[A Guide for Developing a Written Safety Program](#)

[Safety Summary Form](#)

[FAQs](#)

***Disclaimer:** This document is provided as a guide to help your nonprofit meet NH legal safety requirements. It is not all inclusive and does not constitute legal advice. If you have questions about your specific situation, please contact the Department of Labor at 603-271-6850 or Safety@dol.nh.gov.*

