

State of New Hampshire

By Her Excellency

Jeanne Shaheen, governor

A Proclamation

EXECUTIVE ORDER NUMBER 98-2

AN ORDER RELATIVE TO WORKPLACE HEALTH AND SAFETY

WHEREAS, the State of New Hampshire values the health, welfare, and safety of employees and recognizing that workplace injuries and illnesses cause suffering and financial loss to employees and their families, the State of New Hampshire is committed to making every reasonable effort to provide and maintain a healthy and safe workplace. It is clearly in the best interest of State employees, the general public, and the efficient operation of State government to **ensure that a commitment to** health, safety and loss control of the highest priority.

WHEREAS, the State of New Hampshire intends to reduce work related illness and injuries and continually demonstrate this commitment.

NOW, THEREFORE, I, JEANNE SHAHEEN, GOVERNOR of the State of New Hampshire, by the authority vested in me pursuant to Part II, Article 41 of the New Hampshire constitution, do hereby order and direct that effective immediately:

- 1) The State of New Hampshire, through the Department of Administrative Services, Bureau of Risk Management, shall coordinate health, safety, and loss control policies established within Departments. Management and staff at all levels of State government shall provide their full cooperation and commitment to this policy.
- 2) Department heads, through collaborative efforts of both management and employees, shall develop and publicize a policy statement related to workplace health and safety under guidelines provided by the Department of Administrative Service, through its Bureau of Risk Management, that will include the following features:
 - a. regular workplace inspections and accident investigations which identify existing and potential hazards to ensure corrective action is taken in a timely and cost effective manner,
 - b. regular training and education of employees specific to their activities, and establishment of health and safety policies related to their job duties;
 - c. internal agency policies for disciplining employees violating established health and safety policies; and
 - d. internal agency policies which provide reasonable accommodations for bringing injured employees back to productive employment. Policies shall include Temporary Alternative Work Programs as required by the Department of labor regulations.
- 3) Department heads shall work with the Department of Administrative Services, through its Bureau of Risk Management, or such third party administrations with whom the State contracts, in resolving workers' compensation claims and acting on loss prevention recommendations aimed at reducing future accidents.
- 4) The Department of Administrative Services, through its Bureau of Risk Management, shall serve as the "employer" for the sole purpose of satisfying and complying with the requirements of the Department of Labor. Acting as "employer", the Bureau of Risk Management shall coordinate Departments in the implementation of the requirements necessary to ensure statutory compliance.
- 5) The Department of Administrative Services, through its Bureau of Risk Management, shall report to the Governor annually, no later than March first, on the State's progress in achieving improved safety in the workplace.



Granted under my hand and seal in Concord, this eighth day of October in the year of our Lord, One Thousand, Nine Hundred and Ninety-Eight

Jeanne Shaheen
GOVERNOR OF NEW HAMPSHIRE