



Safe Jobs - Workers' Rights

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Guide For Union Members: New Hampshire Joint Loss Management Committees

According to NH law, employers of 5 or more must establish Joint Loss Management Committees to assure safe and healthy working conditions.

Who must establish a Joint Loss Management Committee in New Hampshire?

- All employers of five or more employees.
- Committees should be established at each of the employer's primary places of employment.
- An employer's auxiliary, mobile or satellite locations may be combined into a centralized joint loss management committee.

What is the purpose of a Joint Loss Management Committee?

The committee advises the employer and makes recommendations for improving health and safety in the workplace.

Who are the members of the Joint Loss Management Committee?

- An equal number of management and employee representatives must be selected.
- The employer is permitted to select only those persons who represent management.
- The worker's representatives should be selected by the employees' exclusive bargaining representative
- Any residual group of unrepresented employees elect their own representative(s).

What is the minimum number of members on the committee?

- Employers with less than 20 employees must have a minimum of 2 representatives: 1 employer and 1 worker representative.
- Employers with more than 20 employees must have a minimum of 4 representatives: 2 employer and 2 worker representatives.

What are the responsibilities of the committee?

- Establish written minimum standards requiring the employer to provide employees with a workplace free from recognized hazards that could cause illness, injury or death.

- Make frequent safety tours of the workplace to ensure that the employer is providing a safe and healthful workplace for their employees.
- Make health and safety recommendations to the employer in writing.
- Speak with supervisors and workers to ensure that established safety and health standards are being abided by.
- Designate one person responsible for the implementation and adherence of workplace safety and health standards.
- Ensure that the technical health and safety information is disseminated to employees.
- Review workplace accident and injury data.
- Develop a policy or process that facilitates the return to work of injured workers.

How Should Committee Business Be Conducted?

- Meetings must be held at least quarterly.
- Minutes and votes of the meeting should be recorded.
- The committee should elect chairpersons for specific time periods.
- The chair must be rotated between the employee and employer representatives;
- The employer should provide members with training in hazard identification and accident/incident investigation.
- Committee members should be paid their regular rate of pay for all time spent on committee activities.

Making the Committee Work

- The committee should have the support and assistance of senior management.
- Management is ultimately responsible for safety and health in the workplace.
- The committee needs clear procedures for resolving differences.
- Don't just focus on accidents. Near misses are important warnings. Many hazards can be identified and fixed before injuries and illnesses occur.
- Recommend in writing how to eliminate hazards and unsafe work practices.
- Remember that confidentiality of workers' health and personnel records is protected by law.
- Health and safety information should be readable for everyone including those with reading and writing problems and non-English-speaking workers.

What role does the Joint Loss Management Committee have in the development of Temporary Alternative Work programs?

The employer should review each job position and together with the Joint Loss Management Committee to develop a policy or process that describes the "return to work" of a worker who has been injured in the course of their employment.

What employers need written safety programs

By law, all employers with 10 or more employees must file a written safety programs with the Commissioner of Labor every two years.