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.