



State of New Hampshire

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Lab 600 Safety Program Guidance

Employers with 15 Employees (full and/or part-time) or more shall have a Written Safety and Health Program

- Guidance for creation of a Written Safety and Health Program is provided in the online guide booklet, "[A Guide for Developing A Written Safety Program And Lab 600 Rules](#)"
- Please refer to Lab 602.01 prior to submittal of your Written Health and Safety Program.

Employers with 15 Employees (full and/or part-time) or more shall file a Safety Summary Form ONCE

- The Safety Summary Form (SSF) is a *summary* of your written safety and health program
- Available as a fillable [PDF online](#)
- Safety Summary Form Guidance [instructions](#)

Employers with 15 Employees (full and/or part-time) or more must establish a Joint Loss Management Committee (JLMC, otherwise known as a Safety Committee)

- The JLMC must have equal representation of management and employee non-management members, or more employee non-management than management members.
 - Management personnel have the ability to hire & fire and/or make purchases on behalf of the company.
 - Employee non-management personnel do not have the above permissions.
 - See Lab 601.01 for more information.
- Must meet, at minimum, quarterly
- Must document meeting minutes and make available for review of all employees

All safety documentation submitted to the NHDOL is reviewed by a Safety Inspector

Common reasons safety documentation may not be accepted during review are:

- No job titles listed for representatives on your JLMC
- More JLMC management representatives than employee non-management representatives
- JLMC meeting minutes are not related to employee safety topics
- Provisions of Lab 602.01 were not included as part of your Written Health and Safety program

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