

Safety Inspection Compliance Instructions

The State of New Hampshire has adopted its own safety rules and regulations that apply to all public entities. A public entity is any State or local government and any department, agency, special purpose district, or other instrumentality of a State or States or local government. The Safety Inspection will take place at the public entity's place of employment. "Place of Employment" means all buildings, offices, or other sites owned or leased by the state or by any political subdivision of the state. "Place of Employment" includes all buildings, sheds, structures or places used in connection with employee activity at a place of employment ([RSA 277 1-b \(IV\)](#)).

All public employers are subject to the safety requirements of:

- [RSA 281-A: 64](#)
- [Administrative Rule 600: Safety Programs and Joint Loss Management Committees](#)
- [1400: Administrative Rules for Safety and Health](#)
- [RSA 277: Safety and Health of Employees](#)
- [Chapter 157-A: Boilers & Pressure Vessels](#)
- [Chapter 157-B: Elevators & Accessibility Lifts](#)

The Inspection Process

The goal of this inspection is to bring awareness to Safety & Health issues throughout the public sector. It is also a training opportunity for you so that you may be able to assess and address hazards on your own to prevent employee injuries at work. Proper Safety & Health training can save lives, total costs, and reduce lost productivity. The inspection process may take more than one day, depending on the size of the entity and the time allotted. As always, it is welcomed when managers and non-manager employees accompany the Safety Inspector on their inspection. *Please coordinate with all departments to provide the safety inspector access to all buildings and rooms for the inspection!*

This inspection will be broken down into two parts:

- Documentation Inspection
- Physical Inspection

During the documentation portion of the inspection, the Safety Inspector will assess compliance with Administrative Rule Lab [600: Safety Programs and Joint Loss Management Committees](#). Employers are required to provide their written safety and health program and quarterly Joint Loss Management Committee meeting minutes. During the physical portion of the inspection, a NHDOL Safety Inspector will visit your places of employment to assess compliance with the [1400 Administrative Rules for Safety & Health](#).

Contact us by email: Safety@dol.nh.gov Contact us by phone: (603) 271-6850 or (603) 271-6297

Post-Inspection & Compliance Process

Once the inspection process has been completed, the Safety Inspector will write a report. Once the safety technical inspection report has been finalized in-house, you will receive a finalized copy in the mail from the Administrator of the NHDOL-Inspection Division. This letter will give **30 days from the receipt of the letter** to correct **all** noted violations in the inspection report. You will be required to send a **written** letter to the NHDOL- Inspection Division, Attn: Inspector (Insert Name) that verifies **each individual violation** has been corrected within the indicated 30 day time frame. This letter can be sent to us by e-mail, fax, or hard copy.

If you cannot correct all the safety violations listed in the safety technical inspection report in the indicated 30 day time frame, a time extension request is required for each individual violation.

The time extension request must be written, sent to the NHDOL via email, fax, or hardcopy, and must contain the following information:

- Specify **each** safety violation that has not been corrected within 30 days and a proposed date of correction
- Specify the proposed date when **all** safety violations listed on the safety technical report will be corrected in order to schedule a safety re-inspection

Example Extension Request Statement:

According to 1403.32, fixed ladders are required to have side rails that extend 3.5 ft. above the landing. Per the Safety Inspector's Safety Technical Inspection Report, this standard was noted as a violation. We (the inspected entity) are unable to correct this violation in the 30 day indicated time frame and request an extension. Our proposed date of compliance for this violation is (insert proposed date).

Once you have addressed **all** items listed in the Safety Technical Inspection Report, you are required to contact the Safety Inspector that conducted the initial inspection (unless otherwise advised by the NHDOL) to return and conduct a re-inspection. The goal of the re-inspection is to ensure all violations on the report have been corrected.

Please note, all safety violations shall be corrected prior to scheduling a safety re-inspection with the NHDOL.

The **written** time extension request and all other information can be sent to us three ways:

Email: Safety@dol.nh.gov
Fax: (603) 271-2668,
Hard Copy: Safety & Training,
New Hampshire Department of Labor,
P.O. Box 2076, Concord, NH. 03302-2076

Contact us by email: Safety@dol.nh.gov Contact us by phone: (603) 271-6850 or (603) 271-6297