

Workplace Accident and Injury Reduction Program AWAIR

RESOLUTION NO# 0809-88

- Standard:** Minnesota Statutes 182.653, A Workplace Accident and Injury Reduction Program Minnesota Rules 5205.1500, Standard Industrial Classification List
- Summary:** The Minnesota Rules adopted in 1990, on federal recommended practices stemming from the Voluntary Protection Program. The rule was phased in, beginning with employers of over 50 in July, 1991, and extending to employers of less than 50 in July, 1993. Employers have six months to comply with the rule following inclusion on the SIC listing as published in 5205.1500.
- Coverage:** Employers listed in the Standard Industrial Classification List as published in 5205.1500. Federal agencies are exempt from coverage. This list is based on industries having an incident rate higher than 8.1 or a severity rate of more than 3.7. These are considered the average Minnesota rate list is reviewed and revised every 2 years by the commissioner of the Minnesota Department of Labor and Industry.

Program Requirements: The standard requires employers covered by the list to establish a written workplace accident and injury reduction program that promotes safe and healthful working conditions. The program requires:

- Clearly stated goals and objectives for meeting those goals.
- Detail how managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained.
- The method(s) used to identify, analyze and control new or existing hazards, conditions and operations.
- How the plan will be communicated to all affected employees so they are informed of work related hazards and controls.
- How workplace accidents will be investigated and how corrective actions will be implemented.
- How safe work practices and rules will be enforced.

The program must be reviewed and documented annually and describe how procedures set forth in the program are met.

This program is listed as a mandatory inspection item on the *MnOSHA Investigation Checklist*, Item 7D.

This program requires the development of a written safety program with:

- A Management Policy on Safety and Health
- Basic company oriented safety rules
- A hazard reporting policy/procedure
- Employee safety training
- Supervisory safety training
- Workplace safety hazard analysis (JSA's)
- Labor/Management safety committees

A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM
AWAIR
For the City of Chisholm

I. EXECUTIVE POLICY STATEMENT

The safety of our employees is the foremost consideration in the operations of The City of Chisholm. Accidents and injuries are costly to the city and the individual workers. The City of Chisholm endeavors to provide our employees with a work place free of recognized health and safety hazards in an effort to conserve our human and financial resources. It is our city policy that everything within reason will be done to maintain a safe workplace for all employees. The City of Chisholm supports the concept of returning injured employees to work in a productive position within our city at the earliest, medically possible opportunity. We believe that each employee has a place in our accident prevention program and is expected to cooperate fully in all measures taken to control and prevent losses.

II. SAFETY AND HEALTH PROGRAM DESCRIPTION

The objective of our health and safety program is to reduce employee accidents, injuries and illnesses through:

- A. Maintenance of safe and healthful working conditions
- B. Insuring employee adherence to proper operating practices and procedures designed to prevent accidents, injuries and illnesses
- C. Observing, applying and complying with all Federal, State and Local safety regulations. Including, but not limited to:
 - City Emergency Plan
 - Employee Right to Know Program
 - Personal Protective Equipment Standard
 - Lock out/Tag Out Program
 - Confined Space Entry Program
 - Hearing Conservation Program
 - Fall Protection Standard
 - Respirator Program
 - Ergonomics Program
 - Forklift Training Program
 - Drug Testing
 - Pre-employment Screening
- D. Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments.
- E. Providing regular safety meetings for all employees as a means of obtaining new and updated information and training.
- F. Conducting periodic safety and fire inspections to identify potential workplace hazards.
- G. Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent future reoccurrence.
- H. Implementing a management/labor safety committee.

III. RESPONSIBILITIES FOR WORKPLACE ACCIDENT AND INJURY CONTROL

Although safety is the responsibility of every employee, the management of The City of Chisholm is responsible for the implementation, maintenance, and enforcement of safety and health policies and procedures. These efforts will be in the form of employee education in safety and health practices, periodic safety inspections of the facilities and work sites and city safety meetings to review safety concerns and provide a forum for employee education. Specific responsibilities/accountabilities for safety are as follows:

The City of Chisholm has appointed *Steven D. Erickson* to be the city **SAFETY DIRECTOR COORDINATOR**.

The **Safety Coordinator** will manage and/or direct the following:

- Develop and maintain a health and safety reference library.
- Keep apprised of changes in health and safety regulations.
- Develop safety rules.
- Conduct accident investigations and safety inspections.
- File appropriate reports concerning accidents or illnesses.
- Chair the Labor/management safety committee.
- Provide safety training programs to new and existing employees.
- Train managers and supervisors in their safety responsibilities.
- Accompany outside safety inspectors and consultants on tours of the facilities.
- Follow up on recommendations made by management, employees, the safety committee, outside inspectors and consultants.
- Maintain the accident record keeping systems and the OSHA logs.
- Maintain safety training records (date, topic, content, attendance).
- Audit company safety performance and the goals of the AWAIR program.

City Management - is responsible for the development, implementation and maintenance of the health and safety program. Managers will assign specific safety responsibilities and establish accountability measures. They will provide the resources needed to comply with all safety regulations and programs. Management will insure that accident investigations are conducted after every reported incident, regardless of whether an illness or injury occurred. These incident reports will be analyzed by managers to determine corrective measures for preventing recurrence.

Supervisors - are responsible for overall safety of the specific operations of the city. Supervisors will consistently enforce all safety rules and ensure that safe practices are followed. In the event of an accident, supervisors will insure employees receive medical attention if needed and that an accident report is completed. Supervisors will arrange for the correction of unsafe work conditions or procedures.

Lead employees - are responsible for acting as an extension of their supervisors in day to day activities. These responsibilities include participating in accident investigations, supervision of crew and conduct inspections of the work site conditions and equipment to insure safe practices and procedures are followed.

Employees - are responsible for day to day work activities and are responsible for complying with all safety regulations, city safety rules, following safe job procedures and notifying the lead worker or supervisor in the event of accident or unsafe work conditions.

IV. SAFETY COMMITTEE

The purpose of the safety committee is to assist in the detection and elimination of unsafe conditions and work procedures utilizing the following measures:

- A. The Safety coordinator will oversee the committee and maintain records of committee activities. Copies of minutes shall be provided to:
 - Management
 - Committee members
 - Employees by posting on bulletin boards
- B. Management representatives from each work area (i.e. office, garage, water plant, sewer plant, police, etc.) should be present at each meeting. In the event they are unable to attend, an alternate should attend.
- C. The City Council shall elect employee and council representatives to the safety committee as recommended by the safety coordinator.
- D. The terms for all committee members should be no more than three years (with the exception of the safety coordinator). Should a vacancy occur a new member from the represented area shall be selected.
- E. The frequency of meetings shall be determined by the committee.
- F. The date, hour, and location of meetings shall be determined by the committee.
- G. The length of each meeting shall be limited to one hour, except for special circumstances.

Scope of activities:

- Conduct safety inspections
- Review accident reports to determine trends as a means of eliminating accidents
- Accept and evaluate employee suggestions
- Promote and publicize safety
- Monitor safety program effectiveness
- Review job procedures and recommend improvements

V. INSPECTIONS

Safety inspections of The City of Chisholm facilities will occur on a continual basis and may be performed by the safety coordinator, managers, supervisors, consultants, insurance agents, government representatives and/or the safety committee. These inspections will take the following form:

Departmental or work site analysis - inspections involve wall to wall inspection of a given department or work site and are normally performed in the presence of a departmental supervisor. These inspections will:

- Pay special attention to jobs with a history of accident and illnesses.
- Include observations of machines, operations, processes, and employees.
- Ask the question "what if".

Critical Items - involve the inspection of high hazard machinery, processes, or areas, with a critical eye for possible sources of injury and methods of making these areas safer to employees.

Special Purpose Inspections - will involve specialized tests or evaluations including, but not exclusive to:

- Air quality
- Noise
- Ventilation
- Ergonomics
- Certification of as needed, and or required.

VI. CITY SAFETY RULES AND STANDARD OPERATING PROCEDURES

Each employee is part of the safety team. Coworkers are dependent upon each person correctly performing their assigned duties. The keys to preventing accidents are following safety rules and procedures by all employees, the proper use of all machines, equipment and personal protective equipment. The following rules are provided to help employees perform their jobs safely and correctly. **Compliance with these rules is required to help prevent injuries to individual employees or others and to prevent damage to property.**

These rules apply throughout the city, although some departments, because of their specialized work, may have special, additional rules. Employees are required to read all safety rules, to know and follow them. A copy of the safety rules will be given to each employee and will be posted on city bulletin boards. New employees will receive a copy of the safety rules upon hire. Employees are asked to sign an acknowledgment form which states that they have read the safety rules and understand them. This form will be kept in the employees personnel file. Violations of safety rules or safety instructions will be followed by disciplinary action even though the particular violation did not result in an accident. These rules may not be completely detailed or all inclusive, therefore, whenever unique or unusual problems arise or more specific information is necessary employees ~ to contact their immediate supervisor.

VII. SAFETY RULES

All Employees will:

- a. Observe all city safety and health rules and apply the principles of accident prevention in all day to day activities.
- b. Notify their supervisor if they deviate from their assigned task.
- c. Refrain from horseplay, throwing objects, scuffling, fooling around and/or distracting others in ways that may lead to injuries.
- d. Obey all posted rules, warning signs and no smoking areas.
- e. Read safety bulletins.
- f. Work at a safe pace and avoid unnecessary risks.
- g. Never report to work under the influence of alcoholic beverages or drugs nor shall any employee consume, purchase, or possess these items while on duty.
- h. Not attempt to lift or push objects that may be too heavy for them. Ask for help when needed.
- i. Learn to use correct lifting techniques to avoid strains: bend knees, keep upper body erect, push with the legs.
- j. Insist coworkers to work safely and advise supervisor of warn workers who are working carelessly.
- k. Remove jewelry, when working with machinery, and other items that may get caught in machinery.
- l. Always use proper personal protective equipment for each assigned job.
- m. Report hazards to lead workers or supervisors immediately.

- n. Never wear frayed or loose clothing or unrestrained hair in areas where it may get caught in machinery. Employees with long hair must wear it up. No pony tails.
- o. Check to make sure all equipment are free from defects, and report known defective items to your supervisor.
- p. Never use known defective items
- q. Never tamper with electrical switches, extension cords or circuits unless authorized.
- r. Always shut down, lock out and tag out machines and switches before cleaning, adjusting or repairing.
- s. Never oil machines while machine is still in motion.
- t. Never use hands to remove obstructions from equipment unless equipment is shut off and locked.
- u. Never use defective equipment.
- v. Never operate equipment for which you have not been properly trained and authorized. Observe safe operating procedures for equipment or processes.
- w. Never operate machines when guards are not in place. Guards must never be removed except when necessary to make adjustments or repairs or when their use is impractical and they should be replaced immediately upon completion of work.
- x. Insure that proper training in the use, care and cleaning of all protective equipment has been received prior to use.
- y. Always wear appropriate footwear for each assigned task.
- z. Always keep work areas and floor clean. Put all oily and wet materials in proper containers. Put all rubbish in containers provided. Pick up all broken pallets and wrapping from floor.
- aa. Keep doors, aisles, control switches, emergency equipment, fire extinguishers, eye washes, first aid kits and exits clear.
- bb. Learn the location of fire fighting equipment, safety exits and evacuation procedures for your department.
- cc. Report all accidents, near misses, and injuries to their supervisor immediately. Employees should always find out the safe way to perform a task.
- dd. Actively support and participate in the city's efforts to provide a workplace accident and injury reduction program.

VIII. ENFORCEMENT

The following procedures will be followed in dealing with safety infractions:

- A. Any employee observed committing an unsafe act, violation of safety rules or causing an unsafe condition to exist will be stopped immediately, and reported to the supervisor.
- B. The reason for the violation will be determined.
- C. Instruction in the safe procedure will be implemented. When this instruction is given the following will be observed:
 - 1. Tell the employee what is to be done.
 - 2. Show the employee the correct way to do the job.
 - 3. The employee will be observed and suggestions for improvements will be given as needed.
 - 4. The department supervisor shall check the employee by following up after the employee has returned to work to see that the safety rules are being followed.
 - 5. Unsafe conditions will be corrected at once. If unable to do so, all employees involved will be warned of the hazard. Prompt notification of those responsible for making the correction will be made.

6. Employees will be advised of spot checks and will be spot checked occasionally to see that they are following instructions.

IX. ACTION REQUIRED FOR VIOLATION OF CITY OF CHISHOLM SAFETY RULES

The following shall be the sequence of disciplinary action:

- | | |
|-----------------------|---------------|
| A. Oral Reprimands | C. Suspension |
| B. Written Reprimands | D. Discharge |

The above sequence of disciplinary action shall not apply in cases when the infraction is considered just cause for written reprimand, immediate suspension or discharge.

X. ACTION PLAN FOR IMPLEMENTATION

A. WRITTEN EMPLOYEE TRAINING PROGRAM

1. **Communications** - Each employee will receive a copy of this program for review and training. All new employees will receive this information through the new employee orientation process. Additionally, employees will be kept aware of changes and additions to the program through: notices on bulletin boards, signs, booklets and accident alert notices.
2. **Supervisor training** - All supervisors will receive copies of this AWAIR program and instructions on how to train their employees in this material. Supervisors will receive training in new processes and procedures as these programs are developed and prior to the assignment of employees in these areas. This training will be conducted by city management, vendors or consultants. Refresher training will be provided as needed, but not less than annually.
3. **New employee orientation** - Orientation will begin the first day of employment for all new employees, rehires, part-time employees, and those transferred from different departments. The orientation program will include the city's policies and rules and will provide a thorough safety briefing, as it relates to the job the employee will be performing. The orientation will include:
 - a. A tour of the facilities to acquaint employees with the scope of operations. This tour will identify: Emergency facilities, locations of emergency exits, telephones, warning sirens, first aid kits, supervisors offices, eye washes and other emergency equipment.
 - b. Explanation of how the employee's job is important to the finished product or service.
 - c. Applicable training sections on:
 - City safety and health policy
 - Employee responsibilities Safety rules and enforcement
 - Communication, hazard reporting, accident reporting,
 - Accident investigations

- First aid services (Emergency responders)
 - City emergency plan
 - Employee Right to Know
 - Blood borne pathogens
 - Lockout/tagout procedures
 - Confined space entry
 - Personal protective equipment
4. The employee's immediate supervisor will instruct a new employee in the specific safety and/or health requirements of each job before an assignment.
 5. Existing employee training will include:
 - a. Safety meetings
 - b. Training on new hazards or operations
 - c. Annual training on city safety programs.
 6. Specialized training as may be required.

B. HAZARD ASSESSMENT AND CONTROL

The City of Chisholm will conduct safety inspections of all departments and work sites in order to determine potential hazards which may be encountered in the normal course of the workday.

Periodic follow-up inspections will be performed. Environmental sampling may be conducted when it is believed employees may be exposed to hazardous materials in concentrations which may be above recognition. Results of the sampling will be provided to employees on a timely basis.

Employees are encouraged to report potential hazards and unsafe conditions to their supervisor. It will be the responsibility of the supervisor to verify whether or not a hazardous condition actually exists, and to initiate corrective actions should they be necessary.

It will be the responsibility of the supervisor to report noted hazards to the safety coordinator who will document the identified hazard and the corrective actions taken. This documentation will be kept on file with the safety coordinator.

Once hazards are identified we will take measures either to eliminate the hazards by removing them from our operations or work sites or to control those hazards through:

1. **Engineering controls** - which would include replacing defective equipment, change different procedures or making additions or modifications to facilities, equipment, ~~or~~ procedures to eliminate or control identified hazards.
2. **Administrative controls**- which will be implemented after all practical engineering reviewed, include: new procedures, limits on employee exposures, written policies and training.
3. **Personal protective equipment** - is the final method of controlling hazards and will review of engineering and administrative controls. Personal protective equipment ~ tasks that present risks which cannot be reasonably controlled using engineering or administrative controls in the form

of written policies. Personal protective equipment (PPE) will guard employees exposed to the identified hazard.

C. ACCIDENT INVESTIGATION

The city recognizes that accidents do not "just happen"; rather they are caused by a series of actions, steps or failures. Once these steps are identified, they can be eliminated or controlled. The purpose of accident investigations is not to place blame, but rather to determine the cause of the accident or "near miss" and eliminate the causative factors. Accident investigations begin with prompt reporting of accidents by employees to supervisors. It is then the responsibility of the supervisor to insure that employees receive prompt medical attention as required. Basic information collected at the scene of the accident should be entered on The City of Chisholm accident report form. Supervisors have access to copies of these forms. Upon completion of the form it will be forwarded to the safety coordinator to review and corrective actions should be taken to prevent a reoccurrence.

All workplace injuries and illnesses due to an accident or exposure will be monitored by the safety coordinator. These injuries and illnesses will be recorded on the OSHA 300 log which will be posted on company bulletin boards each February.

The safety coordinator, managers and insurance staff will be responsible for monitoring these records to identify trends that may indicate previously unidentified hazards or additional training that may be required.

D. ACCOUNTABILITY

All employees are responsible for safety. Safety attitude and participation will be considered as part of all employee performance reviews.

For employees - accountability includes adherence to safety rules and procedures, using protective equipment as required, participation on the safety committee and prompt reporting of any hazard.

For Supervisors- accountabilities include training new and existing employees in safe practices, enforcement of safety rules and procedures, prompt reporting and correction of hazards, accident investigations, department safety inspections, positive reinforcement of safe behavior and timely employee communications.

For Managers - accountabilities include all of the areas required for supervisors with the addition of participation on the safety committee, reductions in injury rates and workers compensation costs, accident investigations, proactive elimination of hazards and demonstrated leadership in safety related matters.

E. ESTABLISHED GOALS

The number one goal of The City of Chisholm's AWAIR program is to establish a safe work environment for all city employees. In order to measure the effectiveness of our program the city has established the following additional goals:

1. Reduction in "Lost Work Day Incidence Rate (LWDIR) which is calculated using the following formula:

$$\text{LWDIR} = \frac{\text{\# of lost **hours** injuries/illnesses per year X 200,000}}{\text{Total number of employee hours worked during the year}}$$

2. Reduction in workers' compensation premium.
3. Reduction in accident reports filed.
4. Reduction in near miss accidents.
5. Actual documentation of hazards removed from the work place.

F. ANNUAL PROGRAM REVIEW

The safety and health efforts of The City of Chisholm are ongoing and will be reviewed and updated annually or as often as necessary to help us meet our program goals. Including but not limited to the following:

1. Employee orientation checklist
2. Safety inspection checklist
3. Employee safety rules
4. Hazard report procedures & form
5. Employee suggestion form
6. Lockout/tagout program
7. Right to know program
8. Personal protective equipment program
9. Confined space entry program
10. Hearing conservation program
11. Respirator program
12. Fall Protection program
13. Blood-borne pathogens program
14. Other specialized programs that pertain to your organization