



AGENDA ITEM # 3.8

REPORT TO CITY COUNCIL

Report Prepared by: Jennifer Peterson

Date: January 7, 2020

Subject: A Workplace Accident and Injury Reduction (AWAIR) Program

Report: The AWAIR Program must be reviewed annually and revised as necessary. The Safety Program Assistant, Jennifer Peterson, has reviewed the attached AWAIR Program manual and recommends it be adopted. This revised manual will be presented to the Safety Committee at their next meeting.

Council Action Requested: Council motion adopting the AWAIR Program for 2020.



- AWAIR -

**A Workplace Accident
and
Injury Reduction Program**

Update Adopted by City Council January 7, 2020

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City of Pequot Lakes

Personnel in Charge of Safety

The following City of Pequot Lakes personnel are in charge of the Safety and Health Programs for the City of Pequot Lakes.

City of Pequot Lakes

City Council:

Mayor

(Overall safety and health responsibilities)

Administration

City Administrator

Public Safety:

Chief of Police

Public Utilities:

Director

Section 1: Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182.653 subd.8 requires employers in certain industries to develop written, comprehensive workplace safety and health programs which are based on the NAICS (North American Industry Classification System) system. This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the act are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced

We, the employer, shall conduct and document a review of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

MN OSHA has adopted a list of NAICS codes that we have determined to exist within our jurisdiction as a public entity. These departments are under our blanket AWAIR program. The NAICS codes for the departments under our AWAIR Program are as follows:

- City/Administration 9211xx
- Police Department 922120
- Fire Department 922160
- Parks and Recreation 924120
- Maintenance 237310
- Wastewater (Sewer Treatment) Utility 221320
- Water Utility 221310
- Storm Water

Section 2: Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. Our goals are generally challenging to reach or complete, but are also possible to achieve. The goals are specific to the City of Pequot Lakes. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

Goal 1: Continuously reduce annual lost work day incident rate below level from previous year and actively encourage employee involvement in health and safety programs.

Objectives:

1. We will address all employee safety issues in a timely manner (i.e., hazards that potentially pose an imminent danger of death or serious physical injury will be initially addressed within one shift and other hazards will be initially addressed within one week).
2. We will perform a periodic safety inspection of all departments and will take corrective action or begin investigating long-term solutions for all hazards identified during the inspection within one week.
3. We will investigate all accidents and near-miss events and will take corrective action to prevent a recurrence.

Goal 2: We will establish and maintain a company culture that is committed to workplace safety and health.

Objectives:

1. We will conduct regular safety meetings, at least on a quarterly basis, to inform employees about specific workplace safety and health issues and to build an overall awareness of employee safety and health.
2. We will actively enforce all safety rules throughout the company.
3. Assign responsibilities.
4. Establish systems for identifying, analyzing and controlling hazards.
5. Communicate program effectively and encourage employee participation.
6. Investigate all incidents and near misses.

Section 3: Roles and Responsibilities

For Everyone in the Organization:

All employees, including supervisors and managers, must follow all safety rules at all times.

For Employees:

1. Employees must promptly report any safety and health hazards they observe to their supervisor or safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Employees must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
4. Employees must report all accidents and near misses to their supervisor immediately upon occurrence.

For Supervisors:

1. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings.
2. Supervisors will address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety coordinator, the safety committee or upper management.
3. Immediately upon learning of an accident or near miss the supervisor must initiate an investigation and submit the completed accident investigation report to the safety coordinator.
4. Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.

For Safety Coordinator:

1. The safety coordinator will serve as the lead person in the organization for safety and health issues and will serve as a member of the safety committee.
2. The safety coordinator must review all First Reports of Injury and Accident Investigation Reports with the safety committee and take appropriate action to prevent recurrence.
3. The safety coordinator will conduct all safety training required by regulation or identified by management, supervision or the safety committee as a need to assure a safe workplace.
4. The safety coordinator will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision and the safety committee.

For Safety Committees:

1. The safety committee will conduct meetings quarterly to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the safety director. Area inspections are done semi-annually on buildings and grounds area.
2. The safety committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to senior management and the safety coordinator.
3. Safety committee members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety coordinator or the full safety committee.

For Management:

1. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
2. Management shall review all safety concerns brought forward by the safety coordinator, the safety committee or first-line supervision and take appropriate action.
3. Top management shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety coordinator, the safety committee and first-line supervision to communicate the revisions throughout the organization.
4. Management will provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished. Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health, and by following all safety rules. Safety and health programs are similar to quality improvement and other efforts organizations engage in to continually improve performance, customer service, competitiveness, organizational culture, etc.

Section 4: Hazard Identification, Analysis and Control

The City of Pequot Lakes will use the following steps to identify hazards:

- Walk-around inspections by first-line supervisors, management or the safety committee
- Job or safety hazard analyses of different parts of the operation
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Administrative controls
- Personal protective equipment

Section 5: Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our program
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

Section 6: Contractors' Duties

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

Duties to Subcontractors

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

Imminent Danger

In the event of an imminent danger situation, the City of Pequot Lakes reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

Imminent Danger Definition per MN OSHA:

Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MN OSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.

If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.

Section 7: Accident Investigation

Procedures for investigating workplace accidents, hazardous substance exposures, and near misses include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from re-occurring; and
5. Recording the findings and actions taken. It should not be to affix blame.

Each contributing factor should be traced back to its root cause. A written report that describes the accident, its causes and recommendations for corrective action and prevention will be prepared and presented to management.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to “employee error,” without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

Figure 1: Accident and Injury Flowchart

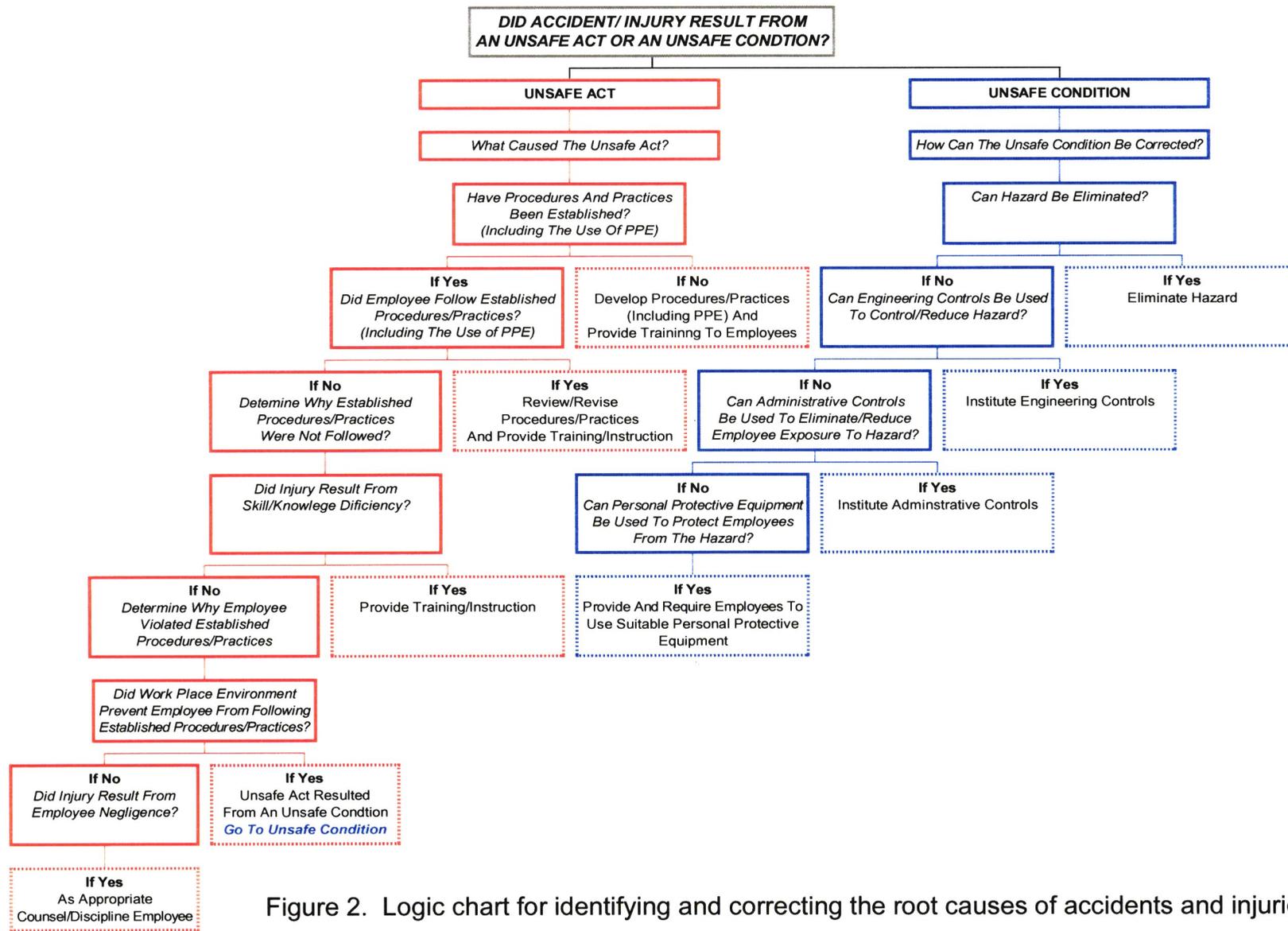


Figure 2. Logic chart for identifying and correcting the root causes of accidents and injuries.

Section 8: Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the organization, and based on established policy which can be found in our Safety and Health Program. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal warning
2. Written warning
3. Leave without pay
4. Demotion
5. Termination

Or, Take Safety Program Enforcement from union contract language agreement or current personnel manual.

Disciplinary action will follow the above sequence unless the situation warrants more severe action.

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

Section 9: Program Review

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

Section 10: Safety Committees

The Safety Committee will hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.

Employee safety committee members are composed of the City Staff. Duties that Safety Committee members can assume include:

- Training new employees about safe working procedures;
- Performing job hazard analyses (JHAs);
- Providing input for the creation of workplace safety and health rules;
- Presenting safety and health information at regularly scheduled staff safety meetings;
- Assisting in accident investigations and bringing employee safety and health concerns and complaints to supervision and management for correction

Safety committee members will be able to perform their duties without fear of discrimination or retaliation by management.