

CITY OF KIMBALL
MUNICIPAL POLICY NUMBER 04-2017
A WORKPLACE ACCIDENT & INJURY REDUCTION (AWAIR) POLICY

DATE COUNCIL APPROVED: May 2, 2017

I. Application

This AWAIR program is intended to serve as an overview of all currently applicable Safety and Health programs. This program outlines the philosophy by which the City of Kimball will develop, implement and maintain all other safety and health programs which concern more specific topics.

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to the City of Kimball's particular needs. This program shall look beyond specific legal requirements to identify and analyze existing hazards. It shall seek to prevent injuries and illnesses, even when compliance is not an issue. Ultimately, the program's effectiveness in practice is what is important.

Should a department's operations require the need for a specific addition to this program, said specifics will be added as an addendum for that department and be maintained by that department within their operations.

II. 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 Kimball. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

III. Safety Committee

The City of Kimball has established a safety committee pursuant to Minnesota Statutes. The safety committee will hold regularly scheduled meetings.

IV. Roles and Responsibilities

All employees must follow all safety rules at all times.

Employees:

- 1) Employees must promptly report any safety and health hazards they observe to their supervisor.
- 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.

Supervisors:

- 1) Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled safety meetings. Supervisors will communicate to all employees the importance of safety and health throughout the organization.
- 2) Supervisors will address all safety concerns raised by employees 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 committee. Supervisors shall review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and communicate the revisions throughout the organization.
- 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 City Council.
- 4) Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.
- 5) Supervisors must review all First Reports of Injury and Accident Investigation Reports with the City Clerk and take appropriate action to prevent recurrence.
- 6) Supervisors establish 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.

Safety Committees:

- 1) The safety committee will conduct monthly meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees.

- 2) The safety committee chair can call a meeting, as necessary, at a time other than the regularly scheduled meeting to address an incident or respond to a safety concern and/or recommend appropriate actions to prevent the occurrence or recurrence of an accident or safety hazard.
- 3) 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 director.
- 4) 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 supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to the safety committee.

Elected/Appointed Officials:

- 1) Officials will communicate to all supervisors the importance of safety and health throughout the City.
- 2) Elected/Appointed Officials will provide the resources to improve safety and health throughout the entire City. 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.

V. Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the City and based on established policy. Management and supervisors 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) Termination

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.

VI. Hazard Identification, Analysis and Control

The City of Kimball will use the following steps to Identify, Analyze and Control hazards:

- Walk-around inspections by Supervisors 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
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise and heat
- Job hazard identification checklists
- Employee reporting of workplace safety and health hazards
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal Protective Equipment
- Management and Employee Training

VII. Communication

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

Our communication system may include one or more of the following methods:

- 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

VIII. Contractor 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 Kimball reserves the right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

IX. 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 the City Council.

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.

X. Approval of Policy and Program Evaluation

This policy shall be formally approved and adopted by the City Council.

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.