



## **A Workplace Accident and Injury Reduction (AWAIR) Program**

The City of Hastings affirms that our employees are our most valued resource. Ensuring employee safety in the performance of their work in our community is of the utmost importance, and this objective is the basis of the City's AWAIR Program, establishing workplace safety and health as one of our highest priorities. The success of the safety program requires clearly defined goals, specific objectives, and identification of those who will share the responsibility of accomplishing the goals and objectives set forth.

It is the responsibility of all employees to be aware of unsafe acts in all work areas that can produce injuries. No employee is required to work at a job they know is not safe. It is the responsibility of all employees of the City to be diligent in detecting hazards, and in turn, controlling them, including informing your Supervisor immediately of any situation beyond your ability or authority to correct.

### **Goals and Objectives:**

Central to our AWAIR program are the goals and objectives, we as a City have established for the overall safety and health program. The goals provide the direction for our program and state what we are striving to achieve. The goals are specific to the City. The City has established objectives, which are specific actions that we will be taking in an effort to achieve our safety and health program goals.

Goal: Continuously reduce the annual lost workday incident rate below the level from the previous year and actively encourage employee involvement in health and safety program  
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: We will establish and maintain a culture that is committed to workplace safety and health.

Objectives:

1. We will actively enforce all safety rules throughout the organization.

## **Roles and Responsibilities:**

### A. Everyone in the City of Hastings:

1. All employees, including Supervisors, Managers, Department Heads, and Elected Officials must follow all safety rules at all times.

### B. Employees:

1. Employees must promptly report any safety and health hazards they observe to their Supervisor or the Human Resources Generalist.
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.

### C. Management:

1. Supervisors must discuss any current safety issues with their employees at the beginning of the work shift or at regularly scheduled staff meetings as appropriate.
2. Supervisors will address all safety concerns raised by staff by reporting the concern to the Safety Committee.
3. Immediately upon learning of an accident or near miss, the Supervisor must report this to the safety committee. Supervisors must cooperate with the Safety Committee investigation and must support all recommendations by the Safety Committee (if feasible).
4. Supervisors will actively and positively participate in all Safety Committee inspections of their assigned areas.
5. Discuss the positive effects of safety committee activities, on a one-on-one basis or in group meetings.
6. Support safety training for all employees.
7. Respond to safety recommendations in a timely manner.
8. Communicate to all employees and Supervisors the importance of workers' safety and health throughout the organization.
9. City Management will review all safety concerns brought forward by the Human Resources Generalist, the Safety Committee, or first-line Supervisor and take appropriate action.
10. The Human Resources Generalist will review the AWAIR program and any recommended revisions from the Safety Committee at least annually, make the appropriate revisions, and work with the Safety Committee and first-line Supervisor to communicate the revisions throughout the organization.
11. City Management also establishes the importance of the AWAIR program, both by the priority they give workplace safety and health issues and through 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.

D. Safety Officer:

1. The Human Resources Generalist is designated as the Safety Officer and will serve as the lead person in the organization for safety and health issues and will also serve as chairperson of the Safety Committee.
2. The Human Resources Generalist must review pertinent facts from all accident investigation reports with the Safety Committee and take appropriate action to prevent recurrence. Incident data will be shared in a manner that protects individual privacy and maintains compliance with the Minnesota Government Data Practices Act.
3. The Human Resources Generalist will coordinate and oversee, in cooperation with Department Heads and/or Supervisors all safety training required by regulation or identified by Management, Supervisors, or the Safety Committee as required to assure a safe workplace.
4. The Human Resources Generalist will recommend improvements in facilities, machinery, equipment, raw materials, and personal protective equipment to City Management.
5. The Human Resources Generalist will be responsible for the annual review of this program/policy and documentation of findings. The annual review of the policy is vital to ensuring that the City of Hastings is making progress toward the established goals.

E. Safety Committee:

1. The Safety Committee will conduct regular meetings and area inspections to review accident reports, identify hazards, and address all safety concerns raised by employees, first-line supervision, or the Human Resources Generalist.
2. The Safety Committee will review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to City Management and the Human Resources Generalist.
3. Safety Committee members each represent their 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 Human Resources Generalist or the full Safety Committee.

F. Elected and Appointed Officials:

1. Elected/Appointed Officials will support and reinforce 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 organization. This includes providing employees and Supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs when necessary, the training required to work safely and to recognize hazards, and the systems to ensure repairs are made, materials ordered, and other improvements accomplished.

### **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.

Employees will be trained and instructed regarding workplace safety expectations. Supervisors will monitor and coach employees to ensure that proper safety practices are followed. Unsafe or unhealthy work behaviors by any employee shall be corrected in a timely manner, in accordance with the severity of the violation.

Violation of safety rules and safe work procedures may be subject to disciplinary action. The City may follow progressive discipline for violations of workplace health and safety policy, rules, and procedures but reserves the right to issue any level of discipline it deems appropriate based on the circumstances.

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 Supervisors and City Management.

### **Hazard Identification, Analysis and Control:**

The City of Hastings will use the following steps to identify, analyze, and control hazards:

- Walk-around inspections by Supervisors, Management, and/or the Safety Committee members. Inspections should be conducted on a regular basis to identify both newly developed hazards and any previously missed.
- Periodic industrial hygiene monitoring and sampling for agents such as hazardous substances, noise, and heat
- Job Hazard Analysis (JHA) or Job Safety Analysis (JSA) identifying workplace hazards and safety controls associated with particular jobs or tasks
- 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 (PPE)
- Management and Employee Training
- Preventative maintenance of equipment

The City of Hastings may utilize the referenced forms to assist in the identification, analysis, and control of hazards:

- Safety Inspection Checklist
- Report of Unsafe Conditions
- Job Hazard Analysis / Job Safety Analysis
- Certification of Employee Training
- Accident/Injury Investigation

**Resources to assist with this section:**

Checklists: [https://www.dli.mn.gov/OSHA/PDF/awair\\_construction.pdf](https://www.dli.mn.gov/OSHA/PDF/awair_construction.pdf)

- Checklists can serve as a good starting point to assist the City and employees in identifying workplace hazards.
- Ideally, checklists should be site and process-specific, and customized to the City's operations.

Job Hazard Analysis (JHA), also known as Job Safety Analysis (JSA):

The steps for creating a JHA are:

1. List all the job steps or tasks the worker must perform to complete the job. The list is created by watching the employee perform the operation in question, recording each step of the process, and reviewing the list with the employee for completeness.
2. Review each step to determine what safety and health hazards are or could be present; these should be listed as well. Further observation may be necessary to ensure all possible hazards are identified.
3. Determine what measures, if any, can eliminate or lessen the risk of injury or illness to the employee from the identified hazards. These measures can include engineering controls, such as guarding or ventilation; work practices; administrative controls, such as job rotation; and personal protective equipment.

Example form: [https://www.osha.gov/dte/grant\\_materials/fy07/sh-16625-07/jobhazardanalysisform2.pdf](https://www.osha.gov/dte/grant_materials/fy07/sh-16625-07/jobhazardanalysisform2.pdf)

**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. The City's communication system encourages all workers to inform their Managers and Supervisors about workplace hazards without fear of reprisal. Our communication system may include one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of the City's program
- Employee and management training
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to inform City Management about workplace hazards

### **Accident Investigation:**

Accident investigations are a key component of the City's AWAIR program, with the goal of hazard identification, correction of deficiencies, and prevention of future incidents. In addition to conducting investigations of incidents in which injury or property damage has occurred, investigations should also be completed regarding near-miss or close-call situations.

The investigation should begin as soon as possible following an incident, and no later than 48 hours after the event. Any existing or remaining hazards in the area or related to the incident should be assessed and promptly controlled.

The incident investigation will be conducted by the Safety Committee.

The incident investigation should focus on identifying and correcting the root cause of the incident. Conducting a root cause analysis will assist in identifying underlying or systemic issues that should be addressed to prevent future incidents. When a shortcoming or deficiency is identified, the investigation should also consider why it existed or occurred, and what prevented it from being previously addressed. This approach helps the City to understand how and why the incident occurred and to identify and address *all* factors contributing to the incident.

The investigation should answer the following questions:

- What happened;
- How did it happen;
- Why did it happen; and
- What needs to be corrected.

The investigation may include but not be limited to the incident site and equipment examination, witness interviews, review of documentation such as maintenance or training records, review of operating procedures and work process, examination of safety controls in place, constructing a sequence of events leading up to the incident, and additional contributing factors or relevant information.

### **Safety Committee:**

Minnesota Statutes § 182.676 requires that employers with more than 25 employees establish and administer a joint labor-management Safety Committee. The purpose of our Safety Committee is to involve labor and management in a cooperative effort to promote safety and health in the workplace.

In accordance with state law, the Safety Committee shall:

- Hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.
- Include employee Safety Committee members who are selected by management.

The Safety Committee will advise management about safety and health issues in the workplace. In addition, Safety Committee members may: participate in walk-around inspections of the workplace; train new employees on safe working procedures; complete job hazard analyses; provide input and recommendations regarding workplace safety and health rules, policies, and procedures; participate in incident investigations; and bring employee safety and health concerns forward for review and correction.

The City of Hastings recognizes the critical contributions a well-functioning Safety Committee can make to ensure the safety and health of our employees. Safety Committee members are supported in performing their duties without fear of discrimination or retaliation. Any concerns regarding the proper exercise of duties and responsibilities under this policy should be reported to the Human Resources Generalist.

**Program Review:**

The Human Resources Generalist and the Safety Committee shall conduct an annual review of the City's AWAIR Program. The annual program review will evaluate progress toward achieving the program's goals and objectives and identify new or updated goals and objectives, ensure that procedures in place are consistent with those described in the program, and ensure that procedures and program approaches are effective in improving workplace safety and health. Recommended updates related to the program will be presented to the Assistant City Administrator.

Program review may include, but is not limited to the following:

- OSHA 300 Log – Log of Work-Related Injuries & Illnesses
- First Report of Injury
- Accident investigation reports, including near-miss documentation
- Reports and documentation from the Safety Committee, Supervisor inspections, and walkarounds
- Employee and Supervisor interviews
- Walkarounds and direct observation.

Review of these items should be used to discern trends; determine areas for improvement; and identify elements of the program and the City's approach that are working well, and have proven successful in reducing or preventing workplace injury and illness, and in supporting worker safety.