

Title: **A Workplace Accident and Injury
Reduction Program (AWAIR)**

Approved by: 

Nathan Davis, Executive Director

AUTHORITY: [Minn. Rule 5208](#).

PURPOSE: To provide resources and support for maintaining a safe and healthy environment for employees, visitors, volunteers, and contractors.

APPLICABILITY: Agency-wide

POLICY: The agency will provide the necessary resources and trained employees required to render appropriate care to any employee, visitor, volunteer or contractor injured or made ill as a result of an accident. The on-going task of preventing accidents, injuries and illnesses is everyone's responsibility and each assignment will reflect a conscientious effort in achieving this objective.

DEFINITIONS:

Near misses - a circumstance in which an event could have clearly caused an injury or illness.

PROCEDURES:

A. Responsibilities for Initiating AWAIR

1. The appointing authority will be responsible for:
 - a) allocating resources to maintain effective safety and health programs;
 - b) designating employees to be responsible and accountable for safety and health programs;
 - c) demonstrating concern and commitment for employee safety and health by promoting the proper attitude, setting a good example and encouraging employee involvement;
 - d) actively promoting safety and health programs through verbal and written communication; and
 - e) annually reviewing the AWAIR Program to ensure the program is operating as outlined in this policy.
2. The supervisors will be responsible for:
 - a) the safety and health of all individuals working or passing through their area of supervision;
 - b) knowing and enforcing the safety/fire/sanitation codes, rules and regulations that apply to their area;

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 2

- c) monitoring for unsafe work practices or conditions, taking immediate action to correct those conditions--completing and submitting a maintenance request form when necessary--and advising employees of them;
- d) ensuring weekly safety/fire/sanitation inspections of their areas of supervision and additionally, as needed;
- e) actively participating in mandatory annual inspections performed by outside agencies;
- f) actively participating in the investigation of work related injuries and illnesses, or near misses that involve their employees;
- f) ensuring the correct personal protective equipment is available and used;
- g) ensuring their employees receive recurring safety training and additional training when new products, equipment, processes, or procedures are introduced into the workplace or when they discover unsatisfactory safety performance.
- h) providing the safety administrator/designee with detailed information regarding the injuries, work related illness, accidents and near misses; and
- i) completing the First Report of Injury and Agency Claims Investigation forms (attached) within 24 hours and sending to Human Resources and the safety administrator as required in Procedure F below.

3. The employees will be responsible for:

- a) their own safety and health, and the safety and health of co-workers, offenders, visitors, volunteers and contractors;
- b) maintaining good housekeeping habits within their assigned work areas;
- c) observing all department policies, directives and instructions related to the safe performance of their duties; and
- d) immediately recording all accidents, injuries, illnesses and near misses on a memo and submitting it to their supervisor/watch commander. If the supervisor is not at work at the time of the injury/illness, the employee will inform the acting supervisor or the watch commander.

B. Establishing, Measuring and Maintaining the Program

1. *Establishment:* The appointing authority will:

- a) maintain a written general safety and health program to demonstrate a commitment to the safety and health of all employees;
- b) develop safety and health instructions as needed and communicate them to employees;

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 3

- c) provide the necessary direction and training to all employees and hold supervisors and employees accountable for safety performance.

2. *Measurement:* The appointing authority will:

- a) ensure the completion and follow-up of all safety/fire/sanitation inspections; and
- b) review injury investigations, safety/fire/sanitation inspection reports and Safety Committee minutes,

3. *Maintenance:* The appointing authority will:

- a) review safety on a regular basis and address concerns with managers and supervisors as necessary; and
- b) encourage employee involvement and active participation in all safety related matters.

C. Methods to Analyze, Control and Identify New or Existing Hazards, Conditions and Operations

1. *Analyzing and controlling hazards*

- a) The agency will employ a safety administrator/designee who is qualified in interpreting and implementing the requirements of all applicable fire, safety and environmental health codes: i.e., OSHA, Minnesota Pollution Control Agency, Uniform Fire Codes, Minnesota Department of Health codes.
- b) The safety administrator/designee will review all employee First Report of Injury forms and will continuously monitor the OSHA injury/illness log to identify any new or existing hazardous conditions or practices.
- c) Safety Committee
 - (1) The Safety Committee will meet at least quarterly to discuss job safety and health.
 - (2) The members will represent the various unions.
 - (3) The safety administrator/designee will be the chairperson.
 - (4) The committee will review employee injuries/illnesses, on an anonymous basis only.
 - (5) The committee minutes will be distributed to the administration and all areas of the agency.
 - (6) The Safety Committee will annually tour the entire agency.

2. *Identifying hazards*

- a) Employees will inspect their work areas on a daily basis for unsafe practices and conditions.
- b) Supervisors or their designee will conduct weekly safety/fire/sanitation inspections of their areas of supervision.

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 4

- c) The safety administrator/designee will conduct a monthly safety/fire/sanitation inspection of the entire agency. The findings will be recorded and distributed to the supervisors responsible for the areas.

D. Communication

1. Safety related concerns will be communicated by:
 - a) Safety Committee meetings;
 - b) Administrative and supervisors meetings;
 - c) The monthly safety/fire/sanitation inspection report
 - d) Staff training, as required for the work areas; and
 - e) The Material Safety Data Sheets (MSDS), located in an accessible area where hazardous products are utilized (a master file of all MSDS must be maintained at all sites).
2. *Training*
 - a) All safety related mandatory training (i.e., OSHA or ACA) is designed by the safety administrator/designee and coordinated through the work site's employee development department.
 - b) All supervisors will receive appropriate periodic in-service or supervisory training, as needed for the work site regarding weekly safety/fire/sanitation inspections, Employee Right to Know, bloodborne pathogens, fire prevention/protection and chemical control procedures.
 - c) Every new employee will receive required safety training at three different levels:
 - (1) All new employees will receive employee right to know and bloodborne pathogens training during the department orientation.
 - (2) All new employees will receive agency-wide safety training including, but not limited to: emergency plans, OSHA safety, fire safety, right to know, agency bloodborne exposure control plans, personal protective equipment use, and any other training the agency deems necessary. This training will be coordinated and approved by the agency's employee development department.
 - (3) All new employees will receive workplace specific new employee safety briefings. Supervisors will conduct this training in the workplace utilizing training plan outlines. The training will include specific right to know training, fire evacuation, general workplace safety and all other applicable standards.
 - d) Supervisors will observe the new employee's experience with tool and equipment operation to verify the employee's safety practices are acceptable prior to assigning the employee to any tasks. Supervisors will ensure that the employee completes any appropriate specialized safety training (i.e., confined spaces) prior to being assigned to work requiring these skills.

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 5

- e) Every supervisor is responsible to enforce safe work practice rules in the workplace, observing all employees and immediately correct unsafe behaviors by direct intervention.
- f) Supervisors will assist employees to recognize unsafe behaviors and demonstrate correct safety practices.

E. Accident Investigation/Work Related Injuries/Illnesses

1. *Supervisor*

- a) The supervisor/designee responsible for the area and/or activity where an employee has been injured or has become ill will
 - (1) ensure that the injured/ill employee receives the appropriate medical care;
 - (2) ensure a staff escort is offered to the designated health care provider
 - (3) conduct an initial injury/illness investigation;
 - (4) notify the safety administrator/designee (in person if available, or by voice mail, or email);
 - (5) complete the First Report of Injury form and the Agency Claims Investigation report within 24 hours and immediately send to Human Resources and safety administrator; and
 - (6) take action to minimize the potential for reoccurrence of a similar injury/illness. The action is based on the supervisor's initial investigation and the safety administrator's recommendations.
- b) In the event of a work-related fatality or in the event that a work-related incident (injury/illness) causes an employee to be admitted to the hospital, the appointing authority, and safety administrator/designee must be immediately contacted.

2. *Safety Administrator*

- a) In the event of a work-related fatality or in the event that a work-related injury/illness causes three or more employees to be admitted to the hospital, the Minnesota OSHA Division must be notified by telephone (651/284-5050 or outstate 1-877-470-6742) or in - person within eight hours of the occurrence. If the fatality or incident occurs after normal business hours or on weekends and holidays, the fatality or incident should be reported to the Federal OSHA via their toll free number (1-800-321-6742).
- b) Review and investigate, if necessary, all work-related injuries/illnesses, record findings and determinations and develop recommendations. The area of the incident should be photographed if possible. These recommendations will be forwarded to the injured employee's supervisor, human resources and the administrative management director.

3. *Visitors and contractors*

- a) In the event of an incident, the injured/ill person(s) will be provided with basic first aid. Staff will contact 911, if necessary, for emergency medical support.

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 6

- b) All involved employees must complete a report. The report must include all the important details, such as, but not limited to, the names of the involved individuals, the extent of the injuries, the location, time of day, weather conditions, internal conditions (floors, stairs, steps, etc.), and the witnesses, machinery and vehicles involved. The area of the incident should be photographed.
- c) The report will be forwarded to the appropriate safety administrator/designee, in addition to the normal distribution indicated on the form for facilities.

4. *Vehicle accidents/incidents*

- a) Employees will follow the State Vehicle Accident Information (attached) located in the vehicle.
- b) Employees will immediately report on an Incident Report form and a State of Minnesota Employee Motor Vehicle Accident Report (attached) for accidents/incidents involving state vehicles. Edit the form and attach.
- c) If a vehicle accident results in injury or death or property damage totaling \$1,000.00 or more, a Department of Public Safety Minnesota Motor Vehicle Accident Report (attached) must be completed and forwarded to the Department of Public Safety within 10 days of the accident.
- d) If an employee is unable to complete the forms due to injuries or their inability to return to their work site, the employee's supervisor will complete and submit the appropriate forms and reports.
- e) If an accident occurs in a personal vehicle while an employee is on duty in the performance of assigned duties, the employee will complete a memo with relevant information and immediately notify their supervisor. If available, the employee will provide a copy of the police report.
- f) If an injury or illness occurs, the supervisor will complete a First Report of Injury and Agency Claims Investigation on each individual in the vehicle accident and submit the report to the safety administrator and Human Resources within 24 hours. Serious accidents and/or injuries/illnesses resulting from a state vehicle accident will also be reported to the appointing authority, safety administrator/designee and appropriate supervisor.

F. Enforcement of Safe Practices and Rules

- 1. Each employee is expected to acknowledge his/her role and responsibility in preventing accidents, injuries and illnesses to their co-workers, students, visitors, volunteers, contractors and themselves. Any hazards, unsafe conditions, or activities, including imminent personal danger situations, must be immediately reported to the immediate supervisor or the safety administrator/designee if the issue is not addressed in a timely manner.

Administrative Policy

Title: A Workplace Accident and Injury

Reduction Program (AWAIR)

Page 7

2. Employees will be responsible for using all provided safety equipment and procedures in their daily work. Failure to use this equipment and procedures may result in disciplinary action. Employees will cooperate in all safety and accident prevention programs.
3. The supervisor will complete a Safety Counseling Notice (attached) for unsafe actions or conditions and corrective actions.

G. Corrective Action

1. Each employee is expected to communicate unsafe working conditions, violations of fire code or OSHA standards, and other identified safety hazards to his/her direct supervisor and the agency safety administrator.
2. The area supervisor, with assistance of the agency safety administrator, is responsible for determining appropriate corrective action to eliminate unsafe working conditions, violations of fire code or OSHA standards, or other identified safety hazards and will communicate corrective action to appropriate staff responsible for eliminating safety hazards.
3. All corrective actions must be completed within a reasonable period of time. Unsafe working conditions presenting an immediate threat to personal safety must be corrected before staff, visitors, or contractors are exposed to the hazard. Regulatory violations must be corrected within the specified time frame given by the inspectors. All other identified safety hazards that do not present an immediate threat to personal safety must be corrected within a maximum of 90 days.
4. In the event that the staff responsible for taking corrective action does not possess the resources needed to eliminate the identified safety hazard within 90 days, the responsible staff must communicate the need for resources to his/her direct supervisor.
5. The direct supervisor will provide the needed resources or consult with the agency safety administrator to determine an alternative control method to eliminate the hazard.

REVIEW: Annually

REFERENCES: Policy 102.23 , “Return to Work Program.”
Policy 105.18, “Personal Protective Equipment (PPE).”
Policy 105.12, “Right to Know Program.”
Minn. Stat. §182.653, Subd. 8.

ATTACHMENTS: First Report of Injury form is located at <http://www.risk-workerscomp.admin.state.mn.us/Includes/pdf/Fri.doc>
Agency Claims Investigation form is located at <http://www.risk-workerscomp.admin.state.mn.us/Includes/pdf/Pe630.doc>