

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>1</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

**1.0 POLICY:**

The Safety of our employees is the primary consideration in the operations of the City of Winona. Accidents and injuries are not only costly to the city and the individual workers, but are often disastrous to the future of their families. The City of Winona endeavors to provide a work place free of recognized health and safety hazards in an effort to conserve our human and financial resources. It is the City's policy that everything within reason will be done to maintain a safe workplace for all employees. 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.

**2.0 ORGANIZATIONS AFFECTED:**

All departments/divisions.

**3.0 SAFETY PROGRAM DESCRIPTION**

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

- Maintenance of safe and healthful working conditions.
- Insuring employee adherence to proper operating practices and procedures designed to prevent accidents.
- Observing and complying with all federal, state and local safety regulations.
- Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments.
- Conducting periodic safety inspections to identify potential workplace hazards.
- Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent future reoccurrence.

**4.0 SAFETY GOALS**

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

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
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<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>  2  </u> <b>OF</b> <u>  8  </u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

**Goals**

- Reduce OSHA recordable injuries 25% by 2015, using 2010-2012 average as a baseline.

**Objectives**

- Provide required training to all employees.
- Continue to develop positive attitudes towards safety through educating employees of their responsibilities.

**5.0 RESPONSIBILITIES OF CITY OF WINONA EMPLOYEES**

As employees in the City’s Safety Program, we are all expected to be aware of our responsibilities and exercise common sense in safety and health practices. Although safety is the responsibility of every employee, the management of the City of Winona is responsible for the implementation, maintenance, and enforcement of safety policies and procedures. These efforts will be in the form of employee education in safety and health practices, periodic safety inspections of facilities and work sites and provide a forum for employee education. Specific responsibilities for safety are as follow:

**Employees/volunteers**

- To comply with the rules and regulations contained in the Safety Program, seeking assistance if in doubt as to how to safely perform a task.
- To act with care and consideration for themselves and others.
- To report all job related injuries/incidents, thefts, acts of vandalism and unsafe equipment to their supervisors.
- To use all safety equipment and protective clothing as required.
- To be alert to needed improvements in safe working conditions and equipment and to suggest changes or improvements to their supervisor.
- To report all unsafe conditions to their supervisor and Safety Coordinator.
- Comprehend information on safety data sheets.
- Attend safety meetings and safety training as directed.
- Request ergonomically proper equipment and personally adjust equipment to avoid repetitive motion injuries.
- Pay attention to good housekeeping:

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE: 3/20/2013</b>
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<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>3</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

**Department Heads/Supervisors**

- Will have the overall responsibility of ensuring compliance with the City Safety Program within their departments.
- Will ensure that policies and procedures are established in their departments that are specific to their operations and contents communicated to their employees.
- To instruct each employee and/or volunteer in the safe and proper manner of performing their job.
- To ensure that the needed safety equipment and protective devices are provided for each job and maintained in good condition.
- To ensure that all equipment is in good operating condition.
- To take prompt action on unsafe conditions and work practices.
- Actively monitor the activities, progress and results of the Program by:
  - periodic review with the Safety Coordinator.
  - periodic reviews of accident reports and related information.
  - attending scheduled safety meetings and training sessions.
- Ensuring that a safety data sheet (SDS) book is present at each location for which they are responsible.

**Safety Committee**

A Safety Committee consisting of representatives from all city departments shall meet at least quarterly.

- Employees shall select fellow workers to represent them on the committee.
- The terms of employee-elected members shall be a maximum of two years. Should a vacancy occur on the committee, a new member shall be elected. Terms should be staggered to provide continuity.
- To make suggestions or recommendations to city management regarding safety procedures.
- To assist the Environmental, Health, and Safety Coordinator, as required, in conducting inspections of city departments to monitor compliance with safety standards.
- To review accidents both personal and equipment as necessary and

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
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<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>4</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

make suggestions to management regarding corrective action.

- The attendance and subjects discussed shall be documented and maintained on file for a period of five years. Copies of the minutes must be provided to top management, the safety officer and employees by posting on the bulletin board and in break areas.
- Develop training programs and instructional programs in the use of equipment with which employees are required to work.

**Environmental, Health, and Safety Coordinator**

- To initiate and maintain a Safety Program that is effective and assures each employee and/or volunteer safe and healthful working conditions.
- Shall hold periodic inspections of city departments to monitor compliance with safety standards and will have the authority to stop work if an unsafe activity is identified.
- To be informed of OSHA federal, state and local regulations and to work for compliance of the regulations.
- To ensure active participation of department heads, supervisors and employees and/or volunteers in the maintenance of an effective Safety Program.
- To serve as Chairperson of the Safety Committee.
- Establish minimum safety standards, rules and regulations in consultation with management.
- Assemble and communicate loss and safety information to supervisors and management.
- Assure that all first report of accidents are processed and submitted to State, Federal agencies and the insurance carrier.
- Coordinate a general safety orientation for all new employees.
- Develop safety-training programs for issues encountered by employees.
- Determine if safe practices and conditions are being maintained by conducting inspections of work places and equipment and by interviews with employees.
- Audit supervisory safety performance, middle and upper management safety performance and company safety performance.

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
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<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>5</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

**Alternate Environmental, Health, and Safety Coordinator**

The **Fire Chief** will assume the duties of the Environmental, Health, and Safety Coordinator in the Coordinator's absence.

**6.0 IDENTIFICATION, ANALYSIS AND CONTROL OF WORKPLACE HAZARDS**

The City of Winona will conduct safety surveys of all departments and work sites on basis to determine potential hazards which may be encountered in the normal course of duty.

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 the file with the safety coordinator.

Once hazards are identified we will take measures either to eliminate the hazard or by controlling those hazards through:

1. **Engineering controls** – which would include replacing defective equipment, change different procedures or making additions or modifications to facilities, equipment to eliminate or control identified hazards
2. **Administrative controls** – which will be implemented after all practical engineering reviewed, include: new procedures, limits on employee exposure, 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 will be used when the other two methods cannot reasonably control the hazard.

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
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<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>6</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

**7.0 INSPECTIONS**

Safety inspections for the City of Winona facilities will occur on a continual basis and may be performed by the safety coordinator, managers, supervisors, consultants, insurance agents, government representatives and/or safety committee.

**8.0 SAFETY TRAINING AND POLICY COMMUNICATION**

The training of supervisors and other employees is vital in a successful Safety Program. The City of Winona supports and provides for the training of all employees. Employee training attendance is the responsibility of the individual Department Heads/Supervisors.

Safety training is not a one-time occurrence. Continual monitoring and interaction between employees, supervisors and Environmental, Health, and Safety Coordinator supports accident prevention. Training will be required prior to all work assignments and at least annually.

Safety rules and safe work procedures should be discussed specifically with each employee on an ongoing basis. Work routines should be reviewed periodically and employees should be given explanations of potential hazards to avoid and safeguards to follow. Discussions should include not only a review of safety procedures, but an explanation of why the City of Winona feels that they are necessary and will accept nothing less than full compliance.

It is vital to our Safety Program that all safety training programs and meetings be carefully documented. Written records of all training activities are the responsibility of the City of Winona. The City of Winona is committed to quality safety training which positively develops an attitude in all employees that strengthens and supports safety awareness.

The City of Winona will provide a safety manual to all employees containing policies, rules and regulations to be followed by all City of Winona employees. This information shall provide the fundamental principles to safely perform various functions of your job. These rules will not cover every detail of your work and on the job instruction/training must be provided. It will be the employees' responsibility to ask for further information if after training there is anything unclear or not understood. The following is a list of

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
---------------------------------------	--------------------------------	----------------------------	----------------------------	------------------------

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>7</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

safety programs and policies covered by the City of Winona Safety Manual: AWAIR, Right-To-Know, Confined Space Entry, Lock Out & Tag Out, Bloodborne Pathogens, Hearing Conservation, Crane and Hoist Monitoring, Personal Protective Equipment, Back Injury Prevention Program, Ergonomic Program, Respiratory Protection Program, Fire Protection/Inspection Program, Injury/Illness Record (OSHA 300 Log), Ladder & Scaffolding, Emergency Action Plan, Fall Protection, Safe Electrical Work Practices, Safety Team, Violence in the Workplace, Heat/Cold Exposure, Trenching & Excavation and CPR/First Aid

## **9.0 ACCIDENT REPORTING/INVESTIGATION**

The City of Winona 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 Winona Incident Form. Supervisors have access to copies of these forms on the intranet. Upon completion of the form it should be submitted to the Safety Coordinator and Benefits Coordinator to review and corrective actions should be taken to prevent a reoccurrence.

All workplace injuries and illnesses will be monitored by the safety coordinator. These injuries and illnesses will be recorded on the OSHA 300 log. A summary will be posted on department bulletin boards February 1<sup>st</sup> until April 30<sup>th</sup> each year.

The Environmental, Health, and Safety coordinator, safety team and supervisors will be responsible for monitoring these records to identify trends that may indicate previously unidentified hazards or additional training that may be required.

## **10.0 ENFORCEMENT PROCEDURE**

The enforcement of the Safety (AWAIR) Program is critical if an effective program is to be achieved. Therefore, any safety violation will be subject to the progressive disciplinary procedures. If an employee violates a safety rule or regulation while under the direct and visual supervision of an overseer, he/she shall be directed to comply.

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
---------------------------------------	--------------------------------	----------------------------	----------------------------	------------------------

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 112-1	<b>REVISED:</b> 9	<b>PAGE</b> <u>8</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: WORKPLACE ACCIDENT AND INJURY REDUCTION SAFETY PROGRAM</b>		

The overseer shall report refusal to comply or be subjected to the same reprimands and penalties as the violator. A written, dated record shall be made of the proceedings.

**11.0 SAFETY PLAN ASSESSMENT**

The City of Winona's AWAIR program will be reviewed annually by the City's Environmental, Health, and Safety Coordinator for strengths and weaknesses utilizing information measured and analyzed from annual incidents, training, reported hazards and identified risks during safety checks. New goals will be reviewed annually.

<b>DEPARTMENT:</b> EHS COORDINATOR	<b>SUPERSEDES:</b> 4/1/2010	<b>PREPARED BY:</b> PWD	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 3/20/2013
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