

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-20	REVISED: 1	PAGE <u> 1 </u> OF <u> 1 </u>
	SUBJECT: SAFETY SUGGESTION PROGRAM		

1.0 Purpose

The purpose of the Safety Suggestion Program is to maintain a safe and productive work environment at the City of Winona by offering a process through which safety improvements can be identified.

2.0 Organizations Affected

All departments/divisions.

3.0 Process

Suggestions

All employees are encouraged to make suggestions to improve safety. City employees should fill out a safety suggestion form on the Intranet, forms on line.

Evaluation

All suggestions received will be reviewed and investigated by the city Environmental, Health and Safety Coordinator. If the suggestion reveals a hazard in direct violation of city policy, OSHA regulation, or is an immediate threat to life, the department head/supervisor will be notified to correct such hazards. If such suggestion is to improve a machine, procedure, etc., the suggestion will then go to a committee. The committee will consist of the Safety Coordinator, the affected department's supervisor and/or department head and 2 members of the safety team. The committee will then determine a plan to remedy the hazard.

Communication

It is the intention of the City of Winona to review each suggestion in a timely manner. Individuals who make suggestions will receive a written response to their suggestion.

4.0 Records

All phases of the process will be documented and kept at the Safety Coordinator's office for no less than 5 years.

DEPARTMENT: EHS COORDINATOR	ORIGINAL POLICY DATE: 4/28/2006	SUPERSEDES: 4/1/2010	PREPARED BY: PWD	APPROVED BY: JRB	DATE: REVISED 3/27/14
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