

CITY OF CLOQUET

A Workplace Accident and Injury Reduction (AWAIR) Program

(Adopted April 1, 1998)

(Amended January, 2007; September 3, 2013)

Safety Policy



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I. Statement of Policy

The City of Cloquet, its departments and offices are committed to maintaining a safe and healthy work environment. Department heads and supervisors are responsible for the establishment and maintenance of good health and safety practices in their respective units.

A Workplace Accident and Injury Reduction (AWAIR) program is intended to ensure that the foundation elements of a safety program (e.g., goal setting, allocation of resources, assignment of responsibilities, performance measurement, etc.) are in place. These key elements must be in place to ensure the success of our safety and health programs and initiatives.

The AWAIR program is intended to create compliance with Minnesota Statute 182.653. This AWAIR Safety Policy became effective April 1, 1998 and has been amended in subsequent years. It should be reviewed by the Safety Coordinator at least annually to determine if any updates are needed. The City Council shall retain the responsibility for all policy revisions.

II. Responsibility

The Safety Program for the City of Cloquet shall involve department heads, supervisors, and hourly employees, working together towards the common goal of a safe and quality work environment. We recognize that all employees are accountable for safety within their areas of responsibility and giving all employees the opportunity to become involved with decisions that affect them has a direct impact on the services provided to the Community.

A. Participation

1. Safety Committee:

The City of Cloquet, "Combined Safety Committee" was formed in 1998 to ensure that all safety policies and procedures are implemented, maintained, and revised to ensure that all City employees follow general safety rules and regulations. The policies also allow for specific rules and regulations to be developed for individual department's unique working environments.

2. Accident Prevention Process:

In a joint effort to reduce accidents and injuries of our employees, union and management are working together to implement an accident prevention process.

Objective: The primary objective of an accident prevention process is to develop a process in which the employees are active in developing, monitoring, evaluating, and modifying their own accident prevention program.

Specific objectives are as follows:

- Establish a mechanism for continuous improvement of safety performance.
- Improve behaviors and attitudes that are critical to safety.
- Increase employee involvement, morale, and positive attitude toward safety.
- Provide a system that allows for measurement of true safety improvement.

3. Measurement of Safety Performance:

A formal monthly safety audit as well as the OSHA 300 Log and other internal documents and statistics are used to measure the success of the safety program in the City of Cloquet.

4. Maintenance of the Safety Program:

The City of Cloquet's commitment to safety will be maintained by the dedication and active participation of all managers, supervisors, and employees.

B. Management Responsibilities

1. Assignment of Coordinator:

It is recognized that all employees are responsible for taking an active role in administering the City of Cloquet's safety programs. The Safety Coordinator will coordinate these efforts.

2. Regular Safety Meetings:

The Combined Safety Committee will meet as needed the 2nd Wednesday of February, May, and December. The Safety Coordinator will report to the City Administrator on a frequent basis to keep him apprised of the current status of the City of Cloquet's safety programs.

3. Resources:

The Combined Safety Committee will identify safety concerns that will require additional money and full reports will be presented to the department heads and City Administrator for budgeting purposes.

4. Responsibilities:

All employees are responsible for safety and following designated safety guidelines and policies. Management will assign additional safety responsibilities as required. Department heads are ultimately responsible for the safety programs in their own respective departments.

a. Training:

Employees are expected to attend safety training sessions and are encouraged to attend regular department safety meetings.

b. Combined Safety Committee:

The Combined Safety Committee's effectiveness is dependent upon all employees. Everyone is encouraged to participate in the Combined Safety Committee business by either serving on the committee or advising its members.

c. Safety Suggestions:

All employees should recognize and correct safety problems as soon as possible. Suggestions for improving safety in the work place should be made in writing to supervisors, department heads, committee members or fellow employees with the use of forms provided by the City.

d. Maintenance:

Everyone is responsible for proper housekeeping. Some areas have specific individuals assigned for cleaning purposes. Supervisors will assign cleanup priorities as required. Anyone removing a safety guard on equipment for maintenance is responsible for replacing the guard after the maintenance is complete.

e. Audits:

All employees will participate in safety inspections directly or indirectly.

III. Identification, Analysis and Control

A. Hazard Identification:

Safety hazards are identified by ongoing safety audits, incident reports, work orders, and daily conversations with employees. Employees are encouraged to report or identify potential safety hazards or concerns by filling out and submitting an Employee Safety Suggestion form with their immediate supervisor.

B. Job Safety Analysis:

Every job description for a position within the City shall include a physical demands and work environment section which shall delineate certain hazards relating to that particular job. These sections shall be reviewed and updated periodically or as found necessary.

C. Controlling Hazards:

All hazards which can be controlled or eliminated are completed in a timely manner based upon the severity of the hazard. Operation of improperly or unguarded equipment is prohibited.

1. Training:

All employees will be trained in the safe use and operation of required equipment as well as safe workplace policies and procedures.

IV. Communication

A. Safety Orientation:

Safety orientation sessions shall be conducted for all new employees. The orientation shall include, but is not limited to, the Workplace Accident and Injury Reduction (AWAIR) program policy and the Right-To-Know program policy. Special policies, topics and/or safety items that are area specific shall be developed and covered by each department.

B. Meetings:

Combined Safety Committee meetings and routine departmental safety meetings shall be used to communicate special safety topics as well as for training. In addition, non-scheduled meetings are held to discuss safety and other items which are urgent in nature.

V. Accident Investigation and Corrective Actions

It is our policy that all accidents, regardless of how small, are to be reported to the injured employee's immediate supervisor. That supervisor will investigate all accidents and near misses that are reported to him or her. The supervisor's and injured employee's discretion shall be used to determine whether a formal incident investigation report is to be filled out immediately on minor injuries. Those cases, where an incident investigation report must be filled out, include all lost time and recordable injuries. Those cases in which near misses that have the potential of causing serious injury will also be investigated to mitigate any further occurrence.

On all lost time injuries and serious potential injury investigations, an investigation committee will convene. Members of this committee will consist of the department head, involved supervisor, injured party (if available) any witnesses, and a member from the Combined Safety Committee.

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 most probable cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; 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 and its causes and recommendations for corrective action and prevention will be prepared and presented to management.

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 delay or skip necessary preventive maintenance.

VI. Enforcement

All safety policies are designed to fairly and impartially regulate the action of employees to assure a safe, high quality work place. As a condition of employment, all employees are expected to comply with all safety policies and rules. Violation(s) are subject to the City's progressive disciplinary guidelines up to and including dismissal.

Appendix A

SAFETY POLICIES - PROCEDURES - PROGRAMS

City of Cloquet

Every full time employee of the City of Cloquet will be provided an employee handbook which, among other things, will include the following City of Cloquet's safety policies. Each department shall further evaluate and determine additional specific safety policies, rules and training requirements for their particular department. At a minimum this shall include the following:

All Employees:

1. AWAIR Policy.
2. Employee Right-To-Know Policy.
3. Workers Compensation / Injury Reporting
4. Drug and Alcohol Testing Policy.
5. Vehicle Safety Policy.
6. Seat Belt Policy.
7. Infectious Disease Precautions – Blood Borne Pathogens Policy.

In addition to the above policies provided to all employees, the following policies shall be provided to employees within the various departments.

Public Works Department:

1. Lockout / Tagout Policy.
2. Confined Space Entry Program Policy.
3. Respirator Training.

Police Department:

1. To be determined by Department Head.

City Hall / Public Library:

1. To be determined by Department Head(s).

Appendix B

COMBINED SAFETY COMMITTEE

City of Cloquet

The City of Cloquet will create a Combined Safety Committee (CSC) which will function to identify all safety programs in place, to review existing programs, to consolidate those programs that affect all employees, to identify areas in which new programs are needed, and to be involved in decisions regarding accident prevention.

Specific Objectives:

1. Establish a mechanism for continuous improvement of safety performance.
2. Improve attitudes and behaviors that are critical to safety.
3. Increase employee involvement in safety through problem solving, identification of safety problems, methods to correct the problems, and evaluation and implementation of safety suggestions.
4. Allow all employees the opportunity to become pro-active in the areas directly affecting their safety.

The City Administrator will assign a Safety Coordinator who will accomplish the following items:

1. Establish a Combined Safety Committee of management and union personnel.
2. Establish regularly scheduled safety meetings.
3. Identify the safety programs needed throughout the City of Cloquet, and in conjunction with the CSC establish a timeframe to implement those programs.
4. Establish regular safety training for City departments and notification of when scheduled training is held so that all City employees may attend, if relevant.
 - a. AWAIR
 - b. Employee Right-To-Know
 - c. Confined Space Entry
 - d. Respirator Training
 - e. Lockout / Tagout

The Committee will meet with the City Administrator to establish a City Safety Committee budget to ensure adequate funds are available to address safety items.

The City of Cloquet Safety Committee will also target the following areas and implement a program to accomplish the following items.

1. Hazard Identification.
2. Job Hazard Analysis.
3. Controlling Hazards.
4. Communication.
5. Safety Suggestions.
6. Maintenance.
7. Audits.
8. Safety Orientation (new Employees).
9. Accident Investigation.
10. Enforcement of Safety Rules and Policies.

Combined Safety Committee Members

The City Administrator, in collaboration with the Safety Coordinator shall appoint members to the Combined Safety Committee. This membership shall be made up of employees including department heads, supervisors, and representing the various bargaining groups (Unions) and/or major work areas.

City of Cloquet

EMPLOYEE SAFETY SUGGESTION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice (Location-Department):

Has this incident/subject been discussed before? (if yes, describe):

Employee's suggestion for improving safety:

Has this matter been reported to a supervisor? Yes _____ No _____ Date _____

Employee's name (Optional): _____ **Date:** _____

FOR DEPARTMENT HEAD/SAFETY COMMITTEE/ADMINISTRATION USE ONLY:

Description of abatement action, who will take the action and when will the action be taken:

Date affected employee(s) informed of investigation results: _____

Date action completed: _____ Safety Committee Comments/Action Taken: _____
