1.0 Introduction

Independent School District #318 has developed A Workplace Accident and Injury Reduction (AWAIR) Program to promote safe and healthful working conditions for our employees. Minnesota Statutes Chapter 182 requires employers in certain industries to develop and maintain an AWAIR program. These industries are identified in Minnesota Rules 5208.1500 by North American Industry Classification System (NAICS) code. The list of industries is updated every two years and includes those industries with an illness and injury incidence rate or a lost-workday incidence rate at or above the state average.

2.0 Goals and Objectives

Independent School District #318's main goal for this AWAIR program is to recognize and minimize hazards throughout the district in order to reduce injury and illness to employees.

The following are specific objectives to achieve this goal to:

- Develop an accident and injury reduction program.
- Implement procedures that outline how administrators, supervisors, and employees are responsible for implementing this AWAIR program, and how the program will be established, measured, and maintained
- Develop and implement procedures for employees to report hazardous conditions and guidelines for timely response
- Develop and implement procedures for investigating and analyzing accidents including: injuries, illnesses, property damage, and near-misses
- Develop and implement procedures for hazard and accident prevention through the use of appropriate control measures and preventive maintenance
- Develop and implement procedures for responding to workplace emergencies
- Identify training needs and provide training as appropriate
- Communicate safety responsibilities, procedures, hazards, and controls to all affected employees
- Organize a safety committee and hold meetings on a quarterly basis
- Assess internal and external resources that may be necessary (human, financial, outside resources) to implement this program

3.0 Responsibilities

Employees and students, including supervisors and senior administration, must adhere to the environmental, health, and safety rules as established by the district. Assigned roles and responsibilities are listed below.

- **Administrators** show commitment to health and safety by the following:
  - Provide leadership and resources needed to carry out the stated school objectives
  - Establish rules and programs to promote safety and communicate these to all employees
  - Assign clear responsibilities for the various aspects of safety, and give employees authority to perform their duties
  - Identify health and safety training needs, and support training efforts
  - Enforce health and safety rules and regulations, and record violations of rules
  - Promote a positive attitude toward safety and health
  - Provide employees with all required personal protective equipment
  - Listen to employee concerns, and follow through to correct hazards
  - Participate in and/or support the safety committee
  - Conduct and/or support accident/incident investigations, and review accident/incident reports
  - Require good housekeeping

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- **Supervisors** show commitment to environmental, health, and safety by the following:
  - Learn and follow safety instructions
  - Ensure employee representatives participate in the safety committee
  - Take the initiative to correct known or suspected unsafe conditions, or unsafe acts
  - Report observed safety and health hazards to a manager or safety committee member
  - Report all accidents/incidents, including property damage and near misses, to a manager
  - Wear personal protective equipment as required for protection, and maintain the equipment in a sanitary manner
  - Participate in health and safety training, as necessary
  - Participate in accident investigations and workplace inspections as requested by management
  - Review any safety communications distributed by the district

- **Employees** show commitment to environmental, health, and safety by the following:
  - Follow school safety policies, rules, and regulations
  - Learn and follow safety instructions prior to start of work
  - Participate in the district's safety committee
  - Report unsafe conditions to supervisor or safety committee member
  - Wear personal protective equipment as required for their protection, and maintain the equipment in a sanitary manner
  - Participate in health and safety training, as necessary
  - Review any safety materials distributed by the district

- **The Safety Committee** is responsible for the following:
  - Conduct quarterly meetings to review accident reports, identify potential hazards, and address safety concerns raised by employees or managers
  - Participate in accident investigations
  - Participate in work area safety inspections, as needed
  - Provide input for creation of workplace safety and health rules

4.0 Hazard Identification, Analysis, and Control

Independent School District #318 proactively identifies potential hazards, analyzes potential solutions, and implements controls as soon as feasible. To accomplish this, the district will do the following:

- Conduct safety inspections of work areas on a regular basis
- Conduct assessment of routine and new potentially hazardous tasks
- Investigate equipment for potential safety and health problems, prior to purchasing
- Document whether new equipment/materials are designed with appropriate safety controls or can be modified to comply with applicable regulations
- Evaluate health and safety implications when planning for remodeling or construction
- Substitute with less hazardous or non-hazardous materials or processes, when feasible
- Solicit employee and safety committee input regarding hazard abatement options
- Establish work orders for safety items and assign high priority to these work orders
- Follow a preventative maintenance program for equipment

4.1 Hazard Reporting System

Independent School District #318 strongly encourages employees to report any unsafe equipment, practices, acts, or conditions. On the district website, under employee information, there is a "safety" page under which employees can report safety suggestions and/or hazards, as well as a list of people who can be contacted for further discussion on safety matters.

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This hazard reporting policy is communicated to all employees upon hire and annually thereafter. Employees will not be harassed or reprimanded for reporting potential hazards.

4.2 Hierarchy of Controls for Hazard Abatement

Independent School District #318 works to prevent and control potential hazards within and outside the buildings by utilizing the following hierarchy:

- Elimination — Wherever possible, we eliminate the hazard. For example: removing old, unused chemicals that may cause undue harm or reactions, or removing chemicals that, by their nature, require an eyewash station.
- Substitution — We substitute the chemical or equipment with a less hazardous alternative that performs the same function.
- Engineering Controls — We control hazards through the use of engineered machinery or equipment, such as using guarding or ventilation.
- Administrative Controls — We encourage employees to follow safe work practices with equipment and in the course of their general duties. The health and safety rules are to be followed by management, employees, and visitors. Affected employees are trained in job-specific safety. Job rotation is an example of administrative controls.
- Personal Protective Equipment (PPE) — When it is not possible to eliminate hazards, it may be necessary to wear personal protective equipment such as: gloves, goggles, boots, and/or earplugs. Employees are required to wear PPE when dealing with certain hazardous situations and are trained on equipment as it is assigned.

5.0 Accident Investigation

Employees should immediately notify their manager of any workplace accident or injury. When a medical emergency exists, any employee may immediately contact emergency medical responders by calling 911. Injuries that occur on the job, even minor injuries, must be reported to your manager.

The manager will assist them employee in completing the First Report of Injury Form and submit it to the District Office. First Report of Injury forms are used to notify the Workers Compensation carrier. Recordable injuries are also entered on the OSHA 300 log by Human Resources.

Independent School District #318 investigates all events that have caused injury, illness, or property damage, as well as near misses. The primary goal of accident investigations is to reduce and/or eliminate injurious situations.

In addition, OSHA 300 Logs will be reviewed quarterly at safety committee meetings, with employee names remaining anonymous.

Accidents are investigated using the "Supervisor's Accident Report", which is provided to the supervisor by Payroll and is also available on the "safety" page on the district website.

All accident and medical records are maintained in the District Office, by the Payroll department.

6.0 Enforcement of Safe Work Practices and Rules

Each employee is expected to acknowledge his/her role and responsibility in preventing accidents, injuries and illnesses. Any hazards, unsafe conditions, or activities, including imminent danger situations, must be immediately reported to a manager or the safety committee. If the issue is not addressed in a timely manner, the situation is to be reported to the District Office.

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Employees are responsible for using all provided safety equipment and procedures in their daily work. Managers monitor employees to verify safety equipment and procedures are being used properly. Employees are coached to correct unsafe behavior. Continuing violations may result in disciplinary action. Upper management supports and encourages attempts to enforce rules fairly and equally. Enforcement is to be fair, consistent, and based on established policy. Negative behavior is discouraged, and positive behavior is reinforced. The employee's union contract will be referenced to determine proper disciplinary action. If the employee is non-union, company disciplinary procedures from the employee handbook will be utilized.

7.0 Safety Committee

Independent School District #318 has established a joint labor-management safety committee. Meetings are held quarterly. There are more employee representatives than management representatives on the committee. Committee members are able to perform their duties without fear of discrimination or retaliation by management.

The Safety Sub-Committee is comprised of the Facilities and Custodial Director, Transportation Director, Food and Nutrition Director, Special Education Director, Human Resource Director, Community Education Director, Activities Director, and Business Manager.

Roles and responsibilities of the safety committee are identified in Section 3.0. Minutes are documented and maintained in the Safety Committee Management Plan, as well as on the district website.

8.0 Training

Independent School District #318 regards communication of safety and health issues as a continual process. Health and safety procedures are communicated through safety training. Trainings occur at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and if the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials, computer-based learning, and safety promotional activities may also be utilized to communicate job safety and health information.

8.1 Communications

Minnesota and Federal law requires employers to provide various notices to their employees and requires that certain posters be displayed in a location where employees can easily see them. The OSHA 300 log is part of this posting requirement (February 1 through April 30).

The bulletin boards used for these communications are located at:

- Bigfork School – Main Break Room
- Cohasset Elementary School – Main Work Room
- District Educational Services Center – Main Entrance/Hallway
- East Rapids Elementary School – Main Work Room
- West Rapids Elementary School – Main Work Room
- Grand Rapids High School – Main Office
- RJE Middle School – Main Office

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety related items.

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8.2 Hazard Reporting System

Employees will be trained initially and annually on the AWAIR program. Training may include lecture and/or a training PowerPoint/audio-visual, assessment (e.g. quiz (verbal or written)), and a question and answer session. The date of training, the training agenda, the name of the trainer, and a sign-in sheet will be retained for each training session.

The training will cover:

- Safety program goals and objectives
- How managers and employees are responsible for implementing the program and how continued participation of management will be maintained
- Methods used to identify and control new or existing hazards and operations
- Potential hazards and safe workplace practices
- How accidents will be investigated and corrective action implemented
- How safe work practices and rules will be enforced
- Emergency procedures

Employees will also be trained on other safety topics pertinent to their job tasks. Other safety training topics include general safety policies and procedures, and emergency procedures.

9.0 Recordkeeping

The program administrator is responsible for reviewing the AWAIR program annually or more often if necessary, and to document how policies and procedures set forth in the plan are met.

The program review details can be located in Appendix C.

10.0 Reference

Minnesota Statutes. "Rights and Duties of Employers (182.653)." *Minnesota Legislature, Office of the Revisor of Statutes.* MN Statutes, 2022.

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