



MINNESOTA STATE
Northeast Higher Education District

AWAIR

A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

January 2017

Note: NHED's NAICS/SIC codes are not listed in the State of Minnesota's AWAIR NAICS list. Therefore, it is exempt from MNOSHA's AWAIR program requirements.

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A WORKPLACE ACCIDENT AND INJURY REDUCTION (AWAIR) PROGRAM

Section 1. Introduction and Policy Statement

This AWAIR program was adopted to show the Northeast Higher Education District's (NHED) commitment to a safe and healthy work environment. A safe workplace and safe work practices lead to increased productivity, higher morale, lower rates of occupational injury and illness, lower medical expenses, and lower workers' compensation premiums.

NHED's policy is to promote and implement appropriate procedures and rules to reduce or eliminate risk factors that may lead to incidents or injuries.

Section 2. Goals and Objectives

NHED recognizes the value of setting goals and objectives to ensure that the AWAIR program is successful. A Safety Officer is appointed by the Provost to assist their individual college in meeting safety system goals and objectives.

Goal I No workplace incidents.

Objectives:

1. Address employee safety questions and concerns in a timely manner.
 - a. A safety suggestion system is available at each campus and is intended to be used for safety questions and concerns which are addressed during Safety Committee meetings.
 - b. If the question or concern is related to an imminent danger, it must be reported immediately to the employee's supervisor, Safety Officer, and/or college management.
2. Perform safety inspections on a regular basis.
3. Investigate incidents and implement corrective action, as necessary, to prevent recurrence.
4. Ensure that employees are receiving the training necessary to promote an accident free workplace.

Goal II NHED is to establish and maintain workplaces that are committed to the safety and health of its employees.

Objectives:

1. Enforce safety rules throughout the college.
2. Develop, maintain, and review written programs.
3. Ensure that employees are receiving the training necessary to promote an accident free workplace.
4. Provide additional training to employees as required by regulations or as needed.

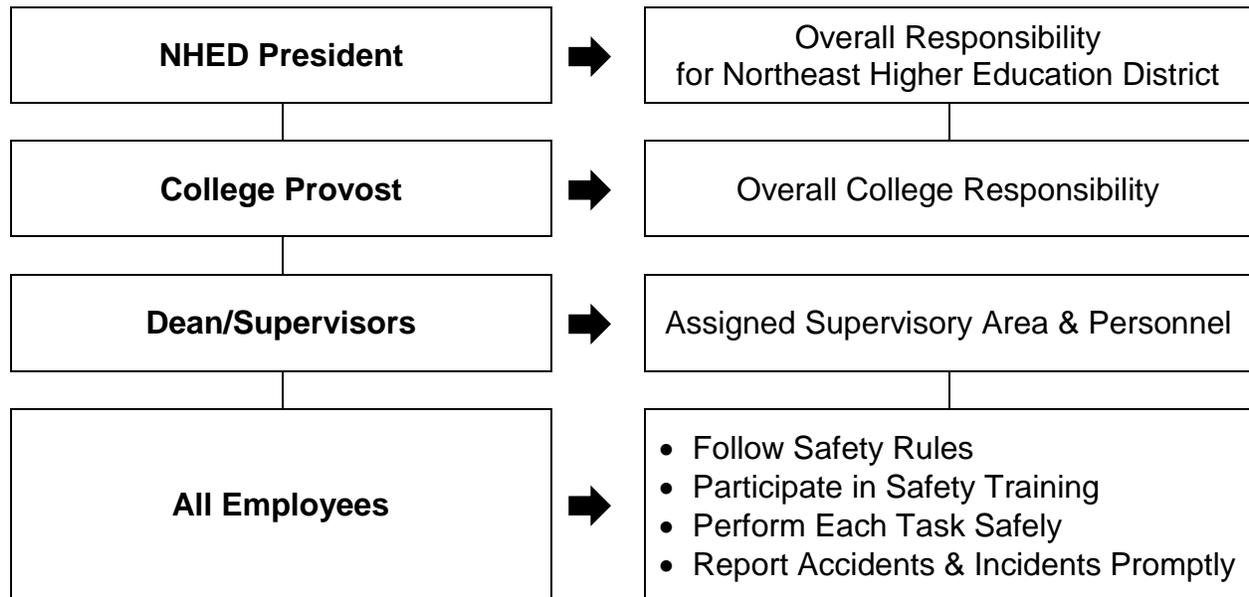
Goal III Report all incidents, including near misses.

Objectives:

1. Provide training on incident reporting procedures to employees.
2. Encourage employees to report near misses.
3. Review incidents, including near misses, at Safety Committee meetings.
4. Track incidents reported to identify trends.

NHED adopted this best practice to further these goals.

Section 3. Roles and Responsibilities



The College Provost is responsible for the overall safety of employees at each individual NHED campus. If you have suggestions or questions, talk to your supervisor, Safety Officer, or college management.

In order to achieve, maintain, and promote a safe and healthy work environment, all employees must be responsible and accountable for safety. The AWAIR program outlines responsibilities for all levels of employment.

Section 4. Hazard Identification, Analysis, and Control

All levels of employment are responsible to identify and correct or report hazards through daily work area evaluations, including identification of any new hazards. Initial hazard assessments are to be performed by the employee and supervisor prior to the use of new products, equipment, or procedures. This is to ensure that potential safety and health hazards are identified and controlled prior to use. Industrial hygiene sampling and monitoring is to be utilized periodically to evaluate for agents such as hazardous substances or noise.

Routine safety inspections are to be conducted to determine hazards. Inspection teams may include members of the Safety Committee, MnSCU safety professionals, certified inspectors, etc. Inspection teams may use checklists and inspections may be scheduled to follow regulatory requirements. Results of the inspections are to be documented and retained as records. Control measures are to be developed and implemented, as necessary, with the area supervisor, Safety Officer, and college management. The Safety Committee may assist as needed.

Workplace hazards identified are to be eliminated or abated to the degree that is feasible. Methods to eliminate hazards are to be evaluated and implemented based on the following hierarchy of controls:

1. Elimination/substitution.
2. Engineering controls (*e.g. guarding, ventilation, etc.*).
3. Administrative controls (*e.g. job rotation, task modification, etc.*).
4. Use of personal protective equipment.

Employee input is to be considered when developing control measures and safe work practices. Employees, supervisors, Safety Officer, and college management are to ensure that hazards are addressed and resolved to prevent employee exposures and maintain campus regulatory compliance.

Preventive maintenance is to be performed on equipment as appropriate. Proper housekeeping practices are to be implemented in all work areas and results recorded when observed during inspections.

The Safety Committee is to review work related injuries, illnesses, internal incident reports, and near misses at safety meetings to identify patterns and implement necessary control measures.

Section 5. Communication

Safety information in the AWAIR program is to be provided as follows:

1. NHED's AWAIR program is available online for employees to review at www.nhed.edu.
2. New employees are to be given training on the AWAIR program.
3. Employees are to attend, participate, and complete safety training sessions.
4. Supervisors, Safety Officer, and college management are to enforce safety rules and communicate directly with employees.
5. A minimum of four safety meetings are to be conducted each year by the Safety Committee. Minutes are to be maintained and distributed accordingly.

Section 6. Accident Investigation

Employees ***must*** immediately report all workplace incidents or injuries to their supervisor. Near misses should be reported as well.

All incidents that cause injuries or property damage are to be investigated. Near misses reported, where injury or property damage does not occur but could have if conditions were different, may also be investigated. The employee's supervisor is responsible for completing the investigation using the forms and instructions outlined in the *Supervisory Injury/Illness/Incident Worker's Compensation Reporting Checklist* found at NHED's Human Resources website under "Workers Comp."

The goal of the investigation is to determine the root cause and to implement corrective or preventive actions to ensure that the incident does not occur again. Emergency response to the incident may also be reviewed to determine if changes are necessary.

All documented incidents are to be reviewed at Safety Committee meetings to determine the cause of the incident. If patterns are identified between recent or frequent incidents, corrective or preventive actions may be implemented to prevent recurrence.

Section 7. Enforcement of Safety and Health Programs

NHED is committed to safety; its employees must be as well. It is important to understand that the cause of incidents must be identified to prevent recurrence; it is not to assign blame to employees. Once the cause is identified, then corrective or preventive actions can be implemented.

Willful violations of safety rules must be taken seriously and may lead to disciplinary action up to and including termination.

Fair and consistent enforcement of safe work practices is a key part of any successful safety program. This includes recognizing achievement and discipline for violations.

Employees are urged to THINK SAFETY and WORK SAFELY.

Section 8. Safety Committees

Each NHED college must have a Safety Committee whose purpose is to:

1. Review work-related injuries, illnesses, internal incident reports, and near misses to identify patterns and assist in implementing necessary control measures.
2. Investigate and follow-up on reported safety questions, concerns, or hazards.
3. Communicate recommendations for improving safety and health.
4. Assist with review of safety programs and procedures and recommend changes, as necessary.
5. Promote and assist with safety training, as needed.
6. Inspect work areas to identify workplace hazards and ensure or recommend control measures.

The Safety Committee is to report to the college Provost. Membership on the Safety Committee may vary each year. The Safety Committee is to meet a minimum of four

times per year, typically once per quarter. Meetings are to follow a prepared agenda and minutes are to be maintained and distributed accordingly.

Section 9. Training

NHED's goal is to promote and maintain campuses that are free of workplace hazards and risk factors that may lead to incidents or injuries. Employees are to be provided with safety training on an annual basis. Employees are expected to become familiar with and comply with all applicable safety programs, rules, and requirements.

The training of all employees, permanent or temporary, is to begin with an orientation program that is to inform them of the individual college's safety programs, practices, and governmental regulations. It should familiarize them with the college's purpose, structure, functions, and locations. The orientation process may vary depending upon the job duties and/or location. The safety orientation may include topics such as AWAIR, Employee Right-To-Know, Bloodborne Pathogens Overview, Fire Prevention/Fire Protection/Emergency Evacuation, and Hazardous Waste.

The supervisor is responsible to orient the new employee to their specific and respective work area. This is to include specifics on emergency preparedness, identification of work place hazards, safe performance of tasks, or training on new practices or procedures as a result of hazard correction or elimination.

Informal safety meetings or safety talks may be presented by supervisors, staff, faculty, or vendors to provide employees with current or updated information and enhance the technical expertise required to perform their job duties.

Specialized training is to be provided to employees in areas with identified hazards such as equipment operators, hazardous chemicals, or handling of hazardous waste.

Section 10. Program Review

NHED's AWAIR program is reviewed annually to ensure that goals and objectives are being met. Reviews are ongoing and occur during safety meetings, inspections, management meetings, or through safety conversations between employees and supervisors. The results of safety meetings and inspections are documented and retained as records. The reviews include discussions about accidents and injuries, work practices and procedures, inspections, employee safety suggestions, and other safety-related issues.

Annual reviews of written documents are conducted and records retained in the form of revision updates or documented results.