



Policy &
Procedure

A Workplace Accident & Injury Reduction Procedure(AWAIR)

Supersedes: February, 1998

Date Approved: May 9, 2011

Approved:

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The City of Duluth is committed to providing a safe work environment for all employees and to complying with all safety related statutes. This policy has been created to establish a written workplace accident and injury reduction program in compliance with Minnesota Statute 182.653. Our goal is to establish and maintain a company culture that is committed to workplace safety and health.

OBJECTIVES

Actively enforce all safety rules throughout the company.

Conduct regular safety meetings to inform employees about specific workplace safety and health issues, and to build an overall awareness of employee safety and health. The AWAIR program shall be reviewed at least annually and revised is needed.

PROCEDURE

To comply with Minnesota State Statute 182.653, the following procedure will be followed:

1. All Employees

All employees, including Directors, Supervisors and Managers, must follow all safety rules at all times.

2. Mayor and Chief Administrative Officer

The Mayor and Administrative Assistant are responsible for maintaining an effective program of loss prevention and safety. They delegate the day-to-day management of the program to the Safety & Training Officer. They require each department to develop and fund its own safety program.

3. Department Directors

Department Directors are accountable to the Mayor and Administrative Assistant for maintaining an effective safety program within their departments. Each department program shall protect City employees and the public from injury, maintain safe, healthful working conditions, and protect the physical and financial assets of the department. Each Department Director must set safety goals for their department and then measure their department's performance against these goals.

4. Managers

a. Managers will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.



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- b. Management shall review all safety concerns brought forward by employees, the safety committee, supervisors, or the Safety & Training Officer, and take appropriate action.
- c. Management shall review the AWAIR program annually, and make recommendations to the Safety & Training Officer.
- d. Managers will communicate any AWAIR program revisions throughout the organization.

5. Supervisors

Supervisors are accountable to their department Managers for safety efforts and performance in their area of supervision. Supervisors shall train each employee in how to perform his/her job in the proper and most efficient manner possible. Supervisors will inform employees of specific worksite hazards, and the best way to avoid these hazards. Supervisors will explain safety rules as to their purpose, how they are to be followed, and what discipline will be applied if they are not followed. Supervisors shall also explain disciplinary procedures. Supervisors shall train employees in the use of safety equipment, lockout devices, safety shutoffs, and fire alarms.

Specific Supervisor responsibilities include:

- a. Enforcing applicable federal, state, local and department safety regulations, codes and City policies, and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the Safety & Training Officer, the safety committee or upper management.
- b. Requiring subordinates to use appropriate personal protective equipment in accordance with safety standards and practices.
- c. Reporting all accidents, near misses and injuries and assure that employees obtain first aid, if necessary. Supervisors must report all serious injuries and incidents to the department Manager and the Safety & Training Officer immediately following their occurrence.
- d. Investigating accidents, injuries and near misses (incidents) as soon after the event as possible in order to determine the causes, and to find ways to prevent reoccurrence of the event.
- e. Training subordinates in the safe way to perform their jobs.
- f. Implementing the safety recommendations of the Safety & Training Officer and file safety reports within 48 hours after an incident.
- g. Requiring subordinates to complete safety actions and activities and treat these requirements as one measure of employee work performance.

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6. Safety & Training Officer

This individual will be responsible for:

- a. Serving as the lead person in the organization for safety issues.
- b. Coordinating all City safety activities to create an effective program.
- c. Assisting employees, supervisors, managers, and department directors in establishing effective safety and training programs that comply with applicable agency requirements and assuring that the programs are implemented and maintained.
- d. Guiding supervisors and management in their safety efforts.
- e. Analyzing accident/incident reports and recommending to department directors and managers measures that will eliminate or reduce accidents/injuries.
- f. Reviewing all applicable accident and incident reports with the safety committees in each designated department, and taking appropriate action to prevent recurrence.
- g. Assisting managers and supervisors in investigating accidents.
- h. Developing, creating and utilizing safety training and educational materials.
- i. Conducting random and periodic safety inspections.
- j. Partnering with the Claim Adjustor on accident investigations and training programs as applicable.

7. Employees

Employees must exercise maximum care and judgment in preventing losses and accidents. Employees are responsible for:

- a. Performing each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
- b. Following safety rules and taking reasonable precautions to protect themselves, co-workers, and the public from bodily injury, and to prevent undue wear or damage to equipment and materials.
- c. Reporting any accidents to their supervisors immediately, regardless of severity.
- d. Reporting to their supervisors unsafe conditions, equipment and practices immediately.
- e. Properly using personal protective equipment, when such equipment is necessary.
- f. Reading and abiding by the City of Duluth's General Safety Rules and any departmental safety rules.

8. Safety Committees

A safety committee shall be established in each location within the City at which 50 or more employees work.



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- a. Safety committee members each represent their assigned departments.
- b. A safety committee is responsible for conducting monthly or quarterly meetings and area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, supervisors, management, directors or the Safety & Training Officer.
- c. The committee shall review accident and incident reports from management or the Safety & Training Officer pertaining to specific work areas in each department.
- d. The chairperson of each committee will also serve on the City-wide Safety committee.