

AWAIR

A WORKPLACE ACCIDENT and
INJURY REDUCTION

PROGRAM

Hibbing Community College

HIBBING, MN

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ACCIDENT AND INJURY REDUCTION PROGRAM (AWAIR)

Written Statement

This Accident and Injury Reduction Program (AWAIR) was adopted to re-affirm Hibbing Community College's commitment to safe and healthful work conditions. A safe workplace and safe procedures are good for everyone. They lead to increased productivity, higher morale, lower medical expenses and lower workers' compensation premiums.

Obviously, there is no guarantee that all work-related incidents and injuries can be avoided. However, the college's policy is to promote and implement appropriate procedures and rules to reduce risk factors which lead to incidents or which make incidents or injuries more serious.

*Goals & Objectives

Goal: No workplace incidents.

Objectives:

1. All employee safety issues will be addressed in a timely manner. A safety suggestion box is in the employee mail room and is for use of safety hazards that are not considered imminent. The safety committee will address these at the monthly safety committee meeting. Imminent hazards will be addressed immediately by the Safety Officer.
2. Annually the safety committee will perform a safety inspection in the following areas: Auto, Diesel, MLT, Art, Chemistry, Biology, Maintenance, Planetarium, Refrigeration, Mining Tech & Dental. Corrective actions will be taken immediately if possible. If the hazard cannot be corrected immediately, solutions will be identified within one week of the inspection. This will be done by the safety committee and the department head/supervisor.
3. Investigate and identify corrective action(s) that will be taken to prevent reoccurrence of incidents. Safety committee members (2 at a minimum) and the supervisor or department head will investigate the incident. Results will be reported to the Provost by the Safety Officer.

Goal: Hibbing Community College will establish and maintain a workplace that is committed to the safety and health of its employees. To become a safety "model" for other colleges.

Objectives:

1. The required safety training for all employees will be held annually as part of a Duty Day.
2. Maintenance staff will receive additional safety training, as required, on an annual basis. This will be coordinated with the Safety & Health Department through the supervisor.
3. Safety rules will be enforced throughout the college.
4. Establish, maintain and review annually all written safety programs through the safety committee.

Goal: Report all incidents including near misses.

Objectives:

1. Review all incidents at the monthly safety committee meeting from the previous month.
2. Track all incidents reported to identify trends.
3. Provide training on incident reporting procedures on an annual basis to all employees.

AWAIR is intended to further these goals. It contains policies and objectives to improve safety as well as mechanisms to create and communicate safety items.

***Who is Responsible for What?**

The College Provost is responsible for overall safety of the employees. If you have suggestions or questions that your department head or supervisor cannot respond to, talk to the Provost, Dean or Director at the college.

In order to achieve the desired safety results, all employees must do their part. The AWAIR program lays out responsibilities for all levels of employees. Know your responsibilities.

***Identification & Control of Hazards**

All levels of employees will be responsible to identify and correct hazards through daily work area examinations. The safety committee will perform a documented safety inspection on an annual basis for the following work areas: Auto, Diesel, MLT, Art, Chemistry, Biology, Maintenance, Planetarium, Refrigeration, Mining Tech & Dental.

Inspections will be done by employees to identify any new hazards in their work area. Control measures will be developed and implemented with the department head or supervisor of that area. The safety committee may assist as needed. HCC also has an industrial hygienist on staff to provide monitoring and sampling as needed or requested.

Initial hazard assessments will be performed by the employee and department head or supervisor prior to the use of new products, equipment or procedures. This is to assure that potential safety and health hazards are controlled from the beginning.

After hazards are identified, they should be eliminated or abated to the degree that is feasible. The hazard should try to be engineered (guarding, ventilation, etc.) out first. Modification of tasks to reduce employee exposure must be addressed next. Administrative controls, such as job rotation, will be the third method applied. Finally, personal protective equipment will be the last resort after all feasible engineering, administrative and work practices have been implemented. Employee input will be solicited to develop a control measure.

Preventive maintenance will be performed on equipment as needed. Good housekeeping will also be implemented in all work areas at HCC and noted on the inspections done by the safety committee.

The Safety Committee will review work-related injuries and illnesses, as well as internal incident reports monthly to seek patterns and control measures for any persistent problems.

***Communication of the Plan:**

Safety information in the AWAIR program will be provided as follows:

1. The AWAIR program is available for all employees to review in the staff lounge. Speak to your Department Head or Supervisor.
2. All new employees are to be given training on the AWAIR program.
3. All college employees will be expected to attend and participate in annual safety training sessions.
4. Department heads and supervisors are expected to enforce safety rules and communicate directly with employees.

5. Safety meetings will be conducted monthly by the Safety Committee. Minutes will be kept and will be distributed by the Dialogue or email.

***Investigation and Correction of Workplace Hazards**

Employees ***must*** immediately report all workplace incidents or injuries to their department head or supervisor.

All incidents that cause injuries or property damage will be examined. All near misses, those events where injury or property damage does not occur, but could have if conditions were different, will also be investigated. Incidents and near misses should be reported immediately to your supervisor or department head. The supervisor or department head will contact the Safety Officer, so the incident may be investigated. Safety Officer will notify the Provost of all incidents.

Safety committee members (2 at a minimum), the supervisor or department head, and employee who was injured, if possible, will investigate the incident. Any contractors that were involved in the incident should also be represented. Ideally, investigating members will be briefed prior to the investigation. The investigation will be done using the Agency Claims Investigation form for both employees and non-employees and reviewed at the next safety committee meeting. Safety Officer will review with Provost.

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. Emergency response to the incident may also be reviewed.

***Enforcement of Work Practices and Rules**

Hibbing Community College 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 reoccurrence; it is not to fix blame. Once the cause(s) is identified, then corrective actions can be taken leading to prevention of recurrence.

Willful violations of safety rules will be taken seriously and may lead to discipline up to and including termination.

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

Employees are urged to THINK SAFETY and WORK SAFELY.

1. SAFETY RESPONSIBILITIES

The following responsibilities are guides for the various levels of employees at Hibbing Community College.

COLLEGE PROVOST

OBJECTIVES: Ensure all necessary steps are taken to achieve a safe and healthy workplace.

COMMUNICATION: Ensure communication of safety and health programs to all employees and ensure compliance.

MEANS: Authorize and provide a budget and resources necessary to equip and support safety and health including personnel, time, training, etc.

EFFORT: Follow safety rules at all times.

REVIEW: Review this program and any recommended revisions at least annually.

DIRECTORS / DEANS

EFFORT: Follow safety rules at all times. Demonstrate a personal interest in employee safety and health by communicating with all levels of employees and actively participating in safety and health programs.

PROGRAM EVALUATIONS: Discuss the results of any external inspections with Department Heads and supervisors and make them accountable for their safety responsibilities.

MEANS: Authorize and provide the resources necessary to equip and support safety and health including personnel, time, training, etc.

COMMUNICATION: Ensure compliance of the Safety and Health Programs pertaining to your area of supervision. Communicate any changes to department heads / supervisors.

REVIEW: Review all safety concerns brought forward by the safety committee, department heads or supervisors.

DEPARTMENT HEADS / SUPERVISORS

The role of the Department Heads and Supervisors in the Safety and Health Program are to guide and influence employees in work safety.

PERSONNEL: Be responsible for the safety and health of all personnel working in or passing through your area of supervision.

KNOWLEDGE: Know and enforce the safety rules & procedures that apply to your work area.

TRAINING: Ensure all employees, including work study students, receive safety training and are aware of the hazards in their work areas.

SAFETY OBSERVATIONS: Be alert for unsafe work practices or job conditions. Take immediate action to advise employees and correct conditions when unsafe situations are observed.

INSPECTIONS: Conduct visual inspections of work areas and/or job sites to detect unsafe conditions or hazards. Department Heads/ Supervisors shall act immediately to correct those unsafe conditions within their authority or to recommend corrections to higher authority. Suitable temporary precautions must be taken to protect employees until conditions are safe. Participate in all safety committee inspections for assigned area.

INCIDENTS and INJURIES: Report and investigate all incidents to Human Resources for employees, Business Office for non-employees and near misses to Safety Officer immediately. Cooperation with Human Resources, Business Office or Safety Officer shall be given as required.

PERSONAL PROTECTIVE EQUIPMENT: Evaluate the need for personal protective equipment for each job task. Be responsible for issuing, monitoring and controlling the use of this equipment. Wear personal protective equipment as required

ATTITUDE: Address all safety concerns raised by employees and determine if the concern is valid. Take appropriate corrective action whenever necessary.

EFFORT: Follow safety rules at all times.

EMPLOYEES

THINK: As you go about performing your daily duties, actively think about safety. If you are conscious of the hazards around you and plan, safety will happen.

PARTICIPATE: Participate in safety training sessions.

SUGGEST: The AWAIR Program is designed to seek and act upon employee suggestion; they are an important part of the program. Suggest ways to eliminate hazards.

FOLLOW: Follow safety rules or procedures at all times.

WORK: An employee's first priority is to perform each job task safely. If you are unsure how to perform the task safely, consult with the department head / supervisor.

REPORT: Report all incidents, including near misses, to your department head / supervisor immediately upon occurrence. Promptly report any safety and health hazards to your supervisor / department head. **When in doubt, report it.**

EFFORT: Follow safety rules at all times.

2. ALCOHOL AND OTHER DRUG USE BY COLLEGE EMPLOYEES

Hibbing Community College has developed a policy that is consistent with those mandated under the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools & Campuses Act of 1989. In an effort to provide a drug-free workplace and environment, Hibbing Community College prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substances or alcohol by its employees in the workplace or on college property.

See Hibbing Community College's Drug & Alcohol Policy on the HCC web page for details.

Refer to the various Drug Policies in the Union Contracts if applicable.

3. EMPLOYEE SAFETY CONCERNS

Employees may bring safety complaints and concerns to their immediate Department Head or Supervisor. If the employee feels that a safety complaint or concern has not been properly addressed, they may contact the next level of supervision (Dean or Director), complete a safety suggestion form located in mail room or bring to the safety committee/officer. Most concerns can be addressed satisfactorily by working with their immediate Department Head or Supervisor.

ACCIDENTS & INJURIES

1. EMPLOYEE PERSONAL INJURY

This section covers all employees of Hibbing Community College, including administrators, faculty, staff, and student employees, whether full or part-time, temporary or unlimited.

- a. Employees have the responsibility to notify their Department Head or Supervisor promptly about a work-related injury. The department head or supervisor will then notify Human Resources and the Safety Officer. When in doubt about reporting, report it.
- b. Each injury or illness that is work-related must be reported & documented. The following is a list of forms that the **SUPERVISOR OR DEPARTMENT HEAD** is responsible for ensuring completion. These forms are **required** to properly manage the injury.
 - **Workers' Compensation Program Information and Privacy Statement.**
 - Supervisor or department head provides employee with the above form.
 - Employee completes the form **before** any additional information is obtained.
 - Form available from:
 - Human Resources or
 - online at <http://www.nhed.edu/human-resources/forms.html>
 - Supervisor or department head returns completed form to Human Resources.
 - **Employee Statement regarding injury/illness/incidents.**
 - Supervisor or department head provides employee with the above form.
 - Employee completes the form (supervisor or department head may need to assist).
 - Form available from:
 - Human Resources or
 - online at <http://www.nhed.edu/human-resources/forms.html>
 - Submit the completed form within **24 hours** to Human Resources.
 - **Incident/Injury/Illness Data Form (IDF).**
 - Supervisor or department head provides employee with the above form.
 - Employee completes the form (supervisor or department head may need to assist).
 - Form available from:
 - Human Resources or
 - online at <http://www.nhed.edu/human-resources/forms.html>
 - Submit the completed form within **24 hours** to Human Resources.
 - **Agency Claims Investigation.**
 - Supervisor or department head provides employee with the above form.
 - Employee completes the form (supervisor or department head may need to assist).
 - Form available from:
 - Human Resources or
 - online at <http://www.nhed.edu/human-resources/forms.html>
 - Submit the completed form within **24 hours** to Human Resources.

Workers Compensation:

Generally, for an injury or illness to be covered by workers compensation, the condition must be caused, aggravated or accelerated by work activities or the work environment. Disabilities include those caused by traumatic incidents, as well as those attributable to the gradual effects of normal work activities or from exposure to hazardous materials.

These forms may also require completion for Workers Compensation.

- **Leave Supplement Form.**
 - Supervisor or department head provides employee with the above form.
 - Employee completes the form (supervisor or department head may need to assist).
 - Form available from:
 - Human Resources or
 - online at http://www.admin.state.mn.us/risk/forms/leave_supplement_form_09.pdf
 - Submit the completed form within **24 hours** to Human Resources.
 - **Workers' Compensation Employee Information Packet.**
 - Supervisor or department head provides employee with the above packet.
 - Human Resources may review the packet contents with employee, if necessary.
 - Form available from:
 - Human Resources or
 - online at <http://www.nhed.edu/human-resources/forms.html>
 - **Department of Public Safety Crash Records Request Form.**
 - Supervisor or department head provides employee with the above form only if there was a motor vehicle crash.
 - Employee completes the form (supervisor or department head may need to assist).
 - Form available from:
 - Human Resources or
 - online at http://www.admin.state.mn.us/risk/forms/crash_request_05.pdf
 - Submit the completed form to Human Resources.
 - **Report of Work Ability.**
 - Treating provider completes for the initial evaluation and for **all** follow-up visits and treatment related to the injury or illness.
 - Employee submits completed form to Human Resources.
 - Form available from:
 - Human Resources or
 - online at http://www.admin.state.mn.us/risk/publications/wc_employee_information_packet_10.pdf
 - online in Workers' Compensation Employee Information Packet at <http://www.nhed.edu/human-resources/forms.html>
 - Human Resources will provide the supervisor or department head with necessary results.
- c. Incidents occurring outside of normal business hours are to be reported to Human Resources and the Safety Officer the next business day. The employee who was injured, if possible, or the Hibbing Community College employee who was alerted of the incident will be responsible to report it.

Return to Work Program:

The **Report of Work Ability** will indicate whether the employee may return to work and also identify restrictions, if any. Return to work with restrictions shall specifically indicate medical restrictions to be followed by the employee and Hibbing Community College. Employees are required to give Human Resources a copy of each **Report of Ability Report** from all visits with a treating provider.

2. NON-EMPLOYEE PERSONAL INJURY

This section covers students, volunteers, visitors, contractors and any other person not employed by Hibbing Community College.

- a. If the injury is on college property, a General Liability Incident Report must be completed. Whenever possible, photos should be taken and attached to the General Liability Incident Report.
- b. If the injury happens in your work area, contact the business office to obtain a copy of the General Liability Incident Report or online at http://www.admin.state.mn.us/risk/insurance/Documents/GL_Incident_Report.pdf
- c. If the injury occurs in your work area, the department head or supervisor for that area should aid injured person in completion of the General Liability Incident Report. If the department head or supervisor cannot aid in completion of the form, contact the Business Office.
- d. Department heads or supervisors are responsible for reporting incidents to the Business Office.
- e. Incidents occurring outside of normal business hours are to be reported to the Business Office the next business day. The Hibbing Community College employee who was alerted of the incident will be responsible to report it.

3. EQUIPMENT OR MOTOR VEHICLE ACCIDENT REPORTING

- a. The **Motor Vehicle Accident Report form** must be completed for **every** crash involving:
 - An employee engaged in the operation of any college owned motor vehicle.
 - An employee engaged in official business with a privately owned vehicle.
 - College owned or rented equipment that an employee is using.
 - The form is available at http://www.admin.state.mn.us/risk/insurance/Documents/Motor_Veh_Acc_Rpt.pdf
- b. The employee must:
 - Ensure the form is accurate and complete in detail to the best of their knowledge.
 - Sign & date the form.
 - Within 3 days (immediately if possible), submit the signed report to the department head or supervisor.
- c. If the employee involved cannot complete these reports and the crash happened on college property, the immediate Department Head or Supervisor must complete and submit them as soon as possible to the Business Office.
- d. If the employee involved in the crash did not get a copy of the Motor Vehicle Accident Report form, complete the Department of Public Safety Crash Records Request Form available from the Business Office or online at <http://www.riskworkerscomp.admin.state.mn.us/Includes/pdf/CrashRequest05.pdf>

SAFETY TRAINING

Hibbing Community College's goal is to maintain a workplace that is free of hazards. Employees shall be provided with safety training on an annual basis, beginning with the safety orientation included in the New Employee Orientation Program. Employees are expected to become familiar with and comply with all safety rules and programs.

- a. The training of employees, whether permanent or temporary, shall begin with an orientation program which will acquaint them with college's safety programs.
- b. The department head or supervisor will be responsible to orient the new employee to the work area which may include identification & safe performance of tasks and work place hazards.
- c. Safety meetings may be presented by Department Heads, Supervisors, staff, faculty or vendors. The meetings provide participants with current information to update and enhance the technical expertise required to perform their job duties.

New Employee Orientation / Training:

The College Provost is strongly committed to providing new employees with an orientation that will familiarize them with the College's purpose, structure, functions and locations. Safety training is an important part of the new employee's orientation. Employees become familiar with safety programs and regulations. The orientation process may vary depending upon the job location. The safety portion of the orientation may include the following topics:

- AWAIR
- Employee Right-To-Know
- Bloodborne Pathogens Overview
- Fire Prevention/Fire Protection / Emergency Evacuation
- Hazardous Waste

SAFETY COMMITTEE CHARTER

FUNCTION/PURPOSE:

- * Provide recommendations for improving safety and health.
- * Documented investigation of all crash and incidents including near misses.
- * Review written safety programs annually and make recommendations for changes.
- * Promote and assist with safety training as needed.
- * Inspect & document high hazard work areas, at least annually, identifying workplace hazards & reviewing control measures.
- * Investigate & follow-up on reported safety hazards / concerns.
- * Investigate safety concerns as necessary.
- * Make safety recommendations to the Provost.

MEMBERSHIP:

- * Will vary each year.

REPORTING:

- * The committee will report to the College Provost.

MEETINGS:

- * Committee will meet at least monthly on pre-determined schedule.
- * Meetings will follow a prepared agenda; minutes will be taken and distributed via the HCC Dialogue or email.

GENERAL SAFETY PROCEDURES AND RULES

This section is not intended to be an all encompassing list of procedures and rules at Hibbing Community College; rather is intended to serve as a guideline for employees to use in developing specific rules and procedures.

Emergency Action Plan (29 CFR 1910.38)

The company must have an emergency action plan for alerting employees of dangers (fire, severe weather, etc.), establishing evacuation routes out of the facility, and accounting for all employees. If employees are expected to use fire extinguishers on incipient (initial phase) fires, employees must be provided training in the operation of fire extinguishers.

Hearing Conservation Program (29 CFR 1910.95)

High noise areas should be monitored to determine noise levels. If employees wear hearing protection (earplugs/muffs), it may be an indication that employees are exposed, at the very least, to noise in excess of the OSHA action level of 85 decibels (dBA). Their noise exposure may even be in excess of OSHA's noise limit of 90 dBA (both the action level and noise limit are 8-hour time-weighted averages). Repair shop employees who regularly use noise-generating tools and equipment are at most risk.

Lockout/Tagout (29 CFR 1910.147)

OSHA requires the control of hazardous energy which employees may encounter during the servicing and maintenance of machines and equipment is which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury.

Energy sources which may cause unexpected energization or release of stored energy are any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Specific examples of potential hazardous energy sources which may be found at a vehicle repair shop are hydraulic systems, air systems, ignition systems etc.

Confined Space (MN Rules 5205.1000)

A Confined Space is defined as a special configuration that could result in a dangerous atmospheric condition, difficult entry or exit, or engulfment. Confined Space entry means any action resulting in part of the worker being able to fit in the space not designed for continuous human occupancy, and includes any ensuing work activities inside the confined space.

Employee Right-to-Know (MN Rules 5206.0100)

All employees routinely exposed to hazardous substances, harmful physical agents (noise, heat, radiation) or infectious agents must be trained annually with specific requirements listed in the college's written Employee Right-to-Know program. The law also requires that MSDS's be kept on file, an inventory be performed, and products labeled.

Personal Protective Equipment (29 CFR 1910.132, 133,135,136,137,138)

The PPE standard requires employers to assess the workplace for hazards and select and require the use of PPE that will protect the employee, communicate decisions to employees, and assure that PPE fits each affected employee. Specific training is required including where, when and how to use PPE, limitations, care, maintenance, and life. Each employee must demonstrate understanding before wearing PPE. Written certification is required. PPE includes but is not limited to eye, face, respiratory, head, foot, electrical and hand protection.

Bloodborne Pathogens (29 CFR 1910.1030)

The Bloodborne Pathogen Standard requires exposed employees to be trained, and be offered the Hepatitis B Vaccine. It also requires an Exposure Control Plan be developed and implemented, and that exposure incident is documented and tracked.

Electrical Requirements (MN Rules 5205.0665)

Exposed noncurrent carrying metal parts of cord and plug connected equipment that may become energized shall be grounded if used near wet or conductive equipment, materials, or locations.

Machine Guarding (1910.211, 212)

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Examples of guarding methods are barrier guards, two-hand tripping devices, electronic safety devices, etc. Guards shall be affixed to the machine where possible and secured elsewhere, if for any reason attachment to the machine is not possible. The guard shall be such that it does not offer an accident hazard in itself.