



## INFORMATION LIBRARY

# WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

\_\_\_\_\_ Township

\_\_\_\_\_ County, Minnesota

## I. PURPOSE

The purpose of this program is to satisfy the requirements of Minn. Stat. § 182.653, subd. 8 by promoting safe and healthful working conditions.

## II. GENERAL POLICY STATEMENT

It is the policy of the town board to reduce the likelihood and severity of workplace accidents and injuries of town employees while remaining cognizant of the small number of employees and limited budget of the town.

## III. GOALS AND OBJECTIVES

1. To establish a workable accident and injury reduction program in the town.
2. To identify and communicate the responsibilities of town officers and employees for understanding and implementing the program.
3. To establish an environment in which town officers and employees are motivated to identify and correct potential hazards in accordance with the procedures set forth in the program.
4. To appropriately enforce the requirements of the program.
5. To annually review the program and make changes as the town board deems appropriate.

## IV. RESPONSIBILITIES

### 1. Town Officers

All officers of the town, whether appointed or elected, are responsible to share in the implementation of this program. Responsibilities include, but are not limited to, remaining watchful for potential hazards, immediately reporting potential hazards to the town board chair, participating in reviews of the program, making suggestions as appropriate for

improvements to the program, and taking prompt action on any safety related matter brought before the board for consideration.

2. \_\_\_\_\_

\_\_\_\_\_ is primarily responsible for the management of the program including, but not limited to, receiving reports of potential hazards, ensuring that potential hazards are corrected in accordance with the procedures set out in this program, ensuring that the program and its requirements are communicated to other town officers and employees, seeing that accident investigations are conducted in a timely fashion and any needed corrective actions are taken, and ensuring the required annual program review is completed. \_\_\_\_\_, with the consent of the town board, may delegate these duties to someone else.

**3. Employees**

The responsibilities of employees to this program include, but are not limited to the following: understanding all safety rules and policies; working in accordance with these rules; using necessary personal protective equipment, including appropriate protective clothing, and keeping the equipment in good repair; immediately reporting potential hazards in the workplace; maintaining the physical and mental standards necessary for the job; regularly inspecting the assigned work area and equipment and immediately reporting any unsafe conditions; performing preventive maintenance inspections on equipment used to perform the job and report any unsafe conditions or needed repairs; and immediately reporting all accidents involving property damage or injury.

**V. IDENTIFICATION OF HAZARDS**

The identification, analysis, and control of new or existing hazards, conditions, and operations will be achieved in two ways. First, at least annually the town board, or its designated representative, will conduct a review of the workplace to identify what reasonably could be perceived as hazards to employees. Second, while in the workplace all town employees, including town officers, will remain attentive to new potential hazards.

Once a potential hazard is identified, it should be corrected as soon as reasonably possible. All employees are expected to correct potential hazards, conditions, or operations they identify if they can do so without personal risk or significant cost. If an employee cannot easily correct the potential hazard, or if the employee is not certain if the situation constitutes a hazard, he or she must report the situation to the town board chair. The town board chair has the discretion to determine whether or not corrective action is needed and to take any necessary steps to correct the potential hazard. However, if the cost to correct the potential hazard exceeds the amount approved by the town board to be within the power of the town board chair to expend under this program, the town board chair must take remedial measures to reduce the risk of the potential hazard until approval for the needed expenditure

can be discussed for approval at a regular board meeting. If the chair is not certain as to whether a situation constitutes a potential hazard, he or she must raise the issue at the next regular board meeting for a decision on whether action is needed.

**VI. COMMUNICATION**

This document, and any subsequent updates, will be kept on file with the clerk and shall be communicated to each existing town officer and employee and well as any new officers or employees. All employees are encouraged to immediately report possible hazardous conditions and will not be retaliated against for making such reports.

**VII. ACCIDENT INVESTIGATION**

If a workplace accident or injury occurs, dial 911 immediately if emergency services are needed. If it is not an emergency, the employee should be directed to receive appropriate and timely medical attention. As soon as is practicable, the employee involved in the incident must notify the town board chair. If the employee was injured, a first report of injury form shall be completed and an employee information sheet shall be given to the employee as required under the workers' compensation laws. The town's workers' compensation claims representative must be notified within 5 days of the date of injury or the town may be subject to financial penalties.

The town board chair, or designee, upon learning of an accident or injury shall cause an investigation to occur of the situation. The investigation will include a determination of whether corrective action is needed and, if so, develop recommendations for implementing the corrective action. A report of the incident and any resulting corrective actions or recommendations for corrective action shall be made to the town board at a regular board meeting.

**VIII. ENFORCEMENT**

Every employee and officer is responsible for using safe work practices while working for the town including, but not limited to, any specific safety or health practices prescribed by the town board or the employee's immediate supervisor. Failure to follow safe work practices could result in disciplinary actions being taken against the employee. Employees are encouraged to ask the town board chair any questions they may have about this program, safe working practices, or the potential consequences for not following this program.

**IX. ANNUAL PROGRAM REVIEW**

At least annually the town board will conduct and document a review of this program. Included in the review will be documentation of how the requirements of the program are being met.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

By the Town Board:

\_\_\_\_\_  
Town Board Chair

Attest: \_\_\_\_\_  
Town Clerk

# ANNUAL REVIEW

## Workplace Accident and Injury Reduction Program (AWAIR Program)

The following constitutes documentation of the town board's annual review of its workplace accident and injury reduction program.

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- \_\_\_\_\_ 1. All town officers and employees are aware of the program and their responsibilities under it.
  - \_\_\_\_\_ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
  - \_\_\_\_\_ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
  - \_\_\_\_\_ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
  - \_\_\_\_\_ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
  - \_\_\_\_\_ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
  - \_\_\_\_\_ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

Additional Program Notes:

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Review completed by: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_