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# Management Plan for A Workplace Accident and Injury Reduction (AWAIR)



## New Prague Area Schools

### Management Plan for A Workplace Accident and Injury Reduction (AWAIR)

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## 1.0 Introduction

New Prague Area Schools 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. This 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. It has been documented that there is a strong link between active health and safety programs and low rates of occupational injury and illness. For this reason, and to assist in developing and organizing our specific health and safety programs such as Employee Right-to-Know and Bloodborne Pathogens, we have implemented this AWAIR program in our district.

## 2.0 Goals and Objectives

New Prague Area Schools 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:

- 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 using 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 at least quarterly.
- Assess internal and external resources that may be necessary (human, financial, outside resources) to implement this program.

## 3.0 Roles and Responsibilities

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

- **Administrators** (including board members, superintendent, principals, and business managers) shows 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.
  - Encourage employee involvement in environmental, health, and safety activities.
  - Conduct and/or support accident/incident investigations, and review accident/incident reports.
  - Require good housekeeping.
  - Require the district preventive maintenance program be established and followed.

- Train employees on what to do in emergency situations.
- Review the AWAIR program annually with input from the safety committee, make appropriate revisions, and communicate revisions throughout the organization.
- **Supervisors** show commitment to environmental, health, and safety by the following:
  - Learn and follow safety instructions.
  - Employee representatives participate in the safety committee.
  - Take the initiative to correct known or suspected unsafe conditions, or unsafe acts, if within your control or expertise.
  - 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 immediately upon occurrence.
  - 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 employer.
- **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 maintaining 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.
  - Review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to management.

#### 4.0 Hazard Identification, Analysis, and Control

New Prague Area Schools proactively identifies potential hazards, analyzes potential solutions, and implements controls as soon as feasible. To accomplish this, we:

- Conduct safety inspections of work areas on a regular basis:
  - Employees visually inspect their work areas on a daily basis.
  - The safety committee chairperson (or designee) conducts and documents workplace inspections periodically.
  - The safety committee conducts and documents inspections as needed.
- 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.

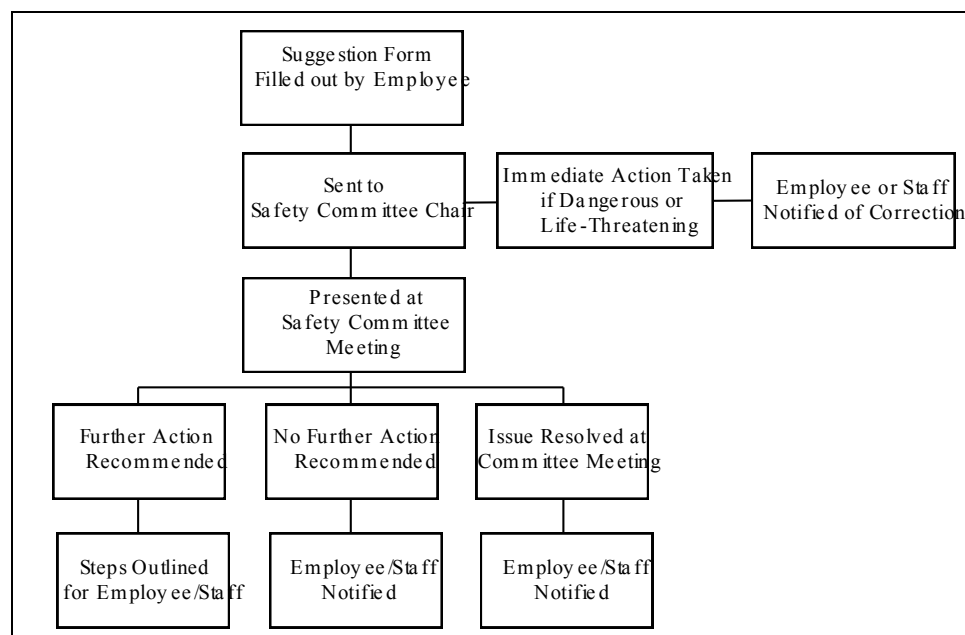
#### 4.1 Hazard Reporting System

New Prague Area Schools strongly encourages employees to report any unsafe equipment, practices, acts, or conditions. A safety suggestion form is provided for employees to use to report perceived unsafe conditions. Employees are asked to fill out the safety suggestion form and forward it to the safety committee chairperson. These forms are available in the break room, or you may contact the safety committee chairperson for a copy.

Once the form is received by the safety committee chairperson, he/she will determine if the concern is something that needs to be addressed immediately. If immediate action is warranted, the concern is addressed through the chain of command. If immediate action is not warranted, the concern is taken to the next safety committee meeting for review. Action taken is recorded in the safety committee meeting minutes, which are distributed following the committee meeting.

Regular updates on items in progress will be provided through safety committee meeting minutes. If it is determined that corrective action is not needed, this determination will also be communicated through the safety committee meeting minutes.

The district' system for tracking hazard corrections is depicted in the following chart.



This hazard reporting policy is distributed 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

New Prague Area Schools works to prevent and control potential hazards within and outside the buildings by utilizing the following hierarchy:

- Engineering Controls — 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. We also attempt to substitute, when feasible, non-hazardous substances, and low-hazard equipment. Guarding and ventilation are other examples of engineering controls.

- 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 another 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 Communication

New Prague Area Schools regards communication of safety and health issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever 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.

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 items.

### 5.1 Training

Employees will be trained initially and annually on the AWAIR program. 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;
- the 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; and
- 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.

## 6.0 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 District Nurse will complete the First Report of Injury Form and submit it. First Report of Injury forms are used to notify the Workers Compensation carrier. Recordable injuries are also entered on the OSHA 300 log by the District Nurse.

The purpose of the accident and injury investigation is to determine the cause of the accident and identify steps to take to prevent a similar accident. The purpose is not to assign blame. New Prague Area Schools 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. The Accident Investigation Team is responsible for the timely investigation of accidents and near misses and reporting the findings and recommendations to the Safety Committee. The Accident Investigation Team includes a member of the safety committee, a manager, an employee familiar with the process or equipment involved, and any contractors involved. It is preferable that team members have training about accident investigation prior to an incident. Qualifications for the Accident Investigation Team include one or more of the following:

- knowledge of general health and safety procedures
- knowledge of the physical building and equipment
- knowledge of the Accident & Injury Reduction Plan

Records that may be analyzed by the Accident Investigation Team include:

- Accident Reports
- Equipment Repair Records
- Inspection Records
- OSHA 300 Logs

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

The records are kept in the District Nurse office. Medical records will be confidential and kept with either Human Resources or the District Nurse.

Following are the procedures for implementing an accident investigation (after first aid or emergency care is given):

- Inspect the accident scene (take pictures, notes, secure the area, survey physical materials)
- Interview injured person(s) and/or witnesses using the Accident Investigation Form (be careful not to place blame on any individual)
- Determine the cause of the accident/near-miss, if possible
- Identify corrective action and take action to resume operations
- Prepare report
- Follow up with Safety Committee

## **7.0 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 Director of Operations.

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 result in disciplinary action. Upper management supports and encourages attempts to fairly and equally enforce rules. Enforcement is to be fair, consistent, and based on established policy. Negative behavior is discouraged, and positive behavior is reinforced.

Management and supervision obey the same rules as the rest of the workforce and set examples by their actions.

The following procedures will be used to enforce safety policies and procedures:

1. First Violation: An employee found in violation will be given a verbal warning. The employee will be provided with retraining on safe work practices for performing the task involved.
2. Second Violation: An employee violating safety policies for a second time will receive a formal written warning and will again be retrained on safe work practices.
3. Third Violation: An employee violating safety policies for a third time may be suspended without pay for one to three working days.
4. Fourth Violation: An employee violating safety policies for a fourth time may be terminated.

Following a formal written warning, if an employee works safely for two years without further safety violations, records of violations will be removed from the employee's personnel file.



Willful or gross violation of a policy which could result in injury to self, or other employees, may result in any stage of disciplinary action, up to and including immediate termination.\

New Prague Area Schools has six nurses on staff to provide first aid. Injured employees who require further care than initial first aid are directed to Mayo Health Systems - New Prague for care. Please reference the Emergency Action Plan for more information.

### **Bloodborne Pathogens**

For those employees designated under the Bloodborne Pathogen Standard, hepatitis B vaccinations will be available through New Prague Clinic. If an employee has had an occupational exposure to blood, a post-exposure evaluation and follow-up with the nurse in conjunction with the healthcare provider are the protocol. Please reference the Exposure Control Plan for BBP for more information.

### **Chemical Exposures or Other Injuries**

If an employee is injured because of contact with chemicals or other hazardous situations, the employee is directed to New Prague Clinic or Mayo. Please reference the management plan for Chemical Hygiene for more information.

### **Respirator Medical Evaluations**

For those employees who are required to wear respirators due to the potential for exposure to inhalation hazards, he/she will be covered under a Respiratory Protection plan, including an annual medical evaluation to determine if the employee is, in fact, fit to wear the respirator. Please reference the management plan for Respiratory Protection for more information.

## **8.0 Safety Committee**

New Prague Area Schools has established a joint labor-management safety committee. Meetings are held quarterly. Safety committee members have been selected by employees. There are more employee representatives than management representatives on the committee. Committee members can perform their duties without fear of discrimination or retaliation by management.

Roles and responsibilities of the safety committee are identified in Section 3.0. Minutes are documented and maintained in the Health and Safety files.

## **9.0 Program Review**

The AWAIR program is reviewed annually or more often if necessary. The primary goal of the review is to measure the organization's progress toward meeting its goal of recognizing and minimizing hazards throughout the workplace in order to reduce injury and illness to employees. An additional goal is to audit the program to determine whether the procedures used in the facility are consistent with those described in this program and if they are effective.

If the goals and objective have been achieved, new goals and objectives are set for the coming year to motivate managers and employees to work to further improve health and safety.

If the goals and objectives have not been achieved, the organization needs to determine why. If progress is not being made or is being made too slowly, the goals and objectives will be re-examined to determine if they are clear, concise, and capable of being measured or demonstrated. Alternatively, this may be an indication that there are serious problems with the overall safety and health program that need to be addressed.

The program review is documented on the review page at the beginning of this program.

# **Appendix A**

## *Personal Protective Equipment Hazard Assessment*

# New Prague Area Schools

## Occupational Assessment Tool

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 Person completing form: Sue Liebl

 Date: January 16, 2019

Employees exposed to hazardous chemicals, physical hazards and/or infectious agents are covered by an Employee Right-to-Know (ERK) Program. Check the appropriate hazards for each employee group:

<b>Employees exposed to the following as part of their work duties:</b>	<b>Custodial/ Maintenance</b>	<b>Science</b>	<b>Industrial Technology</b>	<b>Dining Services</b>	<b>Grounds</b>	<b>Mechanics</b>	<b>Health Services</b>	<b>Aquatics</b>
Hazardous Chemicals	X	X	X	X		X		
Temperature Extremes (hot and/or cold)	X		X		X	X		
Excessive Noise (≥ 85 dBA)			X		X	X		
Infectious Agents	X						X	X

If one or more boxes are checked for an employee group, that group is covered by the ERK Program

# **Appendix B**

*Health & Safety Program Acknowledgement Form*

# Health & Safety Program Acknowledgement Form

## EMPLOYEE ACKNOWLEDGEMENT

I have read, and I understand New Prague Area Schools AWAIR program, and other health and safety guidelines, and I agree to follow the safety rules it contains.

---

Employee Signature

---

Date

\* \* \* \* \*

## SUPERVISOR ACKNOWLEDGEMENT

I have instructed the above employee in the safe working practices for the position for which they have been hired as well as the AWAIR program.

---

Supervisor Signature

---

Date

\* \* \* \* \*

## REVIEWED AND VERIFIED BY SAFETY COMMITTEE MEMBER:

---

Safety Committee Member Signature

---

Date Verified

# **Appendix C**

## *Safety Inspection Report*

# Safety Inspection Report

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Inspectors: \_\_\_\_\_  
\_\_\_\_\_

GENERAL	O.K.	Action Needed	Person Responsible	Completed
OSHA Posters				
Emergency Numbers				
First Aid Kits				
Sanitary Facilities				
Drinking Water				
MSDS				
Required Signs				
Containers Properly Labeled				

PPE	O.K.	Action Needed	Person Responsible	Completed
Eye/Face Protection				
Gloves				
Apron				
Eye Wash Station				

EQUIPMENT/ELECTRICAL	O.K.	Action Needed	Person Responsible	Completed
Extension/Power Cords in Good Condition				
Grounded Tools/Cords				
Proper Ladders/Usage				
Junction Boxes Closed				
30" Clearance Maintained in Front of Electrical Panels				

HOUSEKEEPING	O.K.	Action Needed	Person Responsible	Completed
Aisles/Walkways				
Other Areas				
Sidewalks, Parking Lots Clear of Snow/Ice and/or Salted				

MEANS OF EGRESS	O.K.	Action Needed	Person Responsible	Completed
Enough Exits & Access to Exits				
Exits Unlocked				
Exits Clearly Marked				
Emergency Lighting				

<b>FIRE PROTECTION</b>	<b>O.K.</b>	<b>Action Needed</b>	<b>Person Responsible</b>	<b>Completed</b>
Extinguishers within 75 feet from everyone				
Extinguisher Locations Clearly Marked				
Extinguishers Properly Mounted & Accessible				
Extinguishers Fully Charged & Operational				
<ul style="list-style-type: none"> <li>When were they serviced in the last 12 months? Date: _____</li> <li>When was the last monthly inspection? Date: _____</li> </ul>				

<b>MATERIAL HANDLING</b>	<b>O.K.</b>	<b>Action Needed</b>	<b>Person Responsible</b>	<b>Completed</b>
Adequate Clearance in Aisles for Materials				
Tiered Materials Stacked Properly				
Tiered Materials Limited in Height				
Forklift Back-up Alarms Working				
Forklift Maintenance Up-to-Date				
Forklift Operators Trained				
Wheel Chocks being used in Loading Docks				

<b>HAZARDOUS WASTE</b>	<b>O.K.</b>	<b>Action Needed</b>	<b>Person Responsible</b>	<b>Completed</b>
Used Fluorescent Bulbs stored inside Closed Container				

Comments & Observations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# **Appendix D**

## *Safety Program Enforcement Record*

# Safety Program Enforcement Record

Date of Violation: \_\_\_\_\_ Time Violation Occurred: \_\_\_\_\_ a.m. / p.m.

Employee(s) Involved: \_\_\_\_\_

Duties of Employee: \_\_\_\_\_

How long has this employee worked here? \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Where did violation occur? \_\_\_\_\_

## TYPE OF VIOLATION

Please indicate the standards to which this safety violation relates. Check as many as apply to this case.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Housekeeping       | <input type="checkbox"/> Eye/Face Protection  | <input type="checkbox"/> Lockout/Tagout     | <input type="checkbox"/> Hand Protection      |
| <input type="checkbox"/> Using Faulty Tools | <input type="checkbox"/> Ladders              | <input type="checkbox"/> Materials Handling | <input type="checkbox"/> Machine Guarding     |
| <input type="checkbox"/> Electrical         | <input type="checkbox"/> Equipment Operations | <input type="checkbox"/> Hand & Power Tools | <input type="checkbox"/> Hazardous Substances |
| <input type="checkbox"/> Means of Egress    | <input type="checkbox"/> Other _____          |   |   |

Describe the specific circumstances surrounding this violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In your opinion, was this violation a result of (circle appropriate response):

Unsafe Act

Unsafe Condition

Both

For this employee, this violation was the (circle one):      First      Second      Third      Fourth

## SEVERITY OF THE VIOLATION

In the opinion of the safety officer, how would you judge the severity of the offense involved in this violation? (Circle one.)

Minor

Severe

Willful/Gross

Did this unsafe act or condition lead to any of the following situations (check all that apply):

- |   |  |                                    |                                    |
|---|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Injury to Employee or Others | <input type="checkbox"/> Property Damage | <input type="checkbox"/> Near-Miss | <input type="checkbox"/> No Damage |
|---|--|------------------------------------|------------------------------------|

## ACTION TAKEN RESULTING FROM THIS VIOLATION

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Employee Training | <input type="checkbox"/> Verbal Warning & Retraining | <input type="checkbox"/> Employee Suspension |
| <input type="checkbox"/> Written Warning   | <input type="checkbox"/> Employee Termination        | _____ (# of) Days Suspended                  |

Describe the nature of any injuries or property damage, or potential damage resulting from this violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What training or retraining was provided to the employee as a result of this safety violation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what action has taken place to correct this problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the employee understand the nature of this violation and why safety policies are important? (Circle one.)

Yes                      No

The undersigned have reviewed the nature of this safety violation and have discussed the reasons why New Prague Area Schools has taken enforcement measures in this situation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# **Appendix E**

## *Safety Suggestion Form*

## Safety Suggestion Form

Name: \_\_\_\_\_

Office: \_\_\_\_\_

**Safety Comment / Concern / Suggestion:**

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---

**Recommendation:**

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**Response:**

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Return to: Safety Committee Chair

# **Appendix F**

## *Safety Committee Meeting Minutes*

# **Appendix G**

## *Training Schedule & Records*