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**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

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## **A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM (AWAIR)**

### **I. EXECUTIVE POLICY STATEMENT**

Northland Community and Technical College is committed to providing a healthy and safe work environment for all its employees. Accidents and injuries are not only costly to the College and the individual workers, but are often disastrous to the future of their families. Northland's goal is to provide our employees with a work place free of recognized health and safety hazards in an effort to conserve our human and financial resources. It is our College policy that everything within reason will be done to maintain a safe workplace for all employees. Northland supports the concept of returning injured employees to work in a productive position within our college at the earliest, medically possible opportunity. We believe that each and every employee has a place in our accident prevention program and is expected to cooperate fully in all measures taken to control and prevent losses.

### **II. SAFETY AND HEALTH PROGRAM DESCRIPTION**

The objective of the health and safety program is to reduce employee accidents, injuries and illnesses through:

1. Maintenance of safe and healthful working conditions.
2. Insuring employee adherence to proper operating practices and procedures designed to prevent accidents, injuries and illnesses.
3. Observing, applying and complying with all Federal, State and Local safety regulations. Including, but not limited to:
  - Employee Right to Know Program
  - Personal Protective Equipment Standard
  - Lockout \ Tagout - Control of Hazardous Energy Program
  - Confined Space Entry Program
  - Hearing Conservation Program
  - Respiratory Protection Program
  - Bloodborne Pathogen Program
  - Asbestos Management Program
  - Hazardous Waste Management Program
  - Compressed Gas Safety Program
  - Laboratory / Chemical Hygiene Safety Program
4. Ensuring that each employee is properly trained and instructed in job procedures prior to job assignments.
5. Providing regular safety meetings for all employees as a means of obtaining new and updated information and training.
6. Conducting periodic safety and fire inspections to identify potential workplace hazards.
7. Conducting accident investigations to determine the cause of accidents and what actions are necessary to prevent similar accidents or future reoccurrence.
8. Implementing a management/labor (H&S) Safety Committee.

### **III. RESPONSIBILITIES FOR WORKPLACE ACCIDENT AND INJURY CONTROL**

Although safety is the responsibility of every employee, Northland Management Supervisors are ultimately responsible for the implementation, maintenance and enforcement of safety and health policies and procedures. These efforts will be in the form of employee education in safety

and health practices, periodic safety inspections of the facilities and work sites and college safety meetings to review safety concerns and provide a forum for employee education. Specific responsibilities/accountabilities for safety are as follows: Northland has appointed Cory Feller to be the College AWAIR Safety Officer.

**College Administration** - are responsible for the development, implementation and maintenance of the health and safety program. Administrators will assign specific safety responsibilities and establish accountability measures. They will provide or allocate the necessary resources (i.e. money, manpower, etc) needed to comply with all safety regulations and programs. Management will insure that accident investigations are conducted after every reported incident, regardless of whether an illness or injury occurred. These incident reports will be analyzed by managers to determine corrective measures for preventing reoccurrence. Administrators will support health & safety activities and training and also evaluate the health & safety programs on an annual basis.

**Supervisors** - are responsible for the overall safety of specific operations. These responsibilities include supporting safety efforts by setting a good example and by participating in safety training and safety activities (i.e. safety inspections, accident investigations), recognizing good or safe work habits, and consistently disciplining employees for safety violations and insure safe practices and procedures are followed.

**Employees** - are responsible for “day to day” work activities and are responsible for becoming familiar with and complying with all safety regulations / rules, following safe job procedures and notifying their supervisor/ Safety Officer in the event of an accident or identification of an unsafe work condition. Employees must be willing to cooperate with all aspects of the health and safety program.

#### **IV. SAFETY COMMITTEE**

The purpose of the safety committee is to assist in the detection and elimination of unsafe conditions and work procedures utilizing the following measures:

1. The Safety Officer will oversee or guide the committee and maintain records of committee activities. Copies of minutes shall be provided to:
  - Committee members
  - Employees (i.e. by posting on College web page, etc)
2. Employee representatives from each work / bargaining unit should be present at each meeting. In the event they are unable to attend an alternate should attend.
3. Employees shall select fellow workers from each work area / bargaining to represent them on the committee.
4. There must be greater employee representation than management on the committee.
5. A current list of the safety committee members must be posted in each building or facility (i.e. lounge or office) so that all employees know who to contact regarding H&S issues / topics.
6. The committee chair person shall be elected by the committee members.
7. The frequency of meetings shall be determined by the committee, but shall not be less than quarterly.
8. The date, hour and location of meetings shall be determined by the committee.
9. Meetings are to be formal (i.e. attendance & activity minutes recorded, an agenda shall be established prior to the meeting). Meetings should be held during contract hours and each meeting shall not exceed one hour.

**Scope of activities:** (i.e. suggested activities for meeting)

- Conduct and / or review safety inspections
- Assist in accident investigations to uncover trends
- Review accident / injury reports to determine means of eliminating accidents
- Accept and evaluate employee suggestions
- Promote and publicize safety and health
- Monitor safety program effectiveness
- Review job procedures and recommend improvements
- Set or establish annual safety goals or objectives

## **V. INSPECTIONS**

Safety inspections of Northland facilities will occur on a continual basis and may be performed by the safety officer, administrators, supervisors, consultants, insurance agents, government representatives and/or the safety committee.

## **VI. Northland SAFETY RULES AND STANDARD OPERATING PROCEDURES**

Each employee of Northland is part of the safety team. Coworkers are dependent on each person correctly performing their assigned duties. The keys to preventing accidents are; following safety rules and procedures by all employees, the proper use of all machines, equipment and personal protective equipment. The following rules are provided to help employees perform their jobs safely and correctly. **Compliance with these rules is required to help prevent injuries to individual employees or others and to prevent damage to property.**

These rules apply throughout the college, although some departments, because of their specialized work, may have special, additional rules. Employees are required to read all safety rules, and to know and follow them. A copy of the safety rules will be made available to each employee. Violations of safety rules or safety instructions may be followed by disciplinary action even though the particular violation did not result in an accident or injury. These rules may not be completely detailed or all inclusive; therefore, whenever unique or unusual problems arise or more specific information is necessary employees are to contact their supervisor.

1. Observe and obey all health & safety policies / rules.
2. Immediately report all injuries, illnesses or “near-misses” to your supervisor
3. “Horseplay” is prohibited.
4. Any misuse or intentional destruction of equipment, safety or emergency equipment is prohibited.
5. Observe and obey all warning signs / labels / posters.
6. Wear proper personal protective equipment required for the work area or task you are performing.
7. No smoking! Smoking is allowed in designated entrances.
8. Maintain a clean and orderly workplace. Practice “good housekeeping.”
9. Access to emergency devices, such as fire alarm pull stations or fire extinguishers, automatic sprinkler valves, eye wash stations, emergency showers, and electrical panels must be kept clear.
10. Keep emergency exits clear. Do not block doors or lock exit doors.
11. Follow lockout procedures and set-up procedures for all equipment. Do not expose yourself or others to the unexpected release of hazardous energy from electrical, hydraulic, pneumatic, gravity, chemical, thermal, potential or mechanical energy sources.

12. Follow safe chemical handling procedures. Safety Data Sheets (SDS) for the chemicals you work with or around are located on the college website at [Campus Safety & Security](#) under the Safety Data Sheets tab.
13. Know and follow proper lifting techniques / procedures. Use mechanical lifting devices / aids whenever possible.
14. Be aware of the specific hazards in your work area and become familiar with the methods used to reduce your exposure to these hazards.
15. Seat belts are required to be worn in all college vehicles and mobile equipment that is provided with roll over protective systems (ROPS).
16. Use of illegal drugs and alcohol will not be permitted on college grounds / property.
17. Jewelry shall not be worn around machinery or when electrical work is being performed. Jewelry can catch in machinery – causing serious injury or electrocution.
18. Loose clothing or long hair must not be worn around machinery – as it may become entangled in the machinery and cause serious injury or death. Remove and/or tie back all loose clothing and hair.
19. Inspect ladders and other equipment before using. Make sure the ladder is properly equipped (i.e. safety feet, load rating, etc) and free of defects (i.e. free of cracks, broken rungs, etc).
20. Never use makeshift scaffold or use chairs / desks, etc to reach high objects. Always obtain the right piece of equipment for the job.
21. Use tools only for their intended purpose. Do not use defective / damaged tools.
22. Never operate any machine or other piece of equipment unless you have been trained and authorized to use this equipment.
23. Always find out the safe way to do a job or task. If you do not know how to do something the “safe” or “correct” way – ask your supervisor!

## **VII. ENFORCEMENT**

Enforcement of health & safety policies / programs is critical if an effective health & safety program is to be achieved. The following progressive disciplinary procedure will be used to deal safety violations / infractions.

Any employee shall be subject to corrective disciplinary action for inadequate performance as well as abuse or disregard of policies. Corrective disciplinary action may include an oral warning; a written warning which shall be placed in the employee's personnel file; suspension; demotion; and dismissal. In most cases a written warning shall precede dismissal to correct inappropriate behavior; however, each case will be based on its own merits by the College Administration. Theft, use of mood-altering chemicals or controlled substances, unauthorized absence, falsification of records and abusive behavior are considered to be sufficient grounds for immediate suspension or dismissal.

When a violation calls for suspension and/or dismissal, such action will be taken only for just cause excluding a probationary dismissal. An established grievance procedure is available to those employees who feel they have been unjustly disciplined.

## **VIII. ACTION PLAN FOR IMPLEMENTATION**

### **A. EMPLOYEE TRAINING PROGRAM**

Written health & safety policies / programs will be developed. All affected employees will be notified of these policies / programs through written notification and/or employee training (i.e. staff meetings, in-services, new employee orientations, etc). All employees will have access to the health and safety policies / programs for review.

1. **Communications** – Specific written health & safety policies / programs will be developed. All affected employees will be notified of these policies / programs through written notification and/or employee training (i.e. staff meetings, in-services, new employee orientations, etc). All employees will have access to the health and safety policies / programs for review. Safety information will also be communicated through one-on-one safety meetings or contacts, safety meetings, posters, and/or bulletin boards. New employees will receive an orientation to the health and safety policies / programs, and special attention will be given to the programs that directly affect the employee's job duties. All training information (i.e. date, topics covered, instructor, attendance roster, etc) will be documented in the online training program.
2. **New employee orientation** - Orientation will begin the first day of employment for all new employees, rehires, part-time employees, and those transferred from different departments. The orientation program will include the College policies and rules and will provide a thorough safety briefing, as it relates to the job the employee will be performing. The employees' immediate supervisor or assignee will thoroughly instruct the employee in the specific safety and health requirements of each job before assigning the employee.
3. **Existing employee training** - Existing employee training will include:
  - Training on new hazards or operations
  - Training prior to all work assignments, including specific hazards
  - Annual refreshers on existing College safety programs
  - Specialized training would include, special processes, one time use of certain equipment, first aid training, emergency response training, etc.

## **B. HAZARD ASSESSMENT AND CONTROL**

Northland will conduct safety surveys of all departments and work sites on a periodic basis to determine potential hazards which may be encountered in the normal course of duty. Periodic follow-up surveys and/or environmental sampling may be conducted when it is believed employees may be exposed to hazardous materials in concentrations which may be above recognized OSHA standards. This sampling may be conducted by qualified individuals retained by the College. Results of the sampling will be provided to employees on a timely basis. Employees are encouraged to report potential hazards and unsafe conditions to their supervisor or lead worker. It will be the responsibility of the supervisor to verify whether or not a hazardous condition actually exists and to initiate corrective actions should they be necessary. It will be the responsibility of the supervisor to report noted hazards to the safety officer who will document the identified hazard and the corrective actions taken. This documentation will be kept on file with the safety officer or other College appointed individual. Once hazards are identified we will take measures to either eliminate the hazards by removing them from our operations or work sites or to control those hazards through:

1. **Engineering controls** - which would include replacing defective equipment, changing processes, utilizing different procedures or making additions or modifications to facilities, equipment or processes which would eliminate or control identified hazards.
2. **Administrative controls**- which will be implemented after all practical engineering controls have been reviewed, include: new procedures, limits on employee exposures, written policies and training.
3. **Personal protective equipment** - is the final method of controlling hazards and will be implemented upon review of engineering and administrative controls. Personal

protective equipment will be provided for all tasks that present risks which cannot be reasonably controlled using the other two methods. The use of PPE will always require administrative controls in the form of written policies and formal training of the employees exposed to the identified hazard.

### **C. ACCIDENT INVESTIGATION**

Northland recognizes that accidents do not "just happen", rather they are caused by a series of actions, steps or failures. Once these steps are identified, they can be eliminated or controlled. The purpose of accident investigations is not to place blame, but rather to determine the cause of the accident or "near miss" and eliminate the causative factors. Accident investigations begin with prompt reporting of accidents by employees. It is then the responsibility of the supervisor to insure that employees receive prompt medical attention as required. Basic information collected at the scene of the accident should be entered on the [Incident/Injury/Illness Data](#) form.

Supervisors have access to copies of these forms. Upon completion of the form it should be sent to the safety officer or other College appointed individual to review and corrective actions should be taken to prevent a reoccurrence. All workplace injuries and illnesses will be monitored by the safety coordinator or other College appointed individual. These injuries and illnesses will be recorded on the OSHA Log & Summary which will be posted on college bulletin boards each February. The safety officer, supervisors and Safety Committee will be responsible for monitoring these records to identify trends that may indicate previously unidentified hazards or additional training that may be required.

### **D. ACCOUNTABILITY**

All employees are responsible for safety;

**For employees** - accountability includes adherence to safety rules and procedures, using protective equipment as required, participation on the safety committee and prompt reporting of any hazard or accident.

**For Supervisors**- accountabilities include training new and existing employees in safe practices, enforcement of safety rules and procedures, prompt reporting and correction of hazards, accident investigations, department safety inspections, positive reinforcement of safe behavior and timely employee communications.

**For Administrators** - accountabilities include all of the areas required for supervisors with the addition of participation on the safety committee, reductions in injury rates and workers compensation costs, accident investigations, proactive elimination of hazards and demonstrated leadership in safety related matters.

### **E. ESTABLISHED GOALS**

The number one goal of the Northland Community and Technical College AWAIR program is to establish a safe work environment for all college employees. In order to measure the effectiveness of our program the company has established the following additional goals:

1. Reduction in lost work day incidence rate (LWDIR) which is calculated using the formula found below:
2. Reduction in workers compensation premium.
3. Reduction in accident reports filed.
4. Reduction in near miss accidents.
5. Actual documentation of hazards removed from the work place.

$$\text{LWDIR} = \frac{\text{\# of lost time injuries/illnesses per year} \times 200,000}{\text{total number of employee hours worked during the year}}$$

## **IX. ANNUAL PROGRAM REVIEW**

The safety and health efforts of NCTC are ongoing and will be reviewed and updated annually or as often as necessary to help us meet our program goals.