



City of Big Falls

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SAFETY AND HEALTH PROGRAM FOR THE CITY OF BIG FALLS

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ENDORSEMENT OF SAFETY AND HEALTH PROGRAM

DEPARTMENT	APPROVED BY:	TITLE	DATE
Operations & Maint.			
Fire Department			
1 st Responders			
City Hall			
Liquor Store			

The following safety program for the City of Big Falls was approved by the City Council at a regular meeting on _____, 2007.

Shawn Pritchard, Mayor

Joan Nelson, City Clerk/Treasurer

SAFETY PROGRAM VISION STATEMENT

The City of Big Falls wants to comply with the Occupational Safety and Health Act and provide each of our employees with a safe and healthy place of employment that is free from hazards that are capable of causing injury or illness.

DUTIES
AND
RESPONSIBILITIES

CITY OF BIG FALLS

COMMITMENT

“To provide each and every employee with a safe and healthy place of employment.”

MISSION

“To promote a cooperative environment where the city, supervisors and all employees can work towards the common goal of eliminating work place safety and health hazards.”

RESPONSIBILITIES

The City shall:

1. Provide visible and financial support to the safety and health program.
2. Establish and communicate those policies, programs, procedures, and practices necessary to protect employee safety and health.
3. Identify and communicate safety and health related goals and objectives.
4. Provide human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals, and objectives.
5. Assign accountability for the implementation of safety and health related policies, programs, procedures, goals, and objectives.
6. Ensure that managers and supervisors observe all safety and health related policies and procedures.

IMPLEMENTATION TOOLS

The City shall support the safety and health program by:

1. Funding the safety and health program as a budget line item.
2. Providing those items of equipment necessary to eliminate or control significant work place safety and health hazards.
3. Scheduling and conducting supervisor and employee training during normal working hours whenever possible.
4. Discussing safety and health related issues in staff meetings as a matter of routine.
5. Taking an active and visible role in supervisor and employee training.

ACCOUNTABILITY

The City shall:

1. Hold managers, supervisors, and employees accountable for their actions by adopting and enforcing a safety and health program compliance policy.
2. Audit the overall effectiveness of safety and health program at least annually.

SUPERVISORS

COMMITMENT

“To promote a culture of safety in the work place.”

MISSION

“To be a positive role model and safety advocate within their respective work unit.”

RESPONSIBILITIES

Supervisors shall:

1. Be knowledgeable of safety and health related regulations, policies, procedures, and work practices.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures.
3. Insure that new employees receive required physicals and training before conducting work.
4. Communicate safety and health related information and instruction to employees.
5. Ensure that all vehicles, machines, tools, and personal protective equipment are properly maintained and that unsafe items are immediately withdrawn from service for repair or replacement.
6. Perform periodic walk through safety inspections of their work unit.
7. Conduct accident and injury (including close-calls) investigations to determine root cause and appropriate corrective actions.
8. Consider and act upon unsafe condition reports and other safety and health related issues communicated by employees.
9. Acknowledge safe work practices.
10. Counsel and discipline (when necessary) employees who fail to observe established safety and health related policies, procedures, and work practices.
11. Communicate serious or unresolved safety and health hazards to the city and safety committee.

IMPLEMENTATION TOOLS

Supervisors shall have the right and authority to:

1. Allocate human and material resources necessary to implement and manage safety and health related policies, procedures, and practices within their work unit.
2. Request technical assistance and/or additional funds as required to evaluate and eliminate or control safety and health hazards.
3. Enforce employee compliance with established safety and health related policies, procedures, and work practices including the initiation of formal disciplinary procedures regarding employee violations.
4. Halt any work that exposes employees to an imminent danger.

ACCOUNTABILITY:

Compliance with safety and health related responsibilities may be assessed in any performance review.

EMPLOYEES

COMMITMENT

“To be an active participant in issues of work place safety and health.”

MISSION

“To work safely for ourselves, our families, friends, coworkers, and city.”

RESPONSIBILITIES

Employees shall:

1. Be knowledgeable of safety and health related regulations, policies, and procedures.
2. Be knowledgeable of work place safety and health hazards and hazard control procedures and practices.
3. Perform assigned work in accordance with established policies, procedures, and safe work practices.
4. Identify and properly eliminate or control all potential hazards when performing assigned work.
5. Properly wear, inspect, and maintain assigned personal protective equipment.
6. Inspect tools and equipment for damage and defects before each use.
7. Report all injuries, occupational illnesses (including symptoms of chemical overexposure), and accidents (including close-calls) to their supervisor.
8. Report unsafe conditions and acts to their supervisor and/or safety committee.
9. Communicate training needs and safety suggestions to their supervisor and/or safety committee.
10. Participate in work place inspections and hazard assessments.
11. Attend safety meetings and training sessions as required.

IMPLEMENTATION TOOLS

Employees shall have the right and authority to:

1. Review safety and health related information including, but not limited to, applicable regulations, policies, procedures, and Material Safety Data Sheets (MSDS).
2. Review their training, medical, and exposure records.
3. Verify hazard control procedures and practices when performing assigned work.
4. Be in sole control of hazardous energy sources when performing assigned work on machinery/equipment.
5. Report unsafe acts and conditions without being subjected to harassment or reprisal.
6. Refuse (in good faith) to perform assigned work, when the work exposes the employee to imminent danger, without being subjected to discipline or retaliation.
7. Refuse (in good faith) to perform assigned work, which they are not authorized or properly trained to perform, without being subjected to discipline or retaliation.
8. Refuse (in good faith) to perform assigned work, which they are physically incapable of performing, without being subjected to discipline or retaliation.

SAFETY COMMITTEE

COMMITMENT

“To eliminate work place hazards that are capable of causing significant injury or illness.”

MISSION

“To foster a spirit of open communication and cooperation in resolving all issues that pertain to employee safety and health.”

RESPONSIBILITIES

The safety committee shall:

1. Review the results of work place safety inspections to identify and analyze hazards.
2. Review accident and injury reports (including close-calls) to identify and analyze hazards
3. Review and act upon safety and health related concerns, suggestions, and needs communicated by employees and supervisors.
4. Review work place hazard assessments.
5. Conduct periodic walk-through safety inspections.
6. Identify and communicate specific safety and health related needs and improvements to the city, supervisors, and employees.
7. Perform an annual review of the safety and health program.

MEMBERSHIP AND RULES ORDER

1. The safety committee shall consist of the following:
 - City Clerk
 - Maintenance Supervisor
 - Fire Chief and Department Member
 - First Responder
 - Liquor Store Employee
2. The City Clerk shall serve as secretary and safety coordinator.
3. The safety committee shall establish and post goals and objectives.
4. The safety committee shall meet at least semi-annually, or more often if a need is established by the committee. The meeting dates and agendas shall be posted in advance.
5. The safety committee secretary shall take meeting minutes, and forward copies to the city council. These minutes shall be on file at the Big Falls City Clerk’s office.

IMPLEMENTATION TOOLS

The safety committee shall:

1. Meet at times as agreed upon by members of the safety committee, with hours compensated at normal rate of pay, or as comp hours.
2. Be authorized to spend the amount allotted for safety as approved in the general fund budget.

ACCOUNTABILITY

The safety committee shall prepare an annual report. The report shall be submitted to the city and posted for employee review. The report shall include:

1. A summary of progress made in meeting stated goals and objectives.
2. An analysis of accidents and injuries (including close-calls) that identifies recurrent hazards and means of prevention.
3. An analysis of any safety inspections performed.
4. Specific recommendations for the elimination of work place safety and health hazards.
5. Any stated goals and objectives for the coming year.

COMPLIANCE POLICY

All personnel shall perform assigned work in accordance with established safety and health related policies, procedures, and work practices. Failure to observe safety and health related policies shall result in disciplinary actions as per established policies and agreements.

IDENTIFICATION OF SAFETY AND HEALTH HAZARDS

POLICY

A hazard is any condition, act or event that has the potential to cause injury or illness. Supervisors and employees shall remain alert for (and report) work place safety and health hazards.

IMPLEMENTATION TOOLS

Four methods shall be used identify work place safety and health hazards.

1. Initial Assessment of Work Place Hazards.

The purpose of the assessment shall be to identify all potential work place safety and health hazards.

The assessment shall include a walk-through inspection of the work place and a review of employee job duties. Results of the survey shall be tabulated as an inventory of work place hazards. (Using form SP-1 or equivalent.)

The assessment shall be performed by an individual involved in the work unit. Results of the assessment shall be communicated to affected supervisors, employees and the safety committee.

2. New/Altered Processes, Equipment and Chemical Products

Potential safety and health hazards shall be identified and evaluated prior to:

- The start-up on new/altered processes or equipment.
- The use of new chemical products

The assessment shall be performed by individuals involved with the work unit. Results of the assessment shall be communicated to affected supervisors, employees and the safety committee.

3. Periodic Walk-Through Inspections

The safety committee shall conduct, at least annually, walk-through safety inspections. The inspections shall be accomplished using a safety inspection checklist.

All observed hazards shall be noted on the checklist. The inspection team shall correct unsafe items that can be corrected at the time of the inspection. Hazards that

need further attention shall be recorded on the form. The work unit supervisor shall initiate corrective actions for those items that could not be corrected during the inspection. Inspections results shall be available for inspection to all employees.

4. Employee Reporting of Unsafe Working Conditions

Imminent Danger

Employees shall not expose themselves to imminent danger.

- Imminent danger hazards that require immediate corrective action shall be reported to the employee's supervisor at once. The supervisor shall take immediate action to correct the hazard.
- If the supervisor does not immediately take corrective action, the employee(s) shall report the situation to the safety coordinator.
- Work shall not resume until the situation has been resolved.

Unsafe Conditions

The following procedure shall be used where a working condition is thought to be unsafe or potentially unsafe, but does not require immediate corrective action:

- The employee(s) shall fill out a hazardous condition report, being as detailed and specific as possible. The employee(s) shall note the location and cause of the unsafe condition, actions to be taken to correct the condition, and give the report to their immediate supervisor.
- The supervisor shall have five (5) working days to investigate the matter and take whatever corrective action, if any need to be taken. The supervisor may refer the matter to the safety committee within the five (5) day period.
- If the employee(s) disagree(s) with the action taken by the supervisor, or if no action is taken, the employee(s) shall refer the matter to the safety committee.
- The safety committee shall have up to thirty (30) working days to investigate the matter and identify appropriate corrective actions. The safety committee shall communicate its recommendations in writing to the city and the employee(s) that initiated the unsafe condition report.
- The city shall act upon the recommendations of the safety committee.

EVALUATION OF SAFETY AND HEALTH HAZARDS

POLICY

Safety and health hazards shall be evaluated to determine severity, root cause, and appropriate corrective actions.

IMPLEMENTATION TOOLS

Appropriate methods shall be used to evaluate work place safety and health hazards. Hazard evaluation methods shall include, but may not be limited to:

1. Hazard Analysis

As required safety and health hazards are identified by work place inspections, employee reports and/or accidents/injuries shall be evaluated to determine root cause, severity, and appropriate corrective actions. Form SP-4 shall be used to analyze work place safety and health hazards.

2. Job Hazard Analysis

A formal job hazard analysis shall be conducted as required to evaluate complex processes and work, severe hazards and/or recurrent accidents/injuries. Form SP-5 shall be used to conduct job hazard analysis.

3. Indoor Environmental Audits

Indoor environmental audits shall be conducted to assess indoor air quality, noise levels, lighting, and/or temperature and humidity as required by applicable regulations and work place hazards. Form SP-6 shall be used to record the results of indoor environmental audits.

Hazard assessments shall be conducted by a qualified individual (e.g. a person who has, by extensive knowledge, training, and experience, successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work, or project) and shall directly involve work supervisors and employees.

The results of hazard assessments shall be communicated to affected supervisors, employees and the safety committee.

HAZARD ELIMINATION/CONTROL

POLICY

Where practical and feasible safety and health hazards shall be eliminated rather than controlled.

IMPLEMENTATION TOOLS

Four methods shall be used to correct work place safety and health hazards.

1. Hazard Elimination

When practical and feasible, work place safety and health hazards shall be eliminated by changing processes, materials, and/or procedures in lieu of other control measures.

2. Engineering Controls

Effective engineering controls shall be the preferred method to control safety and health hazards that cannot be eliminated by changing processes, materials, and/or procedures. Engineering controls implemented by the City of Big Falls include, but may not be limited to:

- Ventilation and exhaust
- Guards and barricades
- Installation of sound absorbing materials
- Interlocks and other safety devices
- Installation of enclosures/devices that isolate employees from hazards
- Redesigning of work stations/areas

3. Administrative Controls

Administrative controls shall be used to control work place safety and health hazards when appropriate and feasible. Administrative controls implemented by the City of Big Falls include, but may not be limited to:

- Modifying work schedules to reduce employee exposure to toxic materials and/or hot environments.
- Implementing safety and health related policies, procedures, and work practices, including OSHA required safety and health programs. Where applicable, OSHA required safety and health programs include, but are not limited to: Hazard Communication Programs, Personal Protective Equipment Procedures, Respiratory Protection Programs, Hearing Conservation Program, Lockout/Tagout Program, Confined Spaces Program, Fire Prevention/Emergency Action Plan and Infection Control Plan.

- Providing employees with information and training as required by applicable regulations, work place hazard, and employee job duties. Employee information and training includes, but may not be limited to: Posted signs that warn employees of safety and health hazards, MSDS available for hazardous chemicals to which employees may be exposed, new employee safety training, and in service training of existing employees.

4. Personal Protective Equipment

When safety and health hazards can not be eliminated or controlled by other means, employees will be provided with and required to wear suitable personal protective equipment. Personal protective equipment including, but not limited to, hardhats, protective eye wear, gloves and protective foot wear shall be selected, inspected, used, and cared-for in accordance with applicable regulations and the manufacturer's instructions. Employees shall be responsible for the proper inspection, use, and maintenance of assigned personal protective equipment.

FACILITY MAINTENANCE

POLICY

Scheduled maintenance shall be used so far as practical and feasible to insure the safety, reliability, and availability of structures, equipment, and vehicles.

IMPLEMENTATION TOOLS

1. Facility Maintenance

Structures, equipment, and vehicles shall be inspected and maintained in accordance with applicable regulations, codes, and manufacturer's instructions.

All personnel shall report items in need of maintenance or repair.

Maintenance and inspection records shall be maintained on file as required by applicable regulations.

All replacement equipment and parts shall meet or exceed OM (original manufacture's) specifications.

2. Housekeeping

Maintaining a clean and sanitary work place is a shared responsibility and requires a team effort. Each supervisor shall assign housekeeping duties in their department.

ACCIDENT INVESTIGATION AND RECORD ANALYSIS

POLICY

Accidents and injuries can reoccur unless root causes are identified and corrected. All accidents and injuries (including close-calls) shall be investigated to identify root cause and appropriate corrective measures.

IMPLEMENTATION TOOLS

1. Records Management

The City shall maintain and periodically review: Employee Training Records, Reports of Accidents/Injuries, OSHA 300 log, Safety Inspection Reports/Audits, Accident Investigations, Lockout/Tagout Plans and Inspections, and Maintenance Records.

2. Reporting of Accidents and Close-calls

Employees are required to report all accidents and injuries (including close-calls) to the Department Supervisor. Supervisors shall report all accidents and injuries to the safety coordinator.

OSHA recordable injuries shall be reported to the City Clerk. The City Clerk shall be responsible for reporting and recording OSHA recordable injuries (including the processing of workers' compensation claims and compilation of the OSHA 300 log) in accordance with applicable regulations.

It shall be the responsibility of the City Clerk to report fatalities and accidents, which result in the hospitalization of three (3) or more employees, to the nearest OSHA office within 8 hours.

3. Accident/Injury Investigation

Department supervisors shall be responsible for promptly investigating all accidents and injuries (including close-calls) to identify root cause as resulting from an unsafe act or and unsafe condition, and appropriate corrective actions shall be taken.

4. Analysis of Accidents and Injuries

The safety committee shall record and analyze information on accidents and injuries (including close-calls) to identify recurrent hazards. The safety committee shall communicate it's analysis and any recommendations to the city, supervisors and employees.

EMPLOYEE INFORMATION

POLICY

Employees shall be provided with adequate and effective safety and health related information.

IMPLEMENTATION TOOLS

1. Employee Rights Under the *Occupation Safety and Health Act*

Employees will be informed of their rights under the Occupational Safety and Health Act by posting the “OSHA Poster.” The OSHA poster shall be posted at the City office and the Liquor Store.

2. Work Place Injuries and Illnesses

Employees shall be informed of work place injuries and illness by posting of the OSHA 300 A Log for the previous year between February 1 and April 30 of each year. The OSHA 300A Log shall be posted at the City office.

3. Employees shall be provided access to safety and health related information, including but not limited to: OSHA standards, Material Safety Data Sheet, and safety and health related policies and procedures. Safety and health related information shall be available for employee review at the City office. The City Clerk shall be responsible for posting or making available the above information.

4. Access to Medical Records and Exposure Records

Any employee medical records or personal exposure records maintained shall be on file at the City office.

5. Access to Training Records

Employee training records shall be maintained and are on file at the City office.

6. Warning Signs, Labels, and Tags

Appropriate signs, labels, and tags shall be used to communicate work place hazards and safety and health related information.

EMPLOYEE TRAINING

POLICY

All employees shall be provided with effective safety training and instruction as required by work place hazards, employee job duties, and applicable regulations.

Supervisors shall evaluate the effectiveness of training and take appropriate actions to correct skill and knowledge deficiencies.

IMPLEMENTATIONS TOOLS

1. New Employees

All new employees shall be provided with effective safety training and instructions as required by work place hazards, the employee's job duties, and applicable regulations. The training shall be completed before new employees perform assigned work. All records of such training will be kept on file at the City office. New employee safety training and instruction shall include, but may not be limited to:

- Information on safety and health related policies, procedures, and practices.
- Instruction on the identity and nature of work place safety and health hazards, including hazard control procedures and practices.
- Instruction on specific job duties including safe work practices.
- Instruction on emergency procedures.

2. In-Service Training of Existing Employees

All existing employees shall receive topical and refresher training as required by applicable regulations, the introduction of new hazards, or work practice deficiencies.

3. Training Effectiveness Shall be Evaluated by:

- Work place safety inspections.
- Employee compliance with established policies, procedures, and work practices.

EMERGENCY PREPAREDNESS

POLICY

The City of Big Falls shall be prepared for all reasonably foreseeable work place emergencies.

IMPLEMENTATION TOOLS

1. Fire and Emergency Prevention
The City of Big Falls has established specific procedures and responsibilities to prevent fires and other emergencies in a fire and emergency prevention plan.
2. Emergency Equipment and Egress
Emergency equipment, including but not limited to: exits and exit ways, fire extinguishers, and first aid kits shall be installed, inspected, and maintained in accordance with applicable regulations.
3. Employee Emergency Action Plan
Procedures to be followed by employees in the event of a fire or other emergency are established in the Employee Emergency Action Plan.
4. Employee Training
Employees shall be trained for assigned emergency response actions and duties in accordance with applicable regulations. This information and training includes, but may not be limited to:
 - Actions and duties established in the emergency action plan.
 - Fire prevention and the use of portable fire extinguishers.
5. Emergency Response
Local emergency response agencies shall be informed of work place safety and health hazards in accordance with applicable regulations.

ANNUAL PROGRAM AUDIT

POLICY

The effectiveness of the safety and health program shall be assessed by an annual audit.

IMPLEMENTATION TOOLS

The safety committee shall perform an annual audit of the safety and health program.

The goal of the audit shall be to improve overall program effectiveness by identifying specific needs and deficiencies. Specific recommendations for improving the program shall be made through updated goals and objectives. Form SP-9 shall be used to complete the audit.

The safety committee shall communicate the results of the audit to the city, supervisors, and employees.