



SAFETY PROGRAM

St. Cloud Technical and Community College AWAIR Program

May 23, 2023

ST CLOUD TECHNICAL AND COMMUNITY COLLEGE AWAIR Program

Safety Program

St. Cloud Technical & Community College understands there is a strong, documented link between active safety and health programs and low rates of occupational injuries and illnesses. Companies with effective safety and health programs have significantly lower injury and illness rates than those that do not. Secondly, a comprehensive safety and health program such as this one helps to organize all of the hazard-specific safety and health programs we are required to have, which, in our case includes the following: Employee Right-to-Know, hazardous communications, emergency preparedness, personal protective equipment, respiratory protection, forklift operator training, fire extinguisher, hearing conservation, lock-out/tag-out, safe electrical work practices, bloodborne pathogens, first aid, AED and CPR. Safety and health programs are similar to quality improvement and other efforts companies engage in to continually improve performance, customer service, competitiveness, and organizational culture. This safety program was written to comply with the requirements of Minnesota Statute 182.653 subd. 8, known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs like this one, developed to comply with the act are often known as AWAIR Programs.

Roles and Responsibilities

Everyone, including Leadership, department heads, director's and frontline supervisors, is responsible for making the safety program work. Everyone at St. Cloud Technical & Community College should be able to explain what his or her role is in creating and maintaining a safer and healthier workplace.

The assigned responsibilities are the following:

For Everyone at St. Cloud Technical & Community College:

All employees, including directors, department heads and supervisors, must always follow safety rules.

For Employees:

- Employees must promptly report any safety and health hazards they observe to their supervisor, safety committee representative or other levels of management.
- An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor or Department Head.

- Employees must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
- Employees must report all accidents, including near misses, to their supervisor immediately upon occurrence.

For Supervisors:

Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff meetings, tool box talks or pre-project meetings.

- Supervisors should address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety committee or Safety & Security Director.
- Immediately upon learning of an accident or near miss, the supervisor must initiate an investigation and submit the completed accident investigation report to the Safety & Security Director.
- Supervisors will actively and positively participate in all safety committee inspections of their assigned areas.

For the Safety & Security Director:

- The Safety & Security Director will serve as the lead person in the organization for safety and health issues and will also serve as chairperson of the safety committee.
- The Safety & Security Director must review all accident investigation reports with the safety committee and take appropriate action to prevent recurrence.
- The Safety & Security Director will coordinate, in cooperation with first-line supervision, all safety training required by regulation or identified by management, supervision, or the safety committee as a need to assure a safe workplace.
- The Safety & Security Director will recommend improvements in physical plant, machinery, equipment, raw materials and personal protective equipment to management, supervision, and the safety committee.

For the Safety Committee:

- The Safety Committee will conduct at least quarterly meetings and area inspections to review accident reports, identify hazards and address all safety concerns raised by employees, first-line supervision or the Safety & Security Director.
- The Safety Committee will review this safety program annually per the requirements of the statute and make recommendations concerning updates and revisions to the program to SCTCC Leadership Council.
- Safety Committee members will each represent their work area and, therefore, should address all safety concerns brought to them by their co-workers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary, and appropriate, bring the issue to the Safety & Security Director or to the Safety Committee.

- Other duties include:
 - Providing input for the creation of workplace safety and health rules;
 - Presenting safety and health information at regularly scheduled staff meetings, contractor orientation, pre-project meetings; and
 - Assisting in accident investigations.

For Leadership Council:

- Leadership Council will communicate to all employees and supervisors the importance of worker safety and health throughout the organization.
- Leadership Council shall review all safety concerns brought forward by the Safety & Security Director and/or the Safety Committee and take appropriate action.
- Leadership Council shall review this program and any recommended revisions from the Safety Committee at least annually per the statute requirements, make appropriate revisions and work with The Safety & Security Director, the Safety Committee and frontline supervision to communicate the revisions throughout the organization.
- Leadership Council will provide employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished.
- Leadership Council will demonstrate the importance of this safety program by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, rewarding excellent performance in safety and health and by following all safety rules.

Hazard Identification, Analysis and Control

Methods

Two methods used to identify hazards include walk around inspections and formal job hazard analysis. Checklists can serve as a good starting point to assist in identifying workplace hazards and can be customized to specific needs or areas of concern. Job hazard analysis is a step-by-step method of identifying the hazards associated with a particular job or task and to include employee(s) who normally performs the job being analyzed. Regardless of the method used, St. Cloud Technical & Community College will combine expert opinion about safety and health hazards with input from either a cross-disciplinary team, subject material expert, or at least one employee who works directly with the process or equipment in question. Hazard identification will be done to identify both newly developed hazards and those previously missed. St. Cloud Technical & Community College will also conduct industrial hygiene monitoring and/or sampling for agents such as hazardous substances, noise and heat as required by law. Owner's manuals and manufacturer guidelines in the safe operation, care and maintenance of equipment and machines will also be used for hazard identification. Additionally, St. Cloud Technical & Community College will have State of Minnesota Risk Management personnel and/or contracted safety and health professionals conduct walk around inspections to identify hazards, conduct

industrial hygiene monitoring and recommend corrective action as needed to compliment in-house talent or when such services are out of the scope of in-house talent.

One of the tools used to identify hazards is the use of an inspection or safety audit checklist. Checklists are provided to each Department to be completed in their areas after an inspection is completed.

New Equipment/Processes

Initial hazard assessments will be performed prior to the introduction of new materials, equipment or processes to the workplace, or before major changes are made to processes, equipment or the work environment. These assessments will be performed by SCTCC employees and consultants. This is to assure employees will be protected from potential safety and health hazards from the beginning.

Reporting Hazards

All St. Cloud Technical & Community College (SCTCC) employees should know how to report workplace safety and health hazards and to expect that they will be evaluated and corrected if a hazard exists. In order to do that, SCTCC has developed a reporting system using either personal notification to their supervisor, Department Head or the Safety & Security Director or by completing an SCTCC Maintenance request and submitting it electronically found at, <https://www.sctcc.edu/employees>, under “Maintenance Work Order.” SCTCC also gives employees the authority and ability to correct hazards such as housekeeping issues or other hazards that the repair of would not expose them to injury or would be beyond the scope of their training or expertise. For example, moving clutter stacked in front of a fire extinguisher or exit door, removing a tripping hazard, or wiping up a non-chemical spill are acceptable to do. Conducting repair or maintenance you are not trained to do or would require locking out a power source, could expose you to electrical shock, repairing a machine guard, using tools or equipment you do not normally use for your job including powered tools, non-powered tools and ladders or placing any part of your body in the moving part of a machine for any amount of time is not acceptable to do on your own.

Abating or Fixing Hazards

After hazards are identified, they will be eliminated to the degree which is feasible. Standard safety engineering hierarchy for controlling hazards will be used. The hierarchy is as follows:

1. **Engineer** the hazard out. These engineering controls could include machine guarding, guardrails, ventilation, or raw material substitution as examples. All engineering controls will be exhausted before other measures are taken.
2. **Work Practice Controls.** This is a technique for employee protection and involves modifying tasks and jobs to reduce employee exposure to hazards. This could include using water to keep airborne dust levels down or keeping lids on solvent containers.
3. **Administrative Controls.** An example of an administrative control maybe to use job rotation (perhaps for a repetitive job) or using a tool (push stick, for example) to reduce employee exposure to a hazard.

4. **Personal Protective Equipment.** This is this should only be used as a last resort, after all feasible engineering controls and work practices have been implemented. Examples of personal protective equipment would include items such as: respirators, gloves, safety glasses, hearing protection, etc.

Employee input about abatement techniques will be sought. We believe employees may be able to provide insight regarding equipment and work procedures or have their own ideas about how to abate the hazards. Employees are often familiar with the history of the process and what measures might have been tried in the past.

Regular preventative maintenance of equipment is also important to prevent creating hazards. Items we have part of a regular maintenance/inspection schedule are: forklifts, hoists and cranes, exhaust fans and belts and pressure vessels. There is other equipment within our facility that requires regularly scheduled maintenance or integrity checks per manufacturer's guidelines, which is conducted by Facilities Maintenance and/or trained Program Faculty. Proper housekeeping methods are also used to reduce health hazards by reducing for example, airborne dust levels. Housekeeping is the responsibility of every employee, in addition to the Facilities Maintenance Team.

Communication and Training

A written safety and health program is just words on paper if employees are not aware of the program. Employees cannot follow safety rules, identify hazards, use correct work procedures or protective equipment or work to achieve safety goals if they do not have the necessary knowledge to do so. If employees are afraid to discuss safety and health concerns with management or have no clear method of reporting their concerns to management, safety and health hazards can go undetected. Uncorrected hazards can adversely affect employee morale and productivity. With that in mind, St. Cloud Technical & Community College has asked employees to read this safety policy so they are aware the company does address worker safety and in fact has a plan on preventing injury, identifying hazards, enforcing safety rules and training employees on how to do their work safely.

St. Cloud Technical & Community College will give a written copy of this program and verbally go over the content of this program:

1. With each new employee, prior to them beginning work.
2. Whenever management notices deficiencies in work practices.
3. Whenever the contents of this program change.
4. Whenever new processes or procedural changes are implemented that affect safety.

Hazard Specific or Position Specific Safety Training

In addition to this safety program, employees will receive additional safety training that is specific to a particular hazard or specific to safety rules for their position. Some of these

programs require annual training according to state and federal regulations. Those subjects/programs requiring *annual* training are the following:

1. **Minnesota employee right-to-know**, which includes training on:
 - a. Hazardous substances you may work with
 - b. Harmful physical agents such as noise, heat, radiation, cold, etc.
 - c. Infectious agents such as HIV, hepatitis, things that are “catchy”
2. **Fire extinguisher use**
3. **Bloodborne pathogens**, if you have occupational exposure
4. **Lock-out-tag-out** *if* annual review of energy control procedures shows a change in procedure, then the annual review is required.
5. **Occupational noise**, if you are part of a hearing conservation program
6. **Respiratory protection**, if you are required to wear a respirator for your job.
7. **First Aid, AED and CPR certifications**, for employees on the Emergency Response Team.
8. **Electrical safe-related work practices** (for certain occupations).

Other Safety Subjects Requiring Training

Forklift operator training

Each driver must be re-evaluated at least once every three years to assure he or she can operate the forklift safely. Refresher training (including evaluation) must be conducted whenever an employee is observed operating a truck unsafely, there is an accident or near-miss, an employee fails his or her evaluation, the employee is assigned to operate a different type of truck or when there are changes in the workplace that affect safe forklift operation. The employer must also certify that the training and evaluation is completed.

Personal Protective Equipment (PPE)

Employees required to wear personal protective equipment will be trained in the following: when PPE is necessary; what PPE is necessary; how to properly put it on, take it off; adjust, and wear PPE. Employees will also be trained on the limitations of the PPE and the proper care, maintenance, useful life and disposal. Employee's will be retrained when their knowledge or use of personal protective equipment indicate that the employee has not retained understanding or skill of assigned equipment. Other circumstances where retraining is required include changes in the workplace that render previous training obsolete; or changes in the types of PPE to be used has changed. St. Cloud Technical & Community College pays the full cost, up to the allowable amount as defined in SCTCC Policies and Procedures, of PPE we require employees to wear. This follows Minnesota Statute 182.655 Subd. 10a.

Emergency Procedures Plan

St. Cloud Technical & Community College designates and trains employees to assist in a safe and orderly evacuation of other employees in the case of emergency. SCTCC will review the emergency action plan with each employee when the plan is developed, at hire, when the employee's responsibilities under the plan change; or when the plan is changed.

Ergonomics

Ergonomics is the science of adapting the job and/or the equipment and the human to each other for optimal safety and productivity. St. Cloud Technical & Community College will use ergonomic principles to recognize, evaluate and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition and lifting. SCTCC uses tools developed by Federal OSHA which is found at: www.osha.gov/SLTC/ergonomics.

Violence

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However, workplace violence is a growing concern for employers and employees alike. At St. Cloud Technical & Community College, we will train employees according to the tools currently available for workplace violence prevention through Federal and Minnesota OSHA which are found at: www.osha.gov/SLTC/workplaceviolence.

Training Documentation

St. Cloud Technical & Community College will use electronic documentation to show safety training was done. We will provide the following information on our training records:

1. The date(s) training was conducted.
2. The name, title and qualifications of the person who conducted the training.
3. The names and job titles of the employees who completed the training.
4. A summary or outline of the training.

Training records will be retained/stored electronically through ELM and paper copies of training and certifications will be maintained and filed by the Director of Safety & Security.

Other Safety Communication

In addition to formal training, St. Cloud Technical & Community College will communicate job safety and health information to employees using the SCTCC website, video display, newsletters, electronic communication, posters, one-page fact sheets, safety promotional activities, Lunch box talks and modeling behavior for employees by managers and supervisors.

Accident Investigation

Accident investigation is a key component of a safety and health program. The goal of our accident investigation is to identify and prevent hazards. It is not to affix blame. Accident

investigations will be a team effort including supervision and at least one member familiar with the processes or equipment involved in the incident. Any contractors that were involved should also be represented on the team. Accident investigation forms are available from the Safety & Security Director and on SCTCC's website.

Three causal levels will be investigated including the following:

1. **Direct Causes.** These are the immediate causes of the injury, illness or damage. An example could be hazardous materials or energy (e.g., electrical, potential energy or heat) that caused the injury or damage.
2. **Indirect Causes.** These are unsafe acts and conditions that caused the hazardous material or energy, for example to exceed safe limits.
3. **Basic Causes.** Causes that contribute to the creation of the indirect hazards. These can include poor management policies, personal factors or environmental factors.

Accident Investigation Questions

Some possible questions to ask during an accident investigation include the following:

- Who was involved in the event?
- Who witnessed the event?
- What happened?
- What was abnormal or different before the accident occurred?
- When did each event in the incident occur?
- Where did the hazard first occur?
- How and why did an event take place?

Enforcement of Safety Program

Responsibility for safety and health exists at all levels here at St. Cloud Technical & Community College. Safety rules need to be enforced. Leadership, supervisors, department heads, Safety Committee members and the Safety & Security Director will monitor employees to assure engineering controls (guards etc.) and personal protective equipment are correctly used and procedures correctly followed. These individuals are trained to reinforce positive behavior, yet correct negative actions and attitudes. St. Cloud Technical & Community College has a progressive discipline policy. Violations of SCTCC's safety policy may be managed through this discipline policy.

Safety Goals for this Year

St. Cloud Technical & Community College's safety goals for this year were determined by the Safety & Security Director. All employees were informed of our goals. Our safety goals are: To be set by Safety Committee at initial meeting in fall of 2023.

Safety Program Review

St. Cloud Technical & Community College will review this safety program annually, as is required by Minnesota State Statute. Program review is vital because it serves as a check to see if the organization is making progress toward our goal of creating a safer, healthier workplace for all employees. The following items should be reviewed on an annual basis:

Review company safety goals for the year, determine if they were met. If they were not met, we will determine why.

1. Set new goals for the coming year. After the evaluation process is completed, this program and our other safety and health programs should be updated to correct shortfalls, and to reflect the real procedures used in the organization.
2. Whether the procedures used in the facility are consistent with those described in this program and if they are effective. For example, if there are injuries and illnesses occurring from hazards that have not been identified or controlled through the methods described in our safety programs, we need to determine if the methods are being used in our facility correctly and as described in our written programs and training materials. If the methods are not being used or being used incorrectly, we need to determine what barriers are present that prevent the correct application of methods.
3. Review of injury and illness log (OSHA 300 log) and the accompanying *First Report of Injury* forms will be examined for trends, such as similar injuries to employees with similar job duties, similar causes of injuries and illnesses or departments with higher than average injury rates. Accident investigation reports are also be reviewed.

Safety Committee

In accordance with Minnesota Statute 182.676, St. Cloud Technical & Community College has a joint labor-management safety committee. Safety Committee members can perform their duties without fear of discrimination or retaliation by management. The requirements for our committee in addition to the duties outlined earlier in this program are to:

1. Hold regularly scheduled meetings and keep documented minutes of the meetings.
2. Have the employees of this company select their safety committee members.

Current SCTCC Safety Committee members are:

Linde Althaus MSCF

Leanne Pearson AFSCME unit #7

Carol Brewer Safety Officer

Rita Dingman MSCF

William Tuoy-Giel MMA

Kelly Halvorson MSCF

Ryan Haws AFSCME unit #6

Julie Simonson Commissioners Plan

Jason Theisen Facilities Representative

Bill Hutchison, MMA

Shannon Lindboe, DEED

Karen Schlangen, Career Services

