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## **CEDAR VALLEY SERVICES, INC./SMART AWAIR POLICY**

- A.** Cedar Valley Services, in an effort to minimize the pain and financial loss associated with work related injury has implemented a program recognized by Minnesota OSHA as an AWAIR (Workplace Accident and Injury Reduction) program. The AWAIR program describes:
1. The role of management in establishing, measuring and maintaining participation.
  2. The methods used to identify, analyze and control hazards.
  3. The means of communicating the plan to employees and how they will be made aware of hazards.
  4. How accidents will be investigated and corrective action taken.
  5. How safe practice and rules will be enforced.
- B.** An effective AWAIR program calls for the commitment of management to providing training and resources to maintain a safe work place. Cedar Valley Directors, meeting a minimum of once per month will maintain the Safety Report as a standing agenda item. This report will consist of training issues, hazard identification, analysis of safety related data, the status on current worker compensation claims and other safety matters. The report will be presented by the safety officer. The AWAIR program will be reviewed and evaluated by the management team annually.
- C.** Training. A copy of the written AWAIR program will be distributed to all management staff, posted for reading by other personnel, verbally shared with all personnel in conjunction with Right to Know Training and the plan will be made available to any personnel upon request.
- D.** Safety Committees. Each division of Cedar Valley Services will have an active Safety Committee composed of representation from management, direct service staff and persons served. They will meet monthly and address the following matters:
1. OSHA recordable accidents, with a focus on those requiring medical attention and lost work time and other serious injuries.
  2. Unsafe conditions. Unsafe conditions are identified through verbal contributions by committee members, accident and incident reports, suggestions from the Suggestion Box and other sources.
  3. Outside Inspections. Inspections conducted by outside sources such as the fire inspector, bus inspector, sprinkler inspector, alarm inspector and other sources.
  4. Internal Inspections. Those inspections conducted by department heads and the Safety Committee.
  5. Safety Training. There will be documentation of training conducted and training needed.

- E. Communication.** Communication of safety related issues will be done through various means including the following:
1. The OSHA 300 log, documenting all recordable accidents will be posted during the months of February, March and April each year and accessible to any personnel upon request.
  2. Minutes of the monthly Safety meeting will be posted for two weeks following the meeting and available to any employee upon request.
  3. CVS will generate periodic newsletters with information related to current safety issues.
  4. Posters and signs that address safety issues will be placed in facilities.
  5. An annual Report to the Leadership addressing the causes and follow-up on Critical Incidents.
- F. Hazard Assessment.** Hazard information will be gathered from various sources.
1. OSHA Log. Annually and semi-annually the OSHA 300 log will be reviewed. Patterns, frequencies, lost time data and other inferential assessments will assist the Safety Committee in establishing safety goals.
  2. Monthly inspections by the Safety Committee.
  3. Annual inspections by the combined Safety chairs.
  4. Inspection data provided by outside inspectors which may include the local fire department, sprinkler and alarm inspections and insurance inspectors.
- G. Hazard Control.** When hazards have been identified it will be incumbent on management to provide necessary engineering controls, administrative controls, personal protective equipment and other means of intervention to properly address hazards before accidents occur.
- H. Accident Investigation.** All accidents involving property damage or personal injury will be investigated by the Division Director or his/her designee. All accident reports involving medical attention or lost work time or other OSHA recordable incidents will be investigated by or signed off by the Division Director. Near-misses and repetitive first aid will be addressed on incident reports documentation. A summary of Critical Incidents is presented to the CVS leadership twice per year.
1. Safety Committee. The Safety Committee at all three Divisions will carry out a review of the previous months Accident Reports, Critical Incident Reports and all emergencies. This would include but not be limited to any emergency room services and reports made to the Ombudsman's Office.
  2. Report to Leadership. Every year information is compiled by the Safety Committee chairpersons and submitted to the Division Director. This review (which includes the OSHA Log data) may result in recommendations regarding training needs, vehicle needs, or corrective action to resolve unsafe conditions or trends. The report is presented at the Operating Directors meeting.