



— WORK COMMUNITY INTEGRATION —

AWAIR PROGRAM

Policy Recap and Compliance Requirements:

Policy Responsibility: Safety Co-Chairs: Executive Director and Office Administrator

Changes Approved by: WCI Health & Safety Committee

Policy Review: WCI Health & Safety Committee

Training: Reviewed by All Staff

SAFETY POLICY STATEMENT

WCI recognizes that safety is an essential component in our organization for humanitarian, moral, and economic reasons. WCI's Leadership Team is providing the leadership and support necessary to develop and maintain a Safety Program designed to eliminate personal injuries, occupational injuries, and damage to property. All staff are charged with the responsibility of accident control.

Accident control involves the safety and well-being of the public, our employees, our persons served, and our property. People are our most important asset. SAFETY IS A GREAT RESPONSIBILITY. Employees' ability to manage their safety responsibilities will be a factor in measuring that person's performance.

Safety is of vital importance for our persons served and our staff. Our goal is the elimination of accidents and injuries from our overall operations. A strong safety record reflects the quality of our workforce. It also serves to promote business and, thereby, contributes to the continuing growth and success of our organization.

The success of our Safety Program depends on the sincere, constant, and cooperative effort of all employees and their active participation and support. Safety must be considered a vital part of every job in our organization.

Health & Safety Committee: The Health & Safety Committee will consist of a combination of Co-Lead Safety Officers (Executive Director and Office Administrator) and representatives from each department. The Committee will meet quarterly and as deemed necessary.

The Committee's essential functions are as follows:

1. Establish, review, and enforce safety rules.
2. Investigate, analyze and discuss injuries that have occurred to determine corrective steps to prevent recurrence.
3. Serve as a sub-committee source from time to time to study new or special problems.
4. Discuss/implement items that may improve overall health of staff and persons served.
5. Committee members are assigned to complete monthly safety inspections of Willmar's main building along with overseeing quarterly safety drills at Willmar's main building and the Hutchinson office and various WCI work sites in the community. After safety drills are conducted, a decompression meeting may also be held to address deficiencies that occurred during the drill.
6. Review monthly in-house inspection reports and recommendations. Determine, administer, and motivate all phases of a continuous organization accident prevention program.
7. After incident report is written, a committee member will meet with parties involved and conduct a decompression interview.
8. Evaluate WCI's Safety Program effectiveness. Periodically, WCI's workers compensation insurance representative will attend the committee meeting to evaluate effectiveness.

Safety Rules: These rules have been developed to ensure a safe working environment for all employees. General safety guidelines apply to all personnel. Additional guidelines may be applicable for certain job functions. Knowledge of and adherence to these guidelines is the responsibility of each employee.

Safety Rules are categorized as follows:

1. Housekeeping in work areas should be kept neat, orderly, and free of obvious physical hazards.
2. All workplace injuries or accidents must be reported to a supervisor immediately.
3. Any unsafe act or condition should be reported to a supervisor at once.
4. Horseplay is strictly prohibited.
5. If a load is too heavy or awkward, get assistance or use a mechanical lifting device.
6. Obey all safety instructions and warning signs.
7. Physical violence against another employee, visitors, equipment, building, and oneself is strictly prohibited.

8. Proper personal protective equipment must be worn when indicated by the job tasks.
9. Smoking is prohibited on WCI property.
10. Use or possession of controlled substances or alcohol on the job is prohibited.
11. Wear appropriate clothing for work performed; avoid clothing that will inhibit the ability to work safely.

Implementing and Maintaining the Program: To assure the success of the Program and to promote a safe and healthy working environment, all persons employed by WCI and served in its programs must accept responsibility for implementing WCI's Workplace Accident and Injury Reduction Program.

WCI's Leadership Team is committed to assigning safety responsibilities to all employees. In addition, the Executive Director will:

1. Allocate resources (funding, staffing, and materials) necessary to carry out our Safety Program.
2. Ensure that WCI is in compliance with all applicable local, state, and federal laws regarding safe working conditions, including OSHA, AWAIR, building codes, etc.
3. Implement the Workplace Accident and Injury Reduction Program and other health and safety related policies.
4. Listen and respond to safety concerns of employees and correct safety hazards in a timely manner and ensure the evaluation of work areas to identify high hazard jobs.
5. Ensure that staff receive needed training.
6. Ensure that responsibility for safety and health are an integral part of all job descriptions for all employees.
7. Establish a Health & Safety Committee with representatives from all departments/locations.
8. Support safety efforts by setting a safe example and participating in safety related activities.
9. Assure that safety equipment and personal protective equipment is available and used appropriately.
10. Assure that all injuries are reported and treated promptly.
11. Evaluate hazards in the workplace by making periodic safety inspections.
12. Provide safety training for employees and persons served.

Employees will accept responsibility for safety. These responsibilities include:

1. Adhering to all organization safety rules and policies.
2. Actively participating in safety training classes as needed and provided by employer.
3. Cooperating with all accident investigations and facility safety inspections.
4. Maintaining conduct in a reasonable and responsible manner to prevent injury to oneself and others.
5. Assisting in analysis of workplace hazards through the analysis of job hazards.
6. Participating as members of the Health & Safety Committee, when requested.
7. Work accordingly toward good safe practices as posted, instructed, and discussed.
8. Use all safety devices provided for protection; gloves, safety glasses, masks, back supports, lifts etc.
9. Report any unsafe situation or act to a supervisor immediately or to the Executive Director or Office Administrator (WCI Health & Safety Co-Chairs).
10. In the event of any injury, report to the designated area for first-aid treatment. In all cases, the employee and supervisor shall report and/or record all accidents.
11. Maintaining a clean and safe work area.
12. **BE A SAFE PERSON OFF THE JOB AS WELL AS ON.**

Identification, Analysis, and Control of Workplace Hazards:

1. Workplace hazards will be identified through monthly safety inspections, periodic reviews of accident records, and employee suggestions, observations and accident investigations.
2. Hazards will be abated by engineering the problem out, employing safer equipment or materials, reducing exposure time of employees, training employees, promoting and enforcing safety policies, and/or using personal protective equipment.
3. Health & Safety Committee members will perform inspections of work areas and tasks to identify hazards that could place employees or the people in our program at risk. Hazards will be prioritized and scheduled for prompt repair.

4. Employees are encouraged to report hazards and unsafe conditions to their supervisor or a member of the Health & Safety Committee. Reported hazards will be analyzed and any necessary corrective actions will be initiated.
5. Supervisors are responsible for corrective action in their areas and any necessary discipline of employees that do not follow safe practices.
6. Preventive maintenance of equipment will be identified and implemented.

Communication of the Safety Program to All Employees:

1. All staff will be trained whenever material, process, or procedural changes are implemented and whenever the employer notices deficiencies in safe work practices.
2. A variety of training methods will be used; including but not limited to: lecture, video, class discussion, demonstrations, hands-on exercises, and written exercises.
3. Safety posters will be placed and rotated throughout the different facilities.
4. Managers and supervisors will model safe behavior for employees by working safely and following all safety and health rules.
5. Employees are encouraged to discuss their safety concerns with their supervisors without fear of retaliation.

Accident Investigation and Implementation of Corrective Action:

1. All work-related injuries, illnesses, and close calls must be reported to supervisors as soon as possible.
2. All events that cause injuries or property damage will be examined.
3. All near misses will be investigated.
4. Five W's will be used when investigating: who, what, when, where, and why.
5. An Accident/ Incident Reports must be filled out promptly (within 24 hours) for all accidents, injuries and near misses. The completed form will be sent to the Office Administrator (or in their absence Executive Director) and be filed with our insurance carrier.
6. The OSHA Injury/ Illness 300 log will be maintained with the assistance of Procure HR.
7. A summary of all First Report of Injury reports will be analyzed a minimum of quarterly by the Health & Safety Committee and recommendations will be made.
8. Supervisors will meet with the affected employee and complete the necessary paperwork.

Enforcement of Safety and Health Programs:

1. Supervisors will monitor employees to ensure that safe practices are being followed and that personal protective equipment is correctly used.
2. Flagrant disregard for personal safety and the safety of others may result in immediate termination of employment
3. In cases of less severe violations, Supervisor and Executive Director may choose alternative disciplinary actions including warnings, suspension without pay, or demotion.

Safety Objectives:

1. Evaluate safety training materials and methods and update as needed.
2. Be proactive about realigning space on work floors as business demands; including consistent set-up and clean-up and establishing appropriate walkways.
3. Add a Safety Section to the biweekly newsletter several times a year and routinely provide the newsletter's coordinator of content. This section may include policy reminders, common injury or workplace hazards, ergonomic tips, etc.
4. Strive to have all staff, persons served, and equipment/vehicle incidents and accidents reported within 24 hours by training staff, persons served, and leadership a minimum of annually.
5. Educate and enforce the safe loading and unloading of persons served in appropriate designated pick-up and drop-off areas only.
6. Maintain clean work areas.