Minnesota OSHA Workplace Safety Consultation

AWAIR and safety committees

Daaron Arnold | Safety consultant principal | MNOSHA WSC

dli.mn.gov

What will be covered

- **The four elements of a strong safety and health management system**

- **What the AWAIR program is exactly and where to find out more**

- **What is required for a safety committee**

DEPARTMENT OF LABOR AND INDUSTRY

Elements of an effective safety and health program

An effective occupational safety and health program will include these four elements.

Management commitment and employee involvement

Worksite analysis

Hazard prevention and control

Safety and health training

DEPARTMENT OF LABOR AND INDUSTRY

Management commitment and employee involvement

- Management commitment and employee involvement are complementary.

- Management commitment provides the motivating force and resources for organizing and controlling activities within an organization.

- Employee involvement provides the means through which workers develop and express their own commitment to safety and health protection.

DEPARTMENT OF LABOR AND INDUSTRY

Management commitment and employee involvement – recommended actions

- Create a clearly stated worksite safety and health policy.

- Establish and communicate a clear goal and objective for the safety and health program.

- Provide visible top management involvement in implementing the program.

DEPARTMENT OF LABOR AND INDUSTRY

Management commitment and employee involvement – recommended actions, continued

- Encourage employee involvement in the program and in decisions that affect their safety and health. For example: inspection or hazard analysis teams; developing or revising safe work rules; training newly hired employees or coworkers; and assisting in accident investigations.

- Assign and communicate responsibility for all aspects of the program.

DEPARTMENT OF LABOR AND INDUSTRY

Management commitment and employee involvement – recommended actions, continued

- Provide adequate authority and resources to responsible parties.

- Make managers, supervisors and employees accountable for meeting their responsibilities.

- Review program operations as least annually to evaluate, identify deficiencies and revise, as needed.

DEPARTMENT OF LABOR AND INDUSTRY

Worksite analysis

- Worksite analysis involves a variety of worksite examinations to identify not only existing hazards, but also conditions and operations where changes might occur and create hazards.

- Effective management actively analyzes the work and the worksite to *anticipate* and prevent harmful occurrences.

mn DEPARTMENT OF LABOR AND INDUSTRY

Worksite analysis – recommended actions

- So all hazards are identified:

  - conduct comprehensive baseline and periodic surveys for safety and health hazards;

  - analyze planned and new facilities, processes, materials and equipment;

  - perform routine job hazard analyses; and

  - provide regular site safety and health inspections.

- Provide a reliable system for employees, ==without fear of punishment==, to notify management about apparent hazardous conditions and to receive timely and appropriate responses.

- Provide for investigation of accidents and "near miss" incidents, so causes and means for prevention are identified.

- Analyze injury and illness trends over time, so patterns with common causes can be identified and prevented.

DEPARTMENT OF LABOR AND INDUSTRY

Hazard preventions and control

- Generated by a determination that a hazard or potential hazard exists.

- Where feasible, prevent hazards by effective design of job or jobsite.

- Elimination or control must be accomplished in a timely manner.

- Where elimination is not feasible, control hazards to prevent unsafe and unhealthful exposure.

DANGER

EYE PROTECTION REQUIRED

Hazard preventions and control – recommended actions

- Establish procedures for timely correction or control of hazards, including:

  - engineering techniques, where feasible and appropriate;

  - administrative controls or procedures for safe work that are understood and followed as a result of training, positive reinforcement, correction of unsafe performance and enforcement; and

  - provided personal protective equipment.

DEPARTMENT OF LABOR AND INDUSTRY

Hazard preventions and control – recommended actions, continued

- Provide for facility and equipment maintenance

- Plan and prepare for emergencies

- Conduct training and drills, as needed

- Establish a medical program

- Provide first aid on site

- Ensure physician and emergency care are nearby

DEPARTMENT OF LABOR AND INDUSTRY

Safety and health training

Safety and health training:

- addresses the safety and health responsibilities of **all** personnel, whether salaried or hourly;

- is most effective when incorporated into other training about performance requirements and job practices; and

- the complexity of the safety and health depends on the size and complexity of the worksite and nature of the hazards.

DEPARTMENT OF LABOR AND INDUSTRY

Safety and health training – recommended actions

- Ensure all employees understand the hazards they may be exposed to and how to prevent harm to themselves and others from exposure.

- Ensure supervisors carry out their safety and health responsibilities, including:

  - analyzing the work under their supervision to identify unrecognized potential hazards;

  - maintaining physical protections in work areas; and

  - reinforcing employee training through continual performance feedback and, if needed, enforcement of safe work practices.

CAUTION

DO NOT HANDLE CHEMICALS WITHOUT PROPER PROTECTION

DEPARTMENT OF LABOR AND INDUSTRY

Safety and health training – recommended actions, continued

- Ensure managers understand their safety and health responsibilities as described under the "Management commitment and employee involvement" element of the above guidelines.

DEPARTMENT OF LABOR AND INDUSTRY

AWAIR
— A Workplace Accident and Injury Reduction Program —

Minnesota Statutes 182.653, subdivision 8

DEPARTMENT OF LABOR AND INDUSTRY

AWAIR program

- A mandatory, written accident and injury reduction program that was established in 1991. This is not a new statute.

- It is intended to promote safe and healthful working conditions for employees.

- The program is based on clearly stated goals and objectives for meeting those goals.

DEPARTMENT OF
LABOR AND INDUSTRY

Elements

- (1) how managers, supervisors and employees are responsible for **implementing** the program and how **continued participation** of management will be established, measured and maintained

- (2) the methods used to **identify**, **analyze** and **control** new or existing hazards, conditions and operations

- (3) how the plan will be **communicated** to all affected employees so they are informed of work-related hazards and controls

DEPARTMENT OF LABOR AND INDUSTRY

- (4) how workplace **accidents will be investigated** and corrective action implemented

- (5) how safe work practices and rules will be **enforced**

  - ▪ (b) An employer must conduct and **document a review** of the workplace accident and injury reduction program at least annually and document how procedures set forth in the program are met.

DEPARTMENT OF LABOR AND INDUSTRY

Who needs an AWAIR program?

- Based on the North American Industry Classification System (NAICS), certain industries are required to establish and maintain an AWAIR program.

- The list can be found in Minnesota Rules 5208.1500 at:

  - [A Workplace Accident and Injury Reduction (AWAIR) program; 5208.1500 Standard industrial classification list for AWAIR](#).

- The list is updated every five years. Employers have six months to comply when their NAICS code is on the list.

DEPARTMENT OF LABOR AND INDUSTRY

Safety committee

Minnesota Statutes 182.676

Safety committees and AWAIR

- Safety committee requirements have changed and are reflected with the AWAIR program.

  - If the employer has 25 employees or greater, a safety committee is required, no matter what its NAICS code is.

  - If the employer has 25 or fewer employees, it needs to establish a safety committee if the employer is required to have an AWAIR program.

  - See Minn. Stat. 182.676.

DEPARTMENT OF LABOR AND INDUSTRY

- Safety committee requirements have changed and are reflected with the AWAIR program.

    - A safety committee must hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement.

    - The employee safety committee members must be selected by employees. An employer that fails to establish or administer a safety committee as required by this section may be cited by the commissioner. A citation is punishable as a serious violation under Minn. Stat. 182.666.

    - See Minn. Stat. 182.676.

DEPARTMENT OF LABOR AND INDUSTRY

Safety committees and AWAIR, continued

- The joint labor-management safety committees are a means of engaging employees in the discussion and assessment of workplace safety and health hazards. The committee members can conduct job hazard assessments, review personal protective equipment assessments and conduct formal worksite hazard inspections.

  - The goal of a safety committee is to bring workers and management together to promote a safe and healthy workplace.

  - The employee safety committee members assist the employer and make recommendations to eliminate hazards in the workplace.

  - The safety committee members can also take part in the annual program review.

DEPARTMENT OF LABOR AND INDUSTRY

Resources

- MNOSHA instruction STD 5-0.1C:

  - Citation guidelines for the enforcement of Minn. Stat. 182.653, subd. 8 (AWAIR).

- MNOSHA Compliance: AWAIR program

DEPARTMENT OF LABOR AND INDUSTRY

DEPARTMENT OF LABOR AND INDUSTRY

Questions?

Thank you