

YELLOW MEDICINE COUNTY A.W.A.I.R. POLICY

SECTION III B COMMUNICATIONS AND SAFETY TRAINING

I. GENERAL

It is the policy of the County of Yellow Medicine to train all employees of the County in their individual safety responsibilities and to give employees an avenue to express concerns they may encounter in the workplace.

Training and Instruction of employees is a form of hazard control. The AWAIR Act specifically requires that the accident reduction plan will be communicated to all affected employees so that they are informed of work-related hazards and controls. In most cases, the program can only be truly effective if employees are trained in its requirements and procedures. An initial presentation of the program can inform employees, while follow-up training will usually be required to actually alter their behavior. All current employees should be trained in order to ensure a common baseline level of training.

Updated training should be offered before or at the time of the introduction of new substances, processes, procedures, or equipment. As newly reported hazards are identified by inspections, employee reports, or other means, additional training should be provided to affected employees.

New employees are very vulnerable to accident or illness due to lack of knowledge and experience on processes or equipment hazards. Transferred employees are "new" employees to the equipment, processes, and procedures in their new department. They need the same intensity of training as provided to a new employee. A temporarily transferred employee is not exempted from the AWAIR training requirements.

II. PURPOSE

The purpose of this procedure is to ensure that all employees are trained in dealing with hazards that have been identified in the work place and hazardous work activities.

III. APPLICATION

This procedure is applicable to all departments, all levels of management, and all employees.

IV. PROCEDURE

- A. New employees are to be informed of their safety program responsibilities. This training is to take place during orientation to the county and is to be documented. Additional employee orientation and training shall take place at the department level prior to the new employee starting work.
- B. The Supervisor is to provide training in the use of personal protective equipment and safe practices at the department level on an "as-needed basis." This training is to include, but is not limited to, training on general department safety rules, training on the appropriate equipment the employee may be using, and training on the work activities the employee may be involved in.
- C. Periodic safety training is to be provided in safety meetings and other formal meetings, or correspondence as deemed appropriate by the department. The department manager or supervisor is to ensure that each individual employee is suitably instructed and knowledgeable in the use of equipment and personal protective equipment. (For required training, see *Attachment 1.*)
- D. As determined by the department manager, special safety training seminars presented by safety professionals will be presented to affected employees.
- E. Copies of suitable safety information is to be available to all employees.
- F. Employees are encouraged to submit pertinent safety recommendations. See Section II, Hazard Analysis and Control, ^AHazard Classification and Prioritization.[@]
- G. Department Safety Meetings:
 - 1. The appropriate supervisor or manager will conduct safety meetings with the department employees at the time and place as determined by the department.
 - 2. The purpose of these meetings is to include the following:
 - a. General promotion of accident prevention efforts on a continuing basis.
 - b. Review of past accidents and any outstanding safety recommendations.
 - c. Discussion of safety inspections performed since the previous meeting.
 - d. Evaluation of supervisor's safety meetings including suggestions and requests.
 - 3. A selected safety subject will be presented by the department manager or supervisor in an effort to broaden the group's knowledge and stimulate continued, active regard for accident prevention.
 - 4. Upon request, the Safety Officer will provide the materials on selected topics for the meeting.
 - 5. A brief report of each meeting is to be kept within each department, and a copy forwarded to the Safety Officer.

G. Small Group and Individual Safety Meetings:

1. The supervisor will conduct safety meetings with the employees at a time and place determined by the department manager. These meetings should be about five-ten minutes in duration and should be held at approximately the same time on a periodic basis.
2. The purpose of these meetings may include the following:
 - a. Review current job conditions as they relate to accident prevention.
 - b. Identify conditions which are adverse to safety.
 - c. Review use of safety practices and/or protective equipment.
3. The supervisor is to document the meeting subject, attendees and suggestions. Identified conditions adverse to safety are to be acted upon by the lowest level of supervision practicable.

I. Additional forms of training may include:

- | | |
|----------------------|-------------------------------|
| 1. Written handouts. | 4. Group |
| 2. One-on-one. | 5. School or outside Training |
| 3. OJT - hands on. | 6. Area Seminars. |

J. Employee Communications

1. Training is part of communicating the plan to employees, but there is more. Communication with employees is a two-way street. Top-down communication channels include:

f. Safety and Health Booklets	d. Signs
g. Presentations	e. Newsletters
h. Postings	f. Safety
2. Three good methods for "receiving" bottom-up communications are
 - a. A Safety Committee (See below)
 - b. A Safety-suggestion Program (See Section II, Hazard Analysis and Control, AHazard Classification and Prioritization.)
 - c. An Open-door Policy.
3. Input from employees involved in the actual process is extremely valuable since it is based upon close and repetitive observation. Employee suggestions should be considered very thoroughly when evaluating the safety issues involved in a process, piece of equipment, or department. Employees and their representatives should be involved in the safety program policy, involved in inspection of the work area, and are permitted to observe monitoring and receive results. Employees and their representatives may participate in the workplace analysis, inspections and

investigations, and development of control strategies throughout the work areas. One way of participation is being named to the Safety Committee.

- a. A safety committee is a PERMANENT committee whose purpose is to facilitate dialogue, analysis, and action on safety issues. (See below)

K. Employee Training

6. Training includes OSHA rights and access to information. Training required by applicable standards, including AWAIR and Employee Right-to-Know (See *Attachment 1*), is provided to all employees. Employees can demonstrate the skill and knowledge to perform their tasks safely.
7. Knowledgeable persons conduct safety and health training that is scheduled, assessed, and documented, and addresses all necessary technical topics. Employees are trained to recognize hazards, violations of OSHA standards, and department practices. Employees report violations to management, and all employees, including supervisors and managers, can generally demonstrate preparedness for participation in the overall safety program policy.
8. Records are kept for at least five years and the training is evaluated to ensure that it is effective.

L. Managers and Supervisor training

9. Managers and supervisors shall attend training in their safety duties, to include accident investigation and hazard recognition. Managers and supervisors attend training in all subjects provided to employees under their direction. Managers and supervisors can generally demonstrate preparedness for participation in the overall safety program policy.
10. Safety and health training for managers in their responsibilities is necessary to ensure their continued support and understanding. It is their responsibility to communicate the program's goals and objectives to their employees, as well as to assign safety and health responsibilities, and to hold subordinates accountable.
11. Supervisors may need additional training in hazard detection, accident reporting and record-keeping, accident investigation, their role in ensuring maintenance of controls, emergency handling, and use of personal protective equipment.

M. Specialized Training and Retraining

12. The format and extent of Job Orientation training will depend on the complexity of hazards and the work practices needed to control them. An orientation may consist of a quick review of location safety and health rules, hazard communication training, and job tasks. Other times the employee may have on-job-training for a period of time.

13. Retraining as a result of corrective action from an accident investigation may be needed
14. No matter what the reason for training and retraining, the employee should be trained before starting a job, new job, or returning to work.

SAFETY COMMITTEE

I. GENERAL

- N. This organization is committed to preventing workplace injuries and illnesses among all employees. To help prevent these losses, a joint labor-management Safety Committee has been established.
- O. Only the planning and effective leadership of management and the Safety Committee can build a lasting safety program policy. The Safety Committee will be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the organization.
- P. Employee and management involvement in accident prevention and support of Safety Committee members and activities is necessary to ensure a safe and healthful workplace.
- Q. The organization will establish a primary Safety Committee. Multiple buildings in a reasonably close proximity engaged in a common enterprise are considered to be a single location.

II. PURPOSE

The purpose of the Safety Committee is to involve labor and management in a cooperative effort to promote safety and health in the workplace. The Safety Committee will assist management and make recommendations for change.

III. APPLICATION

This policy specifically applies to members of the Safety Committee, but is generally applicable to all employees. This includes but is not limited to, commissioners, managers, supervisors, hourly, part-time and seasonal employees.

IV. AUTHORITY

- R. The Safety Committee advises management about safety and health issues in the workplace.
- S. All written recommendations from the Safety Committee will be submitted to management on a Recommendation Form, *Attachment 2*. Management will consider the recommendations and respond in writing to the Safety Committee within a reasonable time.

T. Additionally, the Committee will have the authority to hold meetings and conduct required business during regular work hours. Members may conduct inspections or accompany inspectors, as necessary. They also have the authority to monitor compliance with safety and health regulations throughout the organization.

V. RESPONSIBILITIES

A. Duties of the Secretary:

1. keep pertinent records
2. disseminate safety information to members
3. report status of recommendations
4. prepare minutes
5. distribute minutes, after approval
6. assist Safety Officer as needed

B. Duties of the Safety Officer:

1. advise the Safety Committee
2. provide resources as required
3. ensure the Committee carries out its function
4. schedule meetings, and notify members
5. prepare meeting agenda
6. invite specialists or resource persons, as needed
7. preside over meetings
8. guide the meeting per the agenda
9. ensure discussion items end with positive decisions
10. review minutes prior to approval

C. Duties of each Safety Committee member include:

1. act as a safety and health resource for supervisors or department managers reporting unsafe conditions and practices
2. attending all safety and health meetings
3. reviewing all accidents and near-misses
4. recommending ideas for improving safety and health
5. working in a safe and healthful manner
6. observing how safety and health is enforced in the workplace
7. completing assignments given to them by the Committee
8. acting as a work-area representative in matters pertaining to health and safety

VI. ORGANIZATION

- U. There will be approximately eight employee and eight organization representatives, including one county commissioner. The number of employee representatives on a Safety Committee should equal or exceed the number of management representatives on the committee.
- V. Employee representatives will be volunteers or elected by their peers.
 - 1. Employee representatives on safety committees will be selected by the employee's collective bargaining agent if one exists. It is not necessary that the committee contain enough employee representatives to enable each union to be represented on the committee. If more than one union has the right to select a single employee representative for a safety committee, they will collectively select the employee representative.
 - 2. If there is no collective bargaining agent, the employee representatives will be selected by their peers.
 - 3. If no employees volunteer or are elected, they may be appointed by management.
 - 4. Unless a collective bargaining agreement provides to the contrary, being a member of a safety committee is considered part of an employee's job, and time spent performing the duties of a safety committee member will be considered as time worked.
- W. Management representatives will be appointed by the County Board or Administrator.

VII. ACTIVITIES

- A. The Safety Committee will meet quarterly, generally on the third Thursday of February, May, September and the second Thursday of December at 1:30 PM, or otherwise as needed. Meeting may be rescheduled or deleted as necessary. With the approval of his/her supervisor, any employee may attend and observe any meeting.
- B. The agenda for each meeting will reflect the required activities as listed below, and any other activities requested by a Committee member.
 - 1. The Committee will review the organization's occupational safety program policy and records, and make recommendations to improve it as necessary. Recommendations may be submitted on the form at *Attachment 2*.
 - 2. The Committee will complete a formal review of the safety program policy annually. This may be completed at a specific meeting, or as an on-going project, at the discretion of the Safety Officer.

3. The Committee will review and monitor the performance of all safety training in the organization. Committee members will be prepared to support supervisors and department managers in their training, as requested.
4. The Committee will review incidents resulting in work-related deaths, injuries, and illnesses and make recommendations to prevent further occurrences. The Committee's review of these incidents may be limited to a review of a report made by others who have investigated the incident.
5. The Committee will monitor accident and illness records, and will formally review them at least annually. At a minimum, this will include the OSHA 300 Log, as well as records involving losses to the organization's property, or accidents/incidents in which the organization was liable for damages.
6. The Safety Officer will forward any hazard reports or suggestions, received from employees or department managers, to the Committee for appropriate action. The Safety Officer will place any hazard reports or suggestions on the "Employee Report of Possible Unsafe or Unhealthful Working Conditions," if he/she has received them in another format. See Section II, "Hazard Classification and Prioritization."
7. The Safety Committee will review the Hazard Control Log, maintained by the Safety Officer per Section II, "Hazard Classification and Prioritization," at each meeting.
8. The Safety Committee may conduct workplace safety and health inspections, to supplement those performed by department managers, as frequently as the Committee considers necessary. The Committee will keep a record of all hazards identified and recommendations made. See Section II, "Departmental Health and Safety Self-Inspections."
11. During the third or fourth quarter each year, the committee will establish its goals for the following year.

C. All written recommendations submitted to management will:

1. Be clear and concise
2. Provide reasons for implementation
3. Include estimated implementation costs and recommended completion dates
4. List benefits

VIII. RECORDS

- A. The Safety Officer will publish an agenda at least 5 days before the meeting. He/she will distribute the agenda to all committee members. The agenda will also be posted in the various county facilities.
- B. The Committee Secretary will record the minutes of each Committee meeting. After receiving approval from the Safety Officer, he/she will distribute the minutes as follows:

1. one to each Committee member
 2. copies posted in areas where employees will see them
 3. one to Safety Officer for safety files
- C. All other reports will be submitted in a format and at a time designated by the Safety Officer.
- D. All Safety Committee recommendations or reports made to the organization, including agendas and minutes, will be kept by the Committee in accordance with record retention policies, but in no case for less than two years.

YELLOW MEDICINE COUNTY B REQUIRED SAFETY TRAINING

	New Employee	New Operation	Change in Plan	Change in Duties	Change in Operation	Change in Equipment	Annual	Other
A Workplace Accident & Injury Reduction Program (AWAIR)	X				X	X	X	
Employee Emergency & Fire Prevention Plans	X		X	X				
Powered Platforms for Building Maintenance	X					X		
Care and use of Personal Fall Arrest System	X					X		
Inspection, Maint. & Installation	X	X		X	X	X		
Hearing Protection	X						X	
Flammable & Combustible Liquids	X							
Storage & Handling LP Gas	X	X			X	X		
Process Safety Management	X	X						
Haz. Chemicals: Contract Employer Responsibilities		X						
Mechanical Integrity (Maintenance)	X							
Temporary Skilled Employees	X							
New Technology Programs	X					X		
Personal Protective Equipment	X	X				X		Employee Performance*
Respiratory Protection	X	X	X	X	X	X	X	Employee Performance*
Respiratory Protection for M	X		X	X	X	X	X	Employee

	New Employee	New Operation	Change in Plan	Change in Duties	Change in Operation	Change in Equipment	Annual	Other
Tuberculosis								Performance*
Signs & Tags	X							
Permit Required Confined Spaces	X	X		X	X			Employee Performance*
Rescue & Emergency Services	X						X	
Control of Hazardous Energy	X		X	X	X	X		
Lockout or Tagout	X	X	X	X	X	X	X	
Outside Personnel		X						
Medical Services & First Aid	X						X	2 Yr. Cycle
Fire Protection	X				X	X		
Portable Fire Extinguishers	X						X	
Standpipe Inspections	X						X	
Fixed Extinguishing Systems	X						X	
Fire Detection Systems	X						X	
Employee Alarm Systems	X						X	
Servicing Multi-Piece and Single-Piece Rim Wheels	X						X	Employee Performance*
Powered Industrial Trucks	X				X	X		Employee Performance*, Post-Accident, Every 3 years
Cranes: Moving the Load	X	X	X	X	X	X		
Mechanical Power Presses: Operators	X						X	Employee Performance*
Maintenance Personnel	X							Employee Performance*
Welding, Cutting, Brazing	X							

	New Employee	New Operation	Change in Plan	Change in Duties	Change in Operation	Change in Equipment	Annual	Other
Oxygen-Fuel Gas Welding & Cutting	X							
Arc Welding & Cutting	X							
Resistance Welding	X							
Laundry Machinery & Operating Rules	X							
Logging	X			X	X	X		Employee Performance*
Telecommunications	X							
Electrical Safety-Related Work Practices	X							
Toxic & Hazardous Substances	X						X	Right-to-Know
Asbestos	X						X	
4-Nitrobiphenyl	X						X	
Alpha-Naphthylamine	X						X	
Methyl Chloromethyl Ether	X						X	
3,3-Dichlorbenzidine (and its salts)	X						X	
Bis-Chloromethyl Ether	X						X	
Beta-Naphthylamine	X						X	
Benzidine	X						X	
4-Aminodiphenyl	X						X	
Ethyleneimine	X						X	
Beta-Propiolactone	X						X	
2-Acetylaminoflourine	X						X	
4-Diomenthyaminoazobenzene	X						X	
N-Bnitrosodimehylamine	X						X	

	New Employee	New Operation	Change in Plan	Change in Duties	Change in Operation	Change in Equipment	Annual	Other
Vinyl Chloride	X						X	
Inorganic Arsenic	X						X	Respirators Quarterly
Lead	X						X	
Cadmium	X						X	
Benzene	X						X	
Bloodborne Pathogens	X		X	X	X		X	

1,2-Dibromo-3-Chloropropane	X							
Acrylonitrile (Vinyl Cyanide)	X						X	
Ethylene Oxide	X						X	
Formaldehyde	X				X		X	
4,4 Methyleneidaniiline	X						X	
Ionizing Radiation Testing	X							
Posting	X							
Employee Right to Know	X	X			X		X	

* Some regulations require refresher training when employers observe that employee performance indicates the need. Some regulations require the employer to periodically evaluate that employee performance conforms to regulations and internal policies.

DEPARTMENT TRAINING MATRIX

	Administ.	Assessor	Attorney	Auditor / Treasurer	Building Maint.	Court Admin.	Highway	Ag. Insp.	Family Services	Public Health	Recorder	Sheriff	Veterans Service
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	Administ.	Assessor	Attorney	Auditor / Treasurer	Building Maint.	Court Admin.	Highway	Ag. Insp.	Family Services	Public Health	Recorder	Sheriff	Veterans Service
A Workplace Accident & Injury Reduction Program (<i>AWAIR</i>)	X	X	X	X	X	X	X	X	X	X	X	X	X
Employee Right to Know	X	X	X	X	X	X	X	X	X	X	X	X	X
Bloodborne Pathogens	X	X	X	X	X	X	X	X	X	X	X	X	X
Infectious Waste Management	X	X	X	X	X	X	X	X	X	X	X	X	X
Tuberculosis Protection									X	X		X	
Personal Protective Equipment					X		X	X		X		X	
Lockout or Tagout					X		X						
Confined Space Entry					X		X						
Respiratory Protection					X		X					X	
Powered Industrial Trucks (Forklifts)							X						
Servicing Multi-Piece and Single-Piece Rim Wheels							X						
Logging Safety (Chainsaw)							X						
Jack Maintenance & Inspection							X						
Arc Welding & Cutting							X						
Asbestos					X								
Care and use of Personal Fall Arrest System					X		X						
Electrical Safety-Related Work Practices					X		X						
Employee Alarm Systems				X	X							X	
Employee Emergency & Fire Prevention Plans	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire Detection Systems					X								
Fire Protection					X		X						
Fixed Extinguishing Systems					X								
Flammable & Combustible Liquids					X		X	X					
Hazardous Chemicals					X		X						
Hazardous Response Operations & Emergency Response: Cleanup Workers					X		X					X	
Hearing Protection					X		X					X	
Laundry Machinery & Operating												X	
Mechanical Power Presses							X						
Medical Services & First Aid					X		X			X		X	
Outside Personnel					X		X						
Oxygen-Fuel Gas Welding &							X						

