Effective: November 17, 2010

INTRODUCTION:

The goal of A Workplace Accident Injury Reduction (AWAIR) program is to ensure the safety and health of employees and the protection of work areas for the prevention of incidents, injuries and illnesses. Employee safety and health is an integral part of the way Facilities Management (FM) on the University of Minnesota Twin Cities campus conducts business and is to be given primary importance while executing University of Minnesota Twin Cities, FM operations. The costs resulting from property damage and personal injuries constitute a short and long term liability to the University. The direct costs can be measured by workers’ compensation payments, the expense of equipment repair or replacement, property damage losses, tort liability claims, and the lost work time by employees. The absence of injured employees reduces or delays work objectives and can place an overload on other employees to provide required services. To carry out an effective Safety and Health Program, Facilities Management recognizes that:

- All FM individuals who supervise, direct or control the work of others are personally responsible and accountable for the safety of each employee under their supervision.
- All FM employees are responsible for their own safety and the safety of others around them. This responsibility includes observing all departmental policies, directives, rules and instructions relating to the safe and efficient performance of work assignments.

PROGRAM COMPONENTS:

The key components of an AWAIR Program are to:

1. Identify hazard producing conditions and practices, and appraise the severity of the situation.
2. Develop hazard prevention and loss control methods, procedures and programs.
3. Communicate information about hazards, incidents, losses and preventive actions.
4. Investigate workplace incidents and implement corrective actions.
5. Measure and evaluate the effectiveness of the program. Recommend and/or make program modifications to achieve optimum results.

ROLES AND RESPONSIBILITIES:

The following identifies the AWAIR Program roles and responsibilities for the various working levels within Facilities Management. The following are minimum requirements and should not restrict individual initiative to further improve the effectiveness of the Employee Safety and
Health Program.
DIRECTORS, ASSOCIATE/ASSISTANT DIRECTORS

Employees at this level are responsible for the overall administration of the Employee Safety and Health Program as it applies to their area of supervision. They ensure all subordinate supervisors know and effectively execute their responsibilities in the program.

Staff Meetings
- Area safety and health activities such as incident investigations, inspections, recent incidents, safe work practices, safe usages of equipment and safety observations shall be topics of discussion at all regular staff meetings.

Investigations
- Ensure all investigations of injury-producing incidents, equipment or property damage and incidents are promptly completed and timely corrective actions are taken to prevent re-occurrence.

Inspections
- Ensure proper measures are taken to correct or control hazardous conditions identified in safety audits or observations.

Employee Orientation
- Ensure that new or transferred employees receive New Employee Safety Orientation and job instruction. Safety orientation for all new employees is coordinated through their supervisor and the safety department.

Discipline
- Support subordinate supervisors in disciplinary action. Cooperate with other work areas in the pursuit of improving employee safety and health conditions.

SUPERVISORS, TEAM LEADS, MANAGERS

The role of the first line supervisor in the Employee Safety and Health Program is to train, guide and provide a positive influence on employees under their supervision to work safely. Specific responsibilities include:

Personnel Safety
- Be responsible and take an active role in the safety and health of all personnel working in or passing through their area of supervision.

Knowledge
- Know and enforce the safety codes, rules, regulations and safe work practices that apply to their operations.

Training
- Ensure assigned personnel are familiar with the safety requirements of their work area and, the hazards and safe work practices of their work assignments. Ensure new and transferred employees receive adequate orientation and instruction. Ensure employees
under their supervision receive regularly-scheduled safety training and are re-trained on safety measures when needed.

**Safety Observations and Unsafe Conditions**
- Conduct regular safety observations of work areas and job sites to detect unsafe conditions or hazards. Be aware of possible safety risks caused by temporary or chronic physical conditions of employees. Act immediately to correct unsafe conditions within their authority or to recommend corrective actions to higher authority. Suitable temporary precautions must be taken to protect employees until conditions are safe.

**Incident and Injury Investigation**
- Investigate and report all injury-producing incidents, motor vehicle incidents, incidents involving property or equipment damage, and near-miss incidents as soon as possible. Communicate with the FM Safety and Health Department as required.

**Personal Protective Equipment**
- Evaluate the need for personal protective equipment for each job task. Be responsible for issuing, monitoring, enforcing and making mandatory the use of this equipment when required.

**Attitude**
- Make a personal commitment to safety on the job. Inspire employee safety attitudes by being a good example and setting high standards. Show a willingness to comply with safety rules and procedures. Wear personal protective equipment as required. Incorporate and integrate safety practices into work priorities.

**Enforcement**
- Maintain a consistent program of safety policy and discipline. Emphasize education and persuasion to promote employee compliance. Use only approved methods of preventive and corrective discipline to ensure employee compliance to the safety program.

**FACILITIES MANAGEMENT SAFETY**
- Plan and develop the Facilities Management Employee Safety and Health program.
- Coordinate safety and health activities within Facilities Management.
- Develop, update and deliver safety training to employees. Provide safety training materials to supervisors for additional training as needed.
- Review Standard Operating Procedures to assure compliance with established safety standards and to ensure safe work practices are integrated into the work procedures.
- Develop and distribute employee safety and health reports as needed.
- Provide consultation and guidance for safety and health incidents and to correct unsafe workplace conditions or hazards.
EMPLOYEES

- Be responsible for your own safety and the safety of co-workers.
- Maintain good housekeeping habits within the work area. Maintain equipment within their work area in safe working order.
- Observe and follow departmental policies, rules and instructions relating to safe job performance.
- Wear and take proper care of all appropriate personal protective equipment assigned.
- Only operate equipment for which you have been trained and authorized.
- Immediately report to your immediate supervisor any personal injury or motor vehicle incident, regardless of fault or severity.
- Promptly correct and/or report unsafe acts and conditions to your supervisor, safety committee, or safety department.
- Report all near-misses to your supervisor. A near-miss is an incident where a person could have been injured but wasn’t.
- Promote safety attitudes by being a good example.
- Comply with safety rules and procedures.
- Look out for the safety and health of your fellow worker and members of the public while at work by taking corrective action and/or notifying them of a hazard.
- Attend and actively participate in employee safety training sessions.
- Participate in the identification of those tasks that have routine or special safety and health hazards. Cooperate with others to implement suitable workplace safety solutions.
- Be familiar with and adhere to implementing safety policies and Standard Operating Procedures.

METHODS FOR IDENTIFYING, ANALYZING AND CONTROLLING HAZARDS

- Supervisors will have knowledge of the work site and applicable safety requirements.
- Supervisors will conduct regular safety observations of work areas and job performance to detect unsafe work practices, conditions, or hazards.
• FM Safety will conduct annual safety audits of work areas. Audits will include documented safety site observation reports with corrective action recommendations to advise management and employees on workplace safety concerns.
• Employees will be trained in the recognition and avoidance of unsafe conditions related to their work environment and the applicable safety rules and regulations. Safety training is an ongoing commitment in Facilities Management.
• Safe Operating Procedures (SOP’s) and written safety programs outlining safe operating procedures and work practices required to perform tasks safely will be developed as deemed necessary.
• Employees are to promptly report unsafe conditions to their immediate supervisor. If the immediate supervisor does not take corrective action to the satisfaction of the employee, the employee shall notify FM Safety or a representative of the FM Safety Committee for further review.
• Upon purchase of new equipment or chemicals, safety training is to be conducted by the immediate supervisor or FM Safety, or is to be incorporated in the purchase agreement and provided by the supplier.

EDUCATION AND TRAINING

Employee safety training and education is an ongoing commitment in Facilities Management. This commitment is fulfilled with a variety of methods, including the following:
• New Employee Orientation
• Safety training, using PowerPoint, group exercises, demonstrations, videos, and toolbox talks
• Safety newsletters
• Hazard Alerts

Legal reference: Minnesota Statue 182.653, Sub-division 8.