

HAVEN TOWNSHIP POLICY  
REGARDING A.W.A.I.R.  
(AREA WORKPLACE ACCIDENT and INJURY REDUCTION ACT)  
To be adopted prior to July 1, 1993

1. Policy Statement

In compliance with Minnesota State Law, the Board of Supervisors of the Town of Haven, County of Sherburne, State of Minnesota, hereby adopts this Policy To Reduce Workplace Accidents and Injuries of the Employees and Officials of Said Town.

2. Appointment of Safety Director

The Safety Director of the Town of Haven shall be the Deputy Clerk.

3. Job Descriptions

The job descriptions of all elected officials shall be as described in applicable Minnesota Law.

The job descriptions of the appointed treasurer, clerk, deputy clerk, weed inspector, and zoning board representative shall be as described in applicable Minnesota Law.

The job description of the custodian is as follows:

1. Maintain the Town Hall, its grounds, and sidewalks in a clean and orderly fashion.

2. Sidewalks shall be cleared and salted as needed prior to any scheduled function at the Hall.

3. Mowing shall be done as directed by the Board, or as needed to maintain a neat appearance.

4. Snow plowing of the parking lot shall be the responsibility of the contracted snow removal agent.

5. Clean and vacuum indoors after scheduled functions. Ensure that restroom facilities are clean and stocked for the next scheduled function.

6. Report any needs or problems to the Board in a timely fashion.

4. Job Hazard Analysis

A. Custodian

1. Exposure to noxious fumes from cleansing agents. Minimize risk by using adequate ventilation, protective clothing, and use of agents only as directed by the manufacturer.

2. Exposure to cold/falls/back injury during sidewalk clearing. Minimize risk by wearing appropriate clothing and footwear; move with caution; salt and/or sand work area if needed; use proper shovelling techniques to reduce back strain.

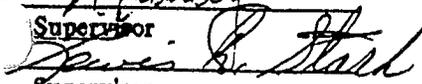
3. Exposure to flying debris, dust, and allergens during mowing. Minimize risk by wearing protective eyewear, breathing masks, and clothing; ensure that all safety shields are in place on powered equipment.

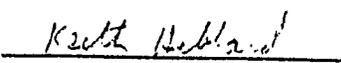
5. Safety Meetings

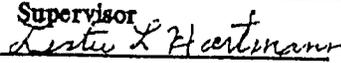
The regularly scheduled July Board Meeting shall include the A.W.A.I.R. Safety Program Review.

ADOPTED JUNE 21, 1993

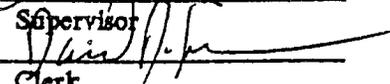
  
Supervisor

  
Supervisor

  
Supervisor

  
Supervisor

  
Supervisor

  
Clerk