

To: City Council

From: Rod Olson-Stacy Wine and Spirits Manager

Subject: Job Hazard Analysis- Off-Sale Liquor Store

Date: 6/21/22

Background:

The City adopted safety policies including the AWAIR Program; the AWAIR Program requires a Job Hazard Analysis.

In review of the literature for OSHA regarding Job Hazard Analysis I have noted the following:

-Hazard from spills and mopping. Steps taken as always are reducing tripping hazards and swift placement of Wet Floor signs should there be breakage issues of product, or water coming in during storms thru front outer doors, or general mopping. Additionally staff are instructed to warn people of wet floor situations.

-Box cutter safety is an issue that we see a need to address. This we have covered by having all staff watch OSHA type videos as is now required.

-Lifting is another key area we want to keep as safe as possible to avoid possible injury. Here again we have implemented video watching requirements for all staff. We have also had a discussion with all staff that where needed certain heavier items such as kegs could require a two person lift. I have made it clear that is okay to ask the purchaser of such a heavy product like a keg to help with lifting. We have had lifting belts available since the first year I started working here.

-As with most every operation, we have chemicals such as bleach and cleaners that could be dangerous. We have marked said chemicals/cleaners with safety notices.

-A possible injury area could be in the use of ladders and step stools. We have checked to make sure that they are safe for persons up to 400 pounds and they are all safe to that weight.

-In following the example set by City Hall we have made sure that the one phone in the store that did not have a police emergency number posted by it now does. The one that didn't was the one in the back room.

-Fire safety is a priority and all of our fire equipment is checked by the Fire Department and Nardini Fire Protection of MN who services extinguishers.

Findings:

At this time I feel that all needed warnings and trainings should have made the store about as safe as it can possibly be following the AWAIR Program directives. If the Council feels there are more things that need to be addressed I am open to suggestions.