

SAFETY COMMITTEE

Implementing an effective Accident Prevention Program can prevent unpredictable incidents and occurrences. For a safety program to function well, it requires everyone, both employer and employee, to work together. An effective way to involve personnel in safety efforts is through the formation of an active Safety Committee. The Safety Committee serves as a communication link between management staff and other District employees.

Purpose

The purpose of the Safety Committee is to assist and augment the efforts of management staff in order to provide a safe and healthy workplace for District employees. The Safety Committee provides a structure for employees to become involved in providing a safe workplace. By serving on the Safety Committee, employees can be active participants in affecting the environment where they work. The Safety Committee in its work to address employee safety concerns serves as a sub-component of the Park District's Risk Management Team which addresses District-wide risk.

Duties and Responsibilities of Committee Members

1. Attend and participate in monthly Safety Committee meetings.
2. Participate in discussion of safety concerns.
3. Evaluate investigations of injuries and incidents that have occurred since the last Committee meeting to determine if the cause of the unsafe act or unsafe condition was properly identified and corrected.
4. Be attentive to potential safety issues and report them to facility managers.
5. Participate on investigation team when asked to do so following an incident, and assist in completion of "Incident Investigation Report Form" (see Exhibit 3).
6. Represent fellow employees by reporting any hazards or unsafe work practices.
7. Keep employees informed of District safety efforts.
8. Conduct periodic reviews of the Safety Manual (and the Accident Prevention Program outlined in it) and discuss recommendations for improvement.
9. Recommend safety training for employees that may be necessary based on feedback and need assessments from departments.
10. Make recommendations to management staff regarding use of funds that are budgeted each year for safety.
11. Fulfill duties of elected/appointed membership positions.

How the Safety Committee Is Organized

1. Committee members must consist of employee-elected and employer-selected members.
2. While elections must be held annually, committee members will generally serve a minimum of two years; terms are staggered to ensure continuity on the committee from year to year.
3. The number of employer-selected (exempt) committee members will not exceed the number of employee-elected (non-exempt) committee members.
4. The committee size will not be less than three people or more than ten. Each division of the District will be represented (administrative, park services, recreation).
5. A Committee Chair and Secretary will be elected by the members of the Committee every two years. They may serve simultaneously as division representatives.
6. All other committee members will be division representatives. Representatives for recreation will include at least one committee member from aquatics.
7. Meetings will be held once a month and will not be longer than one hour unless extended by a majority vote of the committee.
8. Agendas will be prepared and followed for each committee meeting.
9. Minutes will be taken and posted on safety bulletin boards.
10. Meetings will start and end on time.

Membership

Chair Responsibilities:

1. Determines how often, when, and where the Committee will meet.
2. Facilitates the meetings and gives direction to the Committee. Can opt to delegate facilitating meetings to other members on a rotation basis.
3. Works with Secretary to determine upcoming agenda items.
4. Starts and ends meetings on time.
5. Summarizes discussions and calls for votes.
6. Makes certain that minutes are kept for each meeting.
7. Works with division director/superintendents to assemble investigation teams following incidents by recommending two Safety Committee division representatives to serve on team.

Secretary Responsibilities:

1. Works with Chair to determine upcoming agenda items.
2. Prepares agendas and distributes them to Committee members one week prior to the meeting.
3. Prepares minutes of the meetings and distributes them to Committee members to post on Safety Bulletin Boards.
4. Assists the Chair as requested.

Division Representatives (administrative, park services, recreation including at least 1 from aquatics)

1. Brings up any safety issues that may come up in their specific division/department.
2. Serves on investigation team after incidents when requested to do so by committee chair or division director/superintendent.
3. Assists in completion of "Incident Investigation Report Form" (see Exhibit 3).

Terms

The term of committee members (elected or appointed) will generally be two years. Terms will be staggered. Should a vacancy occur, a new member shall be elected or appointed prior to the next scheduled meeting.

Agenda Items

1. Approval of minutes from previous meeting.
2. Changes to Agenda
3. Unfinished Business
4. New Business
5. Review of Employee Injuries, Incidents, Near Miss/Hazards Alerts/Investigations
6. Other Items (special reports, presentation, comments, questions, suggested update to APP)
7. Set next agenda and meeting date and time.

Minutes

1. Document attendance.
2. Summarize all subjects discussed.
3. Are filed and retained for a minimum of 2 years in accordance with the WA state retention schedule.
4. Are posted on the safety bulletin board.

Reference: WAC 296-800-130