

SAFETY COMMITTEE REPRESENTATIVES' RESPONSIBILITIES

PURPOSE

As part of the Safety Program, Davie County will maintain Safety Committees to evaluate and direct the program.

ELIGIBILITY

The Safety Committee will consist of County employees, management positions and non-supervisory positions, representing all department locations.

PROCEDURES

Each Department Director will designate staff members to serve as the Safety Committee Representative for a period of at least one year. The Department Director will ensure that the new representatives receive orientation to the role with the previous representative or from a safety representative from another department.

RESPONSIBILITIES

Safety Representative Responsibilities:

- Attend Safety Committee meetings as scheduled for their department.
- Complete department inspections and complete Monthly Inspection Forms and provide a copy to the Inspections Evaluator.
- **Inspect fire extinguishers and emergency lighting monthly and document inspection by initialing the tag attached to the fire extinguisher.**
- Maintain and update the department Safety Manual.
- Maintain the SDS Inventory for your department.
- Function as Fire Warden in emergencies – ensure that all staff members hear alarms or are told of emergency. Ensure that all staff is present in the designated location with evacuation.
- Complete fire extinguisher training.
- Coordinate a Fire Drill at least annually with the Fire Marshal. Complete the Fire Drill Evaluation form and place a copy in the Safety Manual and send a copy to the Inspection Evaluator.
- Ensure that the Safety Scavenger Hunt is completed by new staff and that their name and date of completion is added to the Safety Training Record.
- Keep Safety Training Records updated for all employees and include topics, instructors, dates, handouts, etc. for all safety training/education.
- Report on safety committee actions to employees at departmental staff meetings.