

SAFETY COMMITTEE LEADERSHIP RESPONSIBILITIES

OVERVIEW

There are three Safety Committees:

- 1) **First Responders Safety Committee**
consists of Emergency Medical Services, Emergency Management, Fire Marshal's Office, Health Department, and Sheriff's Office
- 2) **Public Works Safety Committee**
consists of Development Services, Facilities Maintenance, and Public Utilities.
- 3) **Administrative Safety Committee**
consists of all other departments.

Safety Committee leadership will consist of a Safety Committee Chair, a Secretary, and Inspection Evaluator. Leadership members should serve as a Safety Committee Representative for at least one year prior to taking the seat to insure a good understanding of the Safety Program.

The Safety Coordinator will be appointed by the County Manager to perform Workers' Compensation and Property and Liability insurance claims and will help coordinate all Safety Committees.

Persons in a safety leadership role will be part of the Executive Safety Committee and will meet annual with the Safety Coordinator to review the Safety Program.

RESPONSIBILITIES

Chair Responsibilities:

- Schedule Safety Committee meetings to be held at least quarterly and preside over the meetings as scheduled.
- Ensure that every Department Director appoints a representative from a management or non-supervisory positions to the Safety Committee to serve at least one year.
- Review OSHA standards on a regular basis to identify needed changes in plans, procedures, or processes. Present at Safety Committee meetings to ensure implementation of new or revised standards.
- Ensure that Safety Plans, Policies, & Procedures are reviewed annually and documented. Ensure that updates are provided to Safety Committee representatives to update the departmental Safety Manuals.
- Ensure that new committee representatives are provided an orientation to their duties.
- Schedule and implement fire extinguisher training for Safety Committee representatives.
- Coordinate with the Fire Marshal to ensure that annual fire drills are held for each department and fire drill evaluations are completed and reviewed by the Safety Committee.
- Ensure that training records for each employee are maintained, up-to-date, and filed in the departmental Safety Manuals.
- Ensure that injury and illness reports are reviewed by the committee representatives to identify strategies for making the work place safer.
- Notify Safety Committee representatives of upcoming meetings.
- Serve on the Executive Safety Committee.

Secretary Responsibilities:

- Prepare an agenda for Safety Committee meetings to be held at least quarterly.
- Attend Safety Committee meetings and take minutes.
- Maintain the official Safety Committee Minute book with minutes and handouts, presenters, and training distributed at the meetings. Minutes books from previous year(s) are to be retained in the County Manager's office for archiving.
- Maintain an up-to-date list of Safety Committee Representatives with contact information.

Inspection Evaluator Responsibilities:

- Ensure that monthly safety inspections are completed in each department for all locations by the committee representatives and copies are kept in the Safety Manual.
- Evaluate results and identify trends/issues needing improvement from the returned department inspections and discuss at the Safety Meetings.

Safety Coordinator Responsibilities:

- Report and manage all Workers Compensation and Property and Liability claims through the insurance company.
- Record and maintain all records and claims that pertain to on the job injuries. Keep OSHA 300 logs up-to-date.
- Provide each location/department with OSHA 300A Forms that are to be posted from February to April of each year.
- Coordinate annual Safety Education/Training between the Executive Safety Committees and the Insurance Carrier.
- Attend Regional Risk Management Meetings.
- Coordinate and schedule safety inspections of each department with the Public Facilities Director, Risk Management/Insurance Carrier, and Safety Representatives as needed.

Executive Committee (Chairs, Secretaries, Inspection Evaluators of Safety Committees, and Safety Coordinator) Responsibilities:

- Serve as a steering committee for the Safety Program.
- Chair, secretary, inspection evaluator of each Safety Committee will meet annually with other management staff.
- Direct the review of OSHA standards, NFPA regulations, and the County's Safety Policy and Procedures for updates or revisions, annually or as needed.
- Plan, implement, and evaluate the annual Safety Education/Training.