

SAFETY COMMITTEE POLICY STATEMENT

INTRODUCTION

The City of Fort Bragg is committed to preventing workplace injuries and illness among all employees. To prevent these losses, a joint management-labor safety committee has been established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

PURPOSE

The purpose of our safety committee is to involve labor and management in a nonadversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

ORGANIZATION

The committee, including alternate members, currently consists of 5 employee, 4 mid-management, and 2 management employees. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Management and mid-management representatives will be appointed.

EXTENT OF AUTHORITY

The safety committee advises management about safety and health issues in the workplace. All written recommendations from the safety committee will be submitted to management. Management will consider the recommendations and respond in writing to the safety committee within a reasonable time.

FUNCTIONS

- Objectives and duties
- Management commitment to workplace safety and health
- Committee meetings and employee involvement
- Hazard assessment and control
- Safety and health planning
- Accountability
- Accident and incident investigations
- Safety and health training
- Others as determined by the City

RECOMMENDATIONS

All recommendations submitted to management shall:

- Be clear and concise.
- Provide reasons for implementation.
- Include implementation costs and recommended completion dates.
- List benefits.

PROCEDURES

The safety committee's procedures for fulfilling its role should include:

- Setting the meeting date, time and location.
- Setting the agenda.
- Recordkeeping.

DUTIES OF EACH MEMBER INCLUDES:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety

SUMMARY

Only the planning and effective leadership of management and the safety committee can build a lasting safety and health program. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the company.

Sincerely,

Safety Coordinator Signature

Date

City Manager Signature

Date