

# ***NOTICE!***

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

## **SAFETY/HEALTH COMMITTEES**

### **I. PURPOSE**

The purpose of the Safety & Health Committees is to increase employee safety and health awareness. Management must ensure the committees function as designed to allow efficient and effective performance.

### **II. STRUCTURE**

- A. Each committee shall be composed of employee-elected and employer-selected members.
- B. The number of employer-selected members shall not exceed the number of employee-elected members.
- C. Employees shall elect fellow workers to represent them on the committee. The method of voting shall be optional. An alternate member should also be elected or designated to fill-in for the regular committee member in the event the regular member is unable to attend or participate in assigned functions/activities.
- D. The terms of employee-elected members shall be for one year, however, employee-elected members may be re-elected but should not serve more than two consecutive years.
- E. Should a vacancy occur on the committee, a new member shall be elected.
- F. The chairperson shall be elected by the Safety and Health Committee. Each committee will also elect a secretary.
- G. The frequency of meetings shall be determined by the committee, but should be at least once a quarter.
- H. The date, hour and location of meetings shall be determined by the Safety and Health Committee.
- I. The length of each meeting shall not exceed one hour except by majority vote of the Safety and Health Committee.

- J. The attendance and subjects discussed shall be documented and maintained on file for a period of one year. Copies of the minutes must be provided to:
  - 1. Management
  - 2. County Safety Office
  - 3. Employees by posting on the safety bulletin board
  - 4. Executive Office
  
- K. The County Safety Office will assist each committee in organization and will continually monitor the effectiveness of the committees.

### **III. CHAIRPERSON RESPONSIBILITIES**

- A. To set time and place of regular and special meetings.
- B. To prepare the agenda in advance of the meeting time.
- C. To request the secretary to send the notice and the agenda at least one week before the meeting to each committee member, giving the date, time, and place of the meeting.
- D. To act as facilitator of the meeting and to control the duration.
- E. May assign subjects or problems to subcommittees or individuals for further investigation and a later report.
- F. To keep Division Managers or Department Heads informed of planned programs, absenteeism of members, and any items where support may be helpful.

### **IV. SECRETARY RESPONSIBILITIES**

- A. To send notice of meeting and agenda, as provided by the chairperson, to all committee members at least one week before meeting date.
- B. To keep minutes of meeting including attendance and distribute within one week to:

1. Committee Members
  2. Division Managers - Department Heads
  3. County Safety Office
  4. Executive Office
- C. To prepare and forward all correspondence as authorized by the committee.
- D. To assume chair and its duties when chairperson is absent and *may* appoint an acting secretary.

V. **SAFETY COMMITTEE MEMBER RESPONSIBILITIES**

- A. Identify unsafe acts and conditions. Discuss hazards with supervisor for corrective action.
- B. Coordinate with supervisor to hold regular safety meetings.
- C. Conduct or assist supervisor in conducting regular safety meetings for employees within their section, division or department. A safety topic should be chosen and presented to employees.
- D. Distribute information from safety committee meetings to employees in their work area.
- E. Document safety meetings, keep a copy for the department and forward a copy to Safety. (a sample of a safety meeting form is included at the end of this procedure.)
- F. Should conduct regular workplace safety inspections utilizing county inspection form. (An inspection form is included at the end of this procedure.)
- G. Assist employees and supervisor as requested in safety and health issues, concerns.
- H. Promote safety awareness and encourage compliance with safety standards.
- I. Post safety committee meeting minutes on safety bulletin board

and inform employees of safety issues discussed at safety committee meeting. Keep safety bulletin board updated with required posters and other pertinent information.

- J. Participate in emergency preparedness in accordance with the County's Comprehensive Emergency Preparedness plan and/or department policy.

## **VI. COMMITTEE OPERATION**

- A. Effective safety and health committees will:
  - 1. Originate, propose, and report on status of programs for improvement in all areas of safety and health concern.
  - 2. Review safety hazard reports and jobsite safety inspections and make recommendations for the correction of identified unsafe conditions or practices.
  - 3. Be familiar with safety and health policies, practices, and procedures.
  - 4. Encourage compliance with all safety and health requirements.
  - 5. Review accident investigation reports to help identify contributing causes. Make recommendations concerning ways of preventing recurrence. Assist as requested in accident investigation.
  - 6. Assist, participate and make recommendations concerning emergency preparedness plans and activities.
  - 7. Assist with safety education programs.

**SAFETY MEETING**

**Snohomish County**

**Risk Management · Safety Office · 3000** Rockefeller Ave. MS 610 · Everett, WA 98201-4046 · (425) 388-3549

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

MEETING CONDUCTED BY:  
\_\_\_\_\_

SUBJECT AND MATERIAL USED FOR DISCUSSION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE CONCERNS AND SUGGESTIONS:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN ON PREVIOUS ITEMS:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCUSS ALL ACCIDENTS SINCE LAST SAFETY MEETING:  
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\_\_\_\_\_  
\_\_\_\_\_

DISCUSS PROPER TOOL FOR JOB, SAFE WORK HABITS, AND CLEANUP:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SAFETY COMMITTEE REPRESENTATIVE: \_\_\_\_\_



<b>WORKPLACE INSPECTION CHECKLIST</b>			
DEPARTMENT _____		DIVISION _____	
		DATE _____	
ITEMS TO BE INSPECTED	YES /NO	COMMENTS	CORRECTIVE ACTION TAKEN
IS LIGHTING ADEQUATE?			
ARE FIRE EXITS HIGHLY VISIBLE & MARKED PROPERLY?			
HOUSEKEEPING?	GOOD FAIR POOR		
ARE ELECTRICAL CORDS FRAYED OR WIRING EXPOSED?			
ARE ALL STAIRWAYS CLEAR?			
ARE WALKWAYS CLEAR AND FREE OF TRIPPING HAZARDS?			
ARE FIRST AID SUPPLIES READILY AVAILABLE?			
ARE MATERIALS AND CHEMICALS PROPERLY STORED?			
IS THE MSDS NOTEBOOK READILY AVAILABLE AND UPDATED?			
PERSONAL PROTECTIVE EQUIPMENT AVAILABLE			
SAFETY BULLETIN BOARD - (ONLY SAFETY MATERIALS POSTED, INFO CURRENT)			
EVACUATION ROUTE POSTED			
OTHER			
<b>SAFETY COMMITTEE MEMBER'S SIGNATURE:</b> _____ <b>SUPERVISOR'S SIGNATURE: (optional)</b> _____			
<b>Send To Safety M/S 610</b>			