

Multnomah Education Service District

Code: **EBAC-AR**
Adopted: 7/1/10
Amended:
Reviewed:

MESD Safety Committee Procedures and Guidelines

MESD Safety Officer

The Superintendent shall designate an MESD Safety Officer. The MESD Safety Officer shall:

1. Establish MESD and other school safety committees/advisories to the MESD Safety Officer to implement and monitor the MESD safety program;
2. Be responsible for writing and implementing an MESD safety program. (The written program shall include reporting procedures and an in-service safety training program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites;
4. Maintain liaison with applicable agencies outside the district;
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents;
7. Establish specific goals for the MESD's safety program and evaluate goals and accomplishments on a regular basis.

MESD Safety Committee

An MESD Safety Committee shall be established by the Superintendent or designee to represent the safety and health concerns of MESD employees and students.

The MESD Safety Committee shall be composed of an equal number of employer and employee representatives. When agreed upon by employees and the MESD, the number of employees on the committee may be greater than the number of MESD representatives. The committee will consist of no fewer than four members.

A reasonable attempt will be made to ensure that committee members represent major work activities.

Employee representatives shall be volunteers or elected by their peers unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one year term. Terms shall be staggered to provide continuity. There shall be a chair mutually agreed on in four or more person committees.

All MESD Safety Committees will:

1. Meetings:
 - a. Hold regular meetings as required; at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from committee meetings if more frequent safety inspections are conducted.
 - b. Quarterly committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the MESD Ainsworth office;
2. Provide written agendas for each meeting which shall set the order of business;
3. Make written records of each meeting which the employer shall review and maintain for three years for inspection;
4. Post and send copies of meeting records to committee members and post on the MESD Safety Committee website.
5. Assist in creating a hazard-free work environment by:
 - a. Recommending to the employer how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
 - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of the MESD Safety Committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections by an MESD Safety Committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating employer policies which may affect safety and health in the workplace and make recommendations for changes to existing policies or adoption of new policies;

4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the committee can obtain information directly from all persons involved in the operations of the workplace that would help in creating a hazard-free work environment. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the committee a part of the MESD Safety Committee minutes;
9. Evaluating employee/supervisor training needs.

Degree of Authority

The MESD Safety Committee is authorized to make written suggestions to the MESD Safety Officer, based on its experiences, inspections and input from other employees, students and MESD patrons, as appropriate. The MESD Safety Officer will work with the Risk Management Oversight Committee to ensure that appropriate safety needs are met.