

## **Safety Committee Procedures**

Safety committees shall be established at each work site by the administrator or supervisor responsible. Safety committees shall be established at the following sites:

1. Oakland Elementary School/District office;
2. Lincoln School;
3. Oakland High School;
4. Cafeteria;
5. Bus/Maintenance shop.

### **District Safety Officer**

The superintendent shall designate a district safety officer. The safety officer shall:

1. Establish a district safety committee, advisory to the safety officer, to implement and monitor the district safety program;
2. Be responsible for writing and implementing a district safety program (The written program shall include reporting procedures and in-service safety training program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas;
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 district's safety program and evaluate goals and accomplishments on a regular basis.

## Purpose

The function of the safety committees is to help create and maintain a safe working environment and to help prevent accidents by:

1. Enhancing safety awareness among employees;
2. Defining problems and obstacles to accident prevention;
3. Identifying hazards and suggesting actions to eliminate hazards in the workplace;
4. Identify employee training needs;
5. Developing accident investigation procedures and conducting accident investigations.

## Membership

1. The safety committee shall be composed of an equal number of employer and employee representatives. When agreed upon by employees and the district, the number of employees on the committee may be greater than the number of district representatives. The committee will consist of no fewer than two members for buildings with 20 or less employees and no fewer than four members for buildings with more than 20 employees.
2. Employee members shall be volunteers or elected by their peers at the work site.
3. Employee representatives shall serve a continuous term of two years except during initial committee formation when terms will be staggered so that at least one experienced member is always serving on the committee.
4. At work sites where both classified and licensed employees are assigned, at least one representative from each classification shall be represented on the safety committee.

## Duties

1. Shall elect a chairman and secretary.
2. Shall hold regular meetings at least once a month except for the months of January, April, July and October when quarterly workplace safety inspections are conducted.
3. Shall develop a written agenda, keep minutes of each meeting.
4. Shall post in the work site and send to each committee member and the superintendent meeting agendas and minutes.
5. Shall conduct quarterly workplace safety inspections.

6. Shall 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.
7. Shall establish procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected.
8. Shall establish 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.
9. Shall evaluate employer policies which may affect safety and health in the workplace and make recommendations for changes to existing policies or adoption of new policies.
10. Shall evaluate and make all the accident and illness prevention programs brought to the committee's attention and make recommendations necessary to cause the programs to be more applicable to the workplace.
11. Shall establish a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting.
12. Shall establish and make procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations.
13. Shall establish procedures for the review of corrective action taken on the committee's recommendations or determine the reasons why no corrective action was taken.
14. Shall make all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee.
15. Shall evaluate employee/supervisor training needs.

### Training

Each administrator and/or supervisor is responsible for training or arranging for the training of their safety committee in these areas:

1. Safety committee purpose and operation;
2. Hazard identification;
3. Accident investigation techniques;

4. Reporting procedures;
5. Applicable Oregon Administrative Rules 437-001-0760 through 437-001-0765.

The superintendent is responsible for training and/or arranging for the training of all supervisors and administrators.

Degree of Authority

The site safety committee is authorized to make written suggestions to the district safety officer, based on their experiences, inspections and input from other employees, students and district patrons as appropriate.