

Safety Program Committee

The safety program committee shall be composed of an equal number of employer and employee representatives. Employee representatives shall be volunteers or elected by their peers. Members of the committee shall serve at least a continuous one year term. Terms shall be staggered to provide continuity. Members shall represent major areas of activity in the district whenever possible. There shall be a chairperson elected by the safety committee. Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage.

The safety program committee will:

1. Hold regular meetings at least once a month except months when quarterly work-place safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted;
2. Provide written agenda 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;
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 safety work practices; and
 - b. Using lines of communications to promote cooperative attitudes between all person involved in the operations of the workplace.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and healthy 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 work-place and make recommendations for changes to existing police 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 safety 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 safety committee a part of the minutes of the safety committee;
9. Evaluating employee/supervisor training needs.