

SAFETY COMMITTEE POLICY PROPOSAL

Purpose and Responsibilities of the Safety Committee: The City of Montgomery Safety Committee is established to assist Departments in reducing employee injuries and vehicle collisions. The committee will make recommendations to Department Directors and to the Mayor's Office for establishing safety programs, policy, and resolving specific safety problems. This committee does not supercede the Director's authority and/or responsibility for the operation of his/her department.

Composition of Safety Committee: The committee will consist of one primary and one alternate representative from each department in the City of Montgomery. The Department Director or his/her designee will appoint these members in writing. Smaller departments may combine members with the approval of the Mayor's Office. There shall be three officers for the committee: The Chairperson, Vice Chairperson, and Secretary. The officers of the committee will also perform duties as committee members for their department. The Officers will serve for a three-year term. They will serve one year in each position starting at the Secretary and then moving to the next position at the end of one calendar year. The Secretary position will be filled on a rotating basis using the following schedule. The term of office shall begin on 1 January each year.

Parks & Recreation
Civic Center
Zoo
Sanitation
Garage
Police Department
Fire Department
Finance
Technical Services
Traffic Engineering

Chairperson: The chairperson shall exercise general supervision over the affairs of the committee, preside over the meetings of the organization, be a member ex officio of all committees and perform all duties incident to the office of chairperson. He/she shall accompany safety committee members to meetings with respective department directors.

Vice-Chairperson: The vice-chairperson shall assist the chairperson and preside in the absence of the chairperson. In addition, the vice-chairperson shall carry out any additional duties other duties as directed by the chairperson. The vice-chairperson shall succeed to the office of the chairperson until the next regular election, should the office

become vacant. The vice-chairperson shall be responsible for setting the agenda and programs for all safety committee meetings.

Secretary: The Secretary shall maintain a written record of the proceedings of all committee meetings, mail all notices of meetings, and perform other duties as assigned by the chairperson.

Committee Members: Committee members shall act as an advisor and liaison to their respective Department Director on all safety matters. They should attend all monthly safety meetings within their department. They shall review all injury and vehicle accident reports from their department. They will work with their respective department directors to make recommendations for resolution of safety related problems. They will conduct and/or coordinate on safety inspections or audits for their departments. They will assist the Safety & Training Supervisor to conduct incident/accident investigations within their department. They will act as the contact person in their department concerning safety issues and attend the safety committee meetings and functions. They will work with other Safety Committee members to evaluate and make recommendations for resolving safety related problems. They will carry out any additional duties as directed by the Safety Committee Chairperson. Each department will have an alternate member who will fulfill these duties in the member's absence.

Safety & Training Supervisor: The Safety & Training Supervisor will act as an advisor and provide technical expertise to the Safety Committee. He/she will provide information to the committee on vehicle accident/injury rates, the latest information on safety, and help to identify safety problems and safety-training needs in each department.

Meetings: The Safety Committee will meet, at a minimum, quarterly. The meeting dates will normally fall on the second Wednesday of November, February, May, and August. The Chairperson is the only committee member who can change the date of the meetings. Every department will have one of their representatives present for these meetings.

Department Director's Responsibilities: The Department Directors will ensure that their Safety Committee Representatives and an alternate are assigned to the safety committee. These appointments shall be made in writing and a copy of this document shall be maintained in the Safety & Training Supervisor's office. The Department Director will ensure that one of these representatives attends all committee meetings and functions. The Department Directors are responsible for creating an environment in their departments that nurtures safety. This should include some form of employee feedback system for safety issues. The Department Director should keep an open dialog with both the Safety Committee Representative and all employees concerning safety issues.