

Insert City Name	Page 1 of 2
Safety Policy Number: 103	<h1>Safety Committee</h1>
Effective: <i>Insert Date</i>	
Revision: <i>NEW</i>	

Purpose

This policy is developed to provide guidance to safety committees by establishing uniform administrative procedures and minimum requirements.

Policy

It is the policy of the *(Insert City Name)* to protect the safety and health of city employees. To be successful in this effort employee involvement at all levels of the City is critical. To accomplish this task a safety steering committee along with departmental committees will be established. These committees will serve as an avenue to bring city employees together in a cooperative effort to promote safety and health in the workplace.

Safety Steering Committee

The mission of the Safety Steering Committee is to coordinate and guide the overall safety efforts of the City. In addition, the committee reviews investigations of serious injuries and major incidents, exchanges safety information between departments and makes determinations on matters that departmental safety committees are unable to resolve or have potential ramifications across other departments.

Organization

The Steering Committee is comprised of the Mayor, the City Attorney, the Personnel Director, the Safety Coordinator and a representative from each of the departmental safety committees. To assure continuity of the committee, terms of departmental safety committee representatives will be staggered.

Department Safety Committee

Departmental Safety Committees have been established as an additional resource upon which Department Directors can call upon to assist them in executing safety within their department. The committee also plays a vital role in the overall safety program of the City by providing a forum by which employees can participate in the safety process. Committees are responsible for:

- ◆ Monitoring the effectiveness of the City's safety and health program.
- ◆ Making recommendations regarding safety program improvements.
- ◆ Reviewing accident investigations to determine corrective action and potential disciplinary action.

Organization

Committee membership shall consist of equal representation of every work force division. No one person or group shall have veto power over decision-making. The term of service on the safety committee shall be one (1) year. To assure continuity, terms should be staggered. Membership participation is voluntary or may be appointed by the Department Director.

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Meetings

The Steering Committee as well as Department Committees shall meet once a month at a time designated by the schedules of its members. Meetings may be held more often at the discretion of committee members. The length of meetings shall not exceed one hour except by majority vote of the Committee.

Minutes of the meeting shall be recorded. Minutes should accurately record all decisions made and actions taken. Copies are to be distributed to each committee member and posted on employee bulletin boards. Minutes from department committee meetings are to be forwarded to the Department Director as well as the City's Safety Coordinator. Copies should be maintained for one year.

Agenda

Good committee meetings require thorough planning and effort. Notices of meetings should be sent to each member of the committee. In addition, to keep the meeting moving as well as productive, an agenda should be developed. A typical agenda might include:

- ◆ **Call to Order** – The meeting should be called to order promptly at the appointed time.
- ◆ **Roll Call by the Secretary** – Names of members and other present should be recorded. Those absent should also be noted.
- ◆ **Introduction of Visitors** – If any are present.
- ◆ **Minutes** – From the previous meeting should be briefly reviewed.
- ◆ **Unfinished Business (Old)** – A status review of issues or assignments made during the last meeting should take place.
- ◆ **Review of Accidents** – Incidents since the last meeting should be reviewed with an aim towards preventing recurrences. Loss statistics may be reviewed and discussed.
- ◆ **Other Activities** – Inspections, surveys, training programs, safety suggestions, and other activities from the past month should be reviewed, i.e. reports received from insurance carrier.
- ◆ **New Business** – Any new issues, programs, problems, etc., should be brought up. Appropriate assignments should be given.
- ◆ **General Discussion** – Any relevant comments or suggestions should be discussed. Guest speakers may also be allotted this time.
- ◆ **Adjournment** – Set time, date and location of the next meeting. Adjourn on time.

Reference:

- ◆ None
- ◆