

Safety and Health Committee Charter

Mission Statement

The _____ County Safety and Health Committee is to develop and promote a healthy and safe environment for employees and visitors through education, communication and safe work practices.

Activities

The health and safety activities of the committee will include, but are not limited to, the following:

- Identify unsafe work practices, conditions and to suggest appropriate remedies;
- Appoint an inspection team of at least one employee representative and one employer representative;
- Conduct safety and health inspections of both operations and facilities;
- Identify safety hazards and recommend corrective action;
- Make a written report of hazards discovered during inspections;
- Review corrective measures and make written recommendations to correct the hazard and submit it to management for timely response;
- Establish procedures for workplace inspections to identify safety and health hazards;
- Review accident/incident reports for causes, trends and recommend corrective action;
- Obtain and analyze available data on past injuries and illnesses to identify trends and recommend corrective action;
- Assist in the development and implementation of effective safety- and health-awareness programs;
- Encourage feedback from all individuals with regard to safety- and health-related ideas, problems and solutions;
- Provide support and serve as a resource in the development, implementation and maintenance of a comprehensive safety, loss prevention and loss control program;
- Develop written programs to ensure compliance with safety and health regulations of the Texas Department of Insurance Workers' Compensation Division;
- Serve as an advisory body to management on safety and health issues; and

- Make recommendations to implement supervisor and employee accountability for safety and health.

Members

Committee members shall be volunteers from various departments to include both supervisory and labor. Volunteers shall serve at least two years at which time they may elect to continue service at the discretion of the department head.

Officers

The officers of the committee will serve a two-year term (excluding the safety specialist). The officers will consist of a chairperson, a co-chairperson, the safety specialist, law enforcement officer, medical officer, fire marshal and a secretary. The chairperson and co-chair will be elected by the committee membership in October of each year to begin their tenure the following January.

Management's Responsibilities

- Establish procedures for management's review and response to minutes;
- Submit written recommendations for health/safety improvement/changes and response;
- Evaluate county safety and health policies and procedures;
- Respond in writing to safety committee recommendations;
- Review corrective action taken by management;
- Actively promote safety and health;
- Allow time for committee representative participation in meetings and assigned responsibilities;
- Allocate the funds/resources necessary to implement safety and health committee activities;
- Support committee decisions; and
- Perform the initial investigation of all injuries, incidents and near misses.

Chairperson's Responsibilities

- Actively promote safety and health;
- Schedule and develop an agenda for meetings based on member input;
- Arrange program;
- Set time schedule for next meeting;
- Review previous minutes and material for meeting;
- Act as communication liaison between management and the committee;

- Facilitate the health and safety committee meetings;
- Coordinate the assignment of activities to committee members;
- Establish necessary deadlines based on member input;
- Follow up on assigned responsibilities;
- Prepare an annual report of the committee's accomplishments;
- Prepare a report of the committee's objectives for next calendar year;
- Introduce new members; and
- Ensure the effectiveness of the meeting by directing discussion to meet mission and objectives.

Co-Chairperson's Responsibilities

- Actively promote health and safety;
- Facilitate the meetings in the absence of the chairperson;
- Serve as a member of the various project teams or sub-committees;
- Facilitate meeting agendas and monitor meeting times; and
- Assist with development of the agenda.

Safety Specialist Responsibilities

- Actively promote safety and health;
- Serve as a resource to the committee on safety and health issues;
- Review all accident investigations reports;
- Conduct safety and health inspections and prepare reports; and
- Assist with the development of the agenda.

Secretary's Responsibilities

- Actively promote safety and health;
- Ensure the meetings minutes are recorded, completed and distributed in a timely fashion;
- Distribute the agenda to committee members one week prior to each scheduled meeting;
- Take and record attendance;
- Make arrangements for the meeting room;
- Notify members of the meeting;
- Distribute correspondence and/or directives development by the committee; and
- Develop and maintain files of meetings and correspondence.

Law Enforcement Responsibilities

- Actively promote safety and health;

- Make recommendations to the committee regarding employee awareness services;
- Monitor county accidents/incidents reports for possible trends, specifically motor vehicle injuries resulting from employee “at fault” and provide possible corrective action to prevent recurrence;
- Recommend activities for National Alcohol Awareness Month in April of every year;
- Recommend activities for National Drive Safe Month in June of every year;
- Provide input for the Annual Training Plan; and
- Provide the committee with a draft budget in support of employee training by May 31 of each year.

Medical Officer

- Actively promote safety and health;
- Make recommendations to the committee regarding employee awareness services;
- Monitor county accidents/incidents reports for possible trends, specifically injuries resulting from employee “at fault”;
- Coordinate the county’s medical resources, nursing staff, equipment, etc. in support of the Annual Training Plan, specifically, AED, first aid, CPR and bloodborne pathogen training;
- Provide input for the Annual Training Plan; and
- Provide the committee with a draft budget in support of employee training by May 31 of each year.

Fire Marshal

- Actively promote health, safety, and fire prevention;
- Make recommendations to the committee regarding fire prevention services;
- Provide, conduct and coordinate required annual training with respective departments;
- Provide input for the Annual Training Plan;
- Conduct annual fire inspections of all XYZ County buildings, to include those located within the city limits of City A, City B, City C, City D and City E;
- Conduct annual fire/environmental inspections of all parks, transfer stations, and precinct maintenance barns/yards;

- Provide a report to the committee of findings and recommendations for corrective action;
- Recommend activities for Fire Prevention Month in October of every year; and
- Provide the committee with a draft budget in support of employee training by May 31 of each year.

Committee Member Responsibilities

- Actively promote safety and health;
- Attend all safety and health meetings on time or arrange for an alternate to attend;
- Report unsafe conditions and practices;
- Report all accidents or near misses;
- Review injury accidents, illnesses and death investigations;
- Communicate committee activities to his or her department;
- Make or assist in inspections;
- Serve on appointed project teams or sub-committees;
- Bring health or safety concerns to committee meetings and/or to the attention of the affected employee's supervisor;
- Assist with the development of the agenda upon request; and
- Serve as an example by following all safety rules and work practices.

Employee Responsibilities

- Actively promote safety and health;
- Bring safety and health concerns to his or her supervisor or committee representatives immediately;
- Learn and follow all safety and health rules and procedures; and
- Attend all safety and health training courses relevant to his/her job classification.

Safety/Health Training for Committee Members

- Identify and make accessible applicable Texas Department of Insurance, Division of Workers' Compensation standards and other codes that apply;
- Provide specific training on his or her type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident/incident investigation;
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location; and

- Recommend training for new employees and refresher training on county, departmental and work-location safety practices, procedures and emergency response.

SAMPLE



Meetings

- Establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information;
- Include employee input on agenda for safety committee meetings;
- Include in the meeting minutes all recommendations;
- Develop and make available a written agenda for each meeting;
- Meetings will initially be held monthly, preferably on the first Thursday of each month from 9–11 a.m. After six (6) months, regular meetings of the committee will be held every other month;
- Special meetings of the committee may be called by the chairperson upon his or her initiative, or upon the request of at least five (5) members;
- Special meetings will be counted as regular meetings when being applied toward quarterly meeting commitments; and
- The minutes of the meeting will be provided to each committee member, elected official and department head, and posted on bulletin boards throughout the county.

Quorum

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.

Sample Agenda

1. Call to order by the chairperson
2. Roll call of members
3. Introduction of visitors
4. Read/review minutes of last meeting
5. Approval of last meeting minutes
6. Discussion of unfinished business
 - Reports on matters held over from last meeting
 - Correction recommendations
 - Safety suggestions
7. Discussion of new business
Report of injured or ill workers—follow-up welfare

Accident or illness investigation
 - What was the accident or illness?
 - What conditions contributed to the accident or illness?
 - Why did the conditions exist?
 - What can be done to mitigate another such incident?
8. Report on Safety incidents
Follow up action taken by management and/or committee
9. Committee Reports
10. Suggestion Box
 - Discussion of submitted suggestions
 - Assignment of suggestions for action
11. Miscellaneous
Monthly, quarterly, annual inspection reports, special speakers, etc.
12. Announcement of next meeting date

13. Adjourn

SAMPLE