



## **SAFETY COMMITTEE POLICY STATEMENT**

### **INTRODUCTION**

Community Action Team, Inc. is committed to preventing workplace injuries and illnesses among all employees. To prevent these losses, a joint management/labor safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace. Community Action Team, Inc. will have a committee representing staff for Clatsop County, Columbia County and Tillamook County

### **PURPOSE**

The purpose of our safety committee is to involve labor and management in a non-adversarial, cooperative effort to promote safety and health in the workplace, the safety committee will assist management and make recommendations for change.

### **ORGANIZATION**

There shall be a minimum of one non-management employee for each work site represented on the committee. There will be at least one management representative on each committee. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management (the Executive Director and/or their Program Director). Employer representatives will be appointed by the Executive Director and/or the Program Director. Non-management safety committee members will serve terms of at least one year. Management members will serve until released by the Executive Director and/or the Program Director. Alternate members from each work site will be appointed to attend meetings when a regular member is not available. Committee membership terms will be staggered so that at least one experienced member is always serving on the committee.

### **EXTENT OF AUTHORITY**

The safety committee advises management on safety and health issues in the workplace, All written recommendations from the safety committee will be submitted to management (the Site Manager, the Program Director and the Executive Director) Management will consider the recommendations and respond in writing to the safety committee within a reasonable time.

### **FUNCTIONS**

Objectives and duties  
Management commitment to workplace safety/health  
Committee meetings and employee involvement  
Hazard assessment and control  
Safety and health planning

Accident and incident investigations  
Safety and health training  
Others as determined by the company

## RECOMMENDATIONS

All written recommendations submitted to management shall:

- Be clear and concise
- Provide reasons for implementation
- List benefits
- Include estimated implementation costs and recommend completion dates when possible

## PROCEDURES

The safety committee's procedures for fulfilling its role should include:

- Setting meeting date, time and location
- Electing chairperson and secretary
- Setting agenda
- Record-keeping

Duties of each safety committee member must include, but not be limited to:

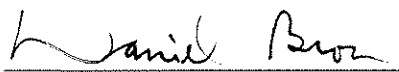
- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety

## SUMMARY

Only the planning and effective leadership of management and the safety committee can build a lasting safety and health program. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to overall health and safety of the company.

\_\_\_\_\_  
Signature (Chairperson)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature (Executive Director)

\_\_\_\_\_  
Date

2/22/17