



# INCORPORATED VILLAGE OF OCEAN BEACH

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## SAFETY COMMITTEE POLICY

### PURPOSE

The purpose of this policy is to outline the goals and function of the Inc. Village of Ocean Beach safety committee.

### POLICY

Our Safety Committee is an important part of our company safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. Committee membership is a voluntary service to the Inc. Village of Ocean Beach. All managers, supervisors and employees are to fully support the efforts of the Safety Committee.

### GOALS OF THE SAFETY COMMITTEE:

- Involve employees in safety management
- Lower the rate and severity of accidents and injuries
- Maintain a safe workplace
- Involve all employee participation in safety programs

### SAFETY COMMITTEE FORMATION

The committee should be large enough to represent all departments at the facility, but have the most efficient number of members to assist in accomplishment of committee goals. Membership on the committee is to be voluntary and will meet any existing labor agreements. volunteer committee membership will rotate once a year. Standing members to the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the Committee. The Committee Chairperson is elected from the employee membership. The Committee Chairperson will conduct the meetings and develop agendas minutes.

### COMMITTEE OPERATION

The Safety Committee will:

- Meet on a regular basis and/or at least quarterly.
- Rotate membership annually.
- Develop short and long term goals.
- Discuss accident prevention methods
- Review previous accidents and injuries.
- Conduct monthly safety inspection of the plant.
- Recommend changes to safety procedures and policies.



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## SAFETY COMMITTEE POLICY

### DUTIES AND RESPONSIBILITIES

#### Chairperson

The Chairperson will lead the meeting and will report Committee activities to Management.

#### Safety Committee Members

Safety Committee Members have the following responsibilities:

1. Attend each monthly meeting
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report Safety Committee actions to their department during normally scheduled safety training

### RECORDS

Records of all Safety Committee Meetings and actions shall be maintained by the Safety Coordinator for at least 18 months.

### TRAINING

Each Safety Committee Member will be provided the necessary training in:

- Function of the committee
- Safety Programs
- Safety Policies