

Chapter 6

WORKPLACE SAFETY COMMITTEES

6.1 PURPOSE

A workplace safety committee consists of employees in non-supervisory and management capacities, organized to actively participate in the Department's loss prevention program and make recommendations to promote safety and health in the workplace as noted in **Chapter 7** of this *Manual*.

6.2 GENERAL REQUIREMENTS

6.2.1 A workplace safety committee shall be established in each District and the Central Office. A committee may be established for each unit location and/or a centralized committee may be established to represent all locations. The District Secretary/Assistant Secretary or designee shall have the responsibility to establish a committee.

6.2.2 The committee will be composed of management and non-supervisory employees. The number of Management members shall not exceed the number of non-Management. The District Secretary/Assistant Secretary or designee shall have the discretion of determining the number of members that will serve on the committee, and the length of tenure of the members. The State Safety Office serves as a non-voting member on the Central Office Safety Committee.

6.2.3 The appropriate union(s) may be offered the opportunity to appoint a member to each committee.

6.2.4 Each unit Manager/Cost Center Manager shall select an employee to represent the unit or office on the safety committee.

6.3 COMMITTEE FUNCTIONS

6.3.1 To generate and maintain employee interest and involvement in the Department's loss prevention programs.

6.3.2 Assist in the identification of unsafe conditions and practices and make recommendations to management for the reduction or elimination of such conditions and practices.

- 6.3.3** Assist in conducting safety inspections and hazard identification, as needed, including fleet and maintenance issues as appropriate.
- 6.3.4** Make recommendations to management for publicizing and implementing safety policies and procedures including safety awareness and incentive programs.
- 6.3.5** Meet at least once every quarter.
- 6.3.6** The Safety Committee under the direction of management, shall review and update work place safety rules, as needed, based on incident investigation findings, inspection findings and employee reports of unsafe conditions or work practices.

6.4 COMMITTEE STRUCTURE

- 6.4.1** A chairperson can be selected by the committee, by the District or Central Office Health and Safety Manager, or by the District Secretary to organize and conduct the meetings.
- 6.4.2** A secretary shall be selected by the committee to take notes during the meetings. The committee or management will post the schedule dates, times, and locations of the committee meetings in conspicuous places where employees normally gather.

Management will post minutes of the meetings in conspicuous places where employees normally gather and provide a copy to individual employees upon request.
- 6.4.3** Committee members should select a new chairperson and secretary at least every two years. The members may be reappointed for more than one term.