

Safety Committee

Number: J-4

Revision:

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1.0 POLICY

The Town of Carolina Beach creates safety committees as a tool to help ensure a safe working environment and expects active participation of both employees and supervisors.

2.0 PURPOSE

Safety Committees are created to assist departments in preventing work-related accidents and injuries; remain compliant with Occupational Safety and Health Standards; train employees; and reduce the costs of work-related accidents, lost work-days and equipment damage.

3.0 SCOPE

In part, the Safety Committee will be made up of personnel from the departments listed in Section 5.1. Participation in Safety Committees is encouraged for other departments.

4.0 DEFINITIONS

None

5.0 ORGANIZATIONAL RULES

- 5.1 Safety Committees - In order to promote safety and enhance direct communications with employees, departmental safety committees will be required in the following departments:
 - A. Fire
 - B. Police
 - C. Operations
 - D. Parks & Rec
 - E. Administrative branch of Town
- 5.2 The Departments identified in Section 5.1 may choose to join together to have one Safety Committee with representation from each department at each meeting.
- 5.3 Safety Committee Composition
 - A. Safety Committees will be composed of a representative of the five departments outlined in Section 5.1. The town Safety Officer will serve on and Chair the committee. Members will be approved by the department head and may be changed as needed.
- 5.4 Safety Committee Scope – The Safety Committees should strive to accommodate activities in the following areas:
 - A. Safety activities of the departments
 - B. Environmental issues
 - C. Accident investigation review
 - D. Education and training of members and other employees
 - E. Fire & emergency services
 - F. Safety rules and procedures
 - G. Fleet/equipment safety
 - H. Safety inspections, audits, and housekeeping
 - I. Occupational health

- 5.7 The committee will meet at least quarterly.
- 5.8 Safety Committee Responsibilities – The Safety Committees should continuously work toward accomplishing its purpose and would include, but are not limited to, the following responsibilities:
 - A. Conduct regular self-inspections of work places, facilities and equipment noting all safety hazards observed and violations of established safety standards during the inspections and follow-up with supervisors on suggested corrections.
 - 1. Conditions noted and steps taken to remedy the situation during these inspections (along with a time frame for corrections) will be included in the Safety Committee's Quarterly report.
 - B. Assist supervisors in the departments in the active promotion of safety in all work activities.
 - C. Provide the opportunity for free discussion of both accident and personal injury problems and prevention measures.
 - D. Maintain a helpful and cooperative attitude toward safety between supervisors and employees.
 - E. Review accidents and personal injuries and make suggestions and recommendations to prevent reoccurrence.
 - G. Review personal injury and property damage accidents involving Town owned or leased vehicles operated by a Town employee to determine preventability or non-preventability of the accident.

6.0 PROCEDURES

- 6.1 Prior to each scheduled meeting of the Safety Committee, the Safety Chair will prepare an agenda for the meeting including each item to be addressed at the meeting.
- 6.2 At the meeting the Safety Chair, or designee, will take minutes. These minutes will include a list of members present and absent at the meeting. Discussions where no action is taken will be summarized.
- 6.3 The Safety Chair will prepare minutes from the meeting and forward them to Town Manager for review.

7.0 APPENDIX, APPENDICES

None