



5.10.111-AD Employee Safety Committees

I. Program Objectives

A key element of a functioning safety and health program are safety committees. Safety committees are an opportunity for management and labor to collaborate and participate in shared decision-making regarding employee safety and health issues. They also provide a process to assure that safety and health concerns are communicated to the appropriate district staff and the superintendent when necessary.

The objectives of the program are to:

- (a) Eliminate accidents through active investigation and response
- (b) Engender management and workplace commitment to providing a safe and healthful working environment
- (c) Involve employees in workplace safety and health practices
- (d) Identify unsafe conditions and work practices
- (e) Maintain accurate records of safety committee activities
- (f) Train all employees to work in a safe manner and to be accountable for achieving a safe, healthful workplace
- (g) Assess the program's accomplishments, strengths and weaknesses

II. Safety Committee Organization

1. Three levels of safety committees participate in the safety program for district employees. The committees ensure safety inspections of all working areas, review incident reports, identify and abate hazards, and recommends improvements to the safety program. Every PPS employee is responsible for using safe work habits and for bringing unsafe conditions to the attention of their building safety committee.
 - (a) Administrators of any department or school with a staff of more than 11 employees are responsible for forming a Level One safety committee. BESC and CSC each will have one committee with representation from departments other than Nutrition Services or Custodial Services. The committees will develop a safety program to implement the district safety objectives, conduct periodic safety inspections and correct unsafe conditions. Building safety committees will meet monthly to review accident records and the

state of the building report, conduct quarterly inspections, monitor indoor air quality, document hazards, initiate corrective action and make appropriate referrals to Group 2 for action.

- (b) The Level Two committee performs a planning review and oversight function. It comprises but is not limited to the managers from Risk Management, Facilities and Asset Management, Finance, Information Technology and Security Services.

The Level Two committee oversees planning of training programs and purchase or development of safety program material. Meetings are held quarterly. The committee reviews accident and fire prevention programs and recommends to the Risk Management and Health & Safety departments changes or improvements in the safety program.

- (c) The Superintendent meets annually with senior management to formulate district-wide safety policy and provide management support for the district-wide safety program. The Level Three committee may include senior administrators and any other management personnel or safety specialists as the Superintendent determines. The Level Three committee will promote, publicize and give impetus to management's responsibility for safety.

The committee authorizes funding required to support the accident prevention program. It reviews annual accident trends and significant incidents reported by the Risk Management and Health and Safety departments. It also resolves issues referred by the Level Two committee and authorizes special investigations of accidents or incidents as deemed necessary.

Legal References: ORS 654, Oregon Safe Employment Act
Policy Implemented: 5.10.110-P Adopted 5/02
History:

Approved	
	
Superintendent	8-15-2005 Date