

PORT ORFORD/LANGLOIS SCHOOL DISTRICT
2CJ

SAFETY COMMITTEE MISSION STATEMENT

April 2009

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Mission Statement:

The mission of the Port Orford/Langlois School District 2CJ Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

Activities:

The health and safety activities of the committee will include, but are not limited to, the following:

- Identify unsafe work practices and conditions and suggest appropriate remedies
- Conduct health and safety inspections of both operations and facilities, identify safety hazards and recommend corrective measures.
- Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate correction actions.
- Assist in the development and implementation of effective health and safety awareness programs.
- Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss prevention and loss control program.
- Develop written programs to ensure compliance with OSHA health and safety regulations.
- Serve as an advisory body to management on health and safety issues.
- Providing suggestions and recommendations for resolution of health and safety concerns.

Members:

Committee members shall be appointed by the Maintenance/Transportation Supervisor and constitute employees from all district facilities.

Officers:

The officers will consist of a Chairman (Maintenance/Transportation Supervisor) and a secretary (transportation dispatcher).

Responsibilities:

Chairman Responsibilities:

- Enforce all safety and health rules and procedures
- Actively promote health and safety
- Allow the time for committee representative participation in meetings and assigned responsibilities
- Allocate the funds/resources necessary to implement safety and health committee activities
- Lead by example in following all health and safety rules
- Support committee decisions
- Provide timely feedback to the committee
- Perform the initial investigation of all injuries, incidents and near misses
- Act as communication liaison between management and the committee
- Facilitate the health and safety committee meetings
- Coordinate the assignment of activities to committee members
- Establish necessary deadlines based on member input
- Follow up on assigned responsibilities
- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives

Secretary Responsibilities:

- Schedule and develop an agenda for meetings based on member input
- Prepare monthly report of the committee's accomplishments
- Actively promote health and safety
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion

- Distribute the agenda prior to each scheduled meeting
- Take and record attendance
- Make arrangements for the meeting room
- Distribute any correspondence and/or directives developed by the committee
- Develop and maintain files of meetings and correspondence

Committee Member Responsibilities:

- Actively promote health and safety
- Attend ALL health and safety meetings on time
- Communicate committee activities to his/her department/building
- Serve on appointed project teams or sub committees
- Bring safety or health concerns to committee meetings and/or to the attention of the affected employee's supervisor
- Assist with the development of the agenda upon request
- Serve as an example by following all safety rules and work practices
- Review all accident investigation reports
- Conduct health and safety inspections and prepare reports

Employee Responsibilities:

- Actively promote health and safety
- Bring health and safety concerns to his/her supervisor or committee representative immediately
- Learn and follow all health and safety rules and procedures
- Attend all health and safety training courses relevant to his/her job classification

Meetings:

- Meetings will be held monthly, preferably on the last Thursday of each month at 9:00 a.m.

- Special meetings of the committee may be called by Chairperson upon his/her initiative
- Special meetings will be counted as regular meetings
- Union/management bargaining issues will be referred to the appropriate bargaining unit
- The minutes of the meeting will be given to each committee member, posted on bulletin boards throughout the district

Quorum:

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.

4/2009