GOAL: Maintain a commitment and interest on the part of administrators, certified and classified employees in occupational safety and health matters.

OBJECTIVES:
- To increase safety and health awareness throughout the district
- To assist the administration in minimizing and/or eliminating work place hazards
- To encourage communication and discussion of problems in the work place that could result in an injury, illness or loss of property

ORGANIZATION: The Oregon City School District Safety Committee shall be comprised of seven administrators/supervisors and at least seven certified and/or classified representatives.

Certified and classified committee members shall be elected or may volunteer to serve on the safety committee. Administrators/Supervisors shall be appointed.

Committee members should be interested in accident prevention, occupational health and be dedicated to working together to improve safety throughout the district.

AUTHORITY: All recommendations from the safety committee will be given serious consideration by the administration.

The safety committee works through the administration in an advisory capacity. Interfering with the work of employees or the condition of the department or challenging the authority of the supervisor is not the purpose of this committee.

PROCEDURES: The committee shall establish basic operating procedures in order to successfully achieve its goals. The committee should:

- Set a meeting date, time and meeting location
- Select a chairperson
- Select a secretary
- Outline an order of business
- Define records to be kept, (i.e., agenda, minutes, work place inspections, accident review, etc)
- Define the duties of each member
- Make clear and concise written recommendations to the administration

SAFETY COMMITTEE TRAINING: Training areas should include the following:

- Safety committee’s goals and objectives
- OR-OSHA Rules (OAR 437-40-030 through 055) plus any others specifically applicable to the work place
- How to conduct safety committee meetings
- Identification of work place hazards, and
- Accident investigation techniques

Updated 8/2017
SAFETY COMMITTEE MEMBER RESPONSIBILITIES:

Chairperson: Schedule monthly meetings
Develops agendas for meetings
Conducts monthly meetings

Secretary: Takes minutes at each meeting
Runs safety meetings in Chairperson’s absence
Distributes copies of minutes to representatives
Posts minutes for other employees to review
Maintains safety committee file
Keeps minutes and agendas for 3 years

Committee Representatives:

1. Attend Safety Committee Meetings

2. Represent your building, department and job classification by:
   * Sharing questions, observations and recommendations with the committee
   * Share information from committee with all staff, departments and building administrators during staff meetings, handouts, email, posting in staff room, mail boxes, etc.

3. Model excellent safety practices to other staff and students

4. Identify hazards in the workplace and report them immediately

5. Post safety committee minutes in all common areas of building where staff members will see them

6. Suggest items for chairperson to include in the monthly meeting agenda

7. Encourage employees to report workplace hazards and suggest how to control them

8. Establish procedures for conducting quarterly workplace inspections at their and for making recommendations to management to eliminate or control hazards

9. Be “actively” interested and invested in co workers safety and providing a safer environment for working and learning

10. Work on special projects as needed