

STRUCTURE AND FUNCTIONS OF THE SAFETY COMMITTEE

Purpose:

- A. To set guidelines for the district Safety Committee to follow.
- B. The purpose of the committee will be to conduct research, develop recommendations, study and review matters pertaining to occupational safety and health within the district, to include implementation and compliance to NFPA 1500.

Authority:

The Safety Committee shall serve in an advisory capacity to the Executive Staff. It can not set district policy, but may make policy recommendations to the Chief.

Meetings:

- A. Meetings will be held on a quarterly basis and may be changed to monthly, but only with agreement of the entire committee.
- B. Each meeting will have a written agenda. The agenda will be out and available for all members at least one week prior to any scheduled meeting. This will allow members to be prepared for the topics being presented. A rough agenda will be discussed at the end of meetings for the next meeting.
- C. The agenda should include but is not limited to date, time, location, planned duration, any changes to the last meeting minutes, new business, old business and planning for the next meeting.
- D. Minutes shall be kept for each meeting. They shall be typed and distributed to committee members and the Chief within a week after the meeting. Any changes should be brought up at the beginning of the next meeting.
- E. Once approved the minutes and a copy of the original agenda will be kept on file within the headquarters station of the district. They shall be posted in a conspicuous place in each station so that all members may be aware of the issues under discussion and the actions that have been taken. The minutes should include but are not limited to date; time the meeting started, members present, late or absent, an organized general description of the topics covered and the time the meeting ended.

Involvement and Responsibilities:

- A. The committee shall assist and give guidance to the district to insure compliance to NFPA 1500 and other applicable safety standards are maintained.

- B. The committee shall work together to develop policies and guidelines that are related to safety, as they see necessary.
- C. They shall become involved in a review process of items to be purchased by the district to insure they are compliant to applicable NFPA standards.
- D. They shall be involved in the review process in the development of policies and guidelines.
- E. They shall review all injury and accident reports at each meeting and make any recommendations to eliminate a reoccurrence.
- F. Members will be responsible for facility safety and health inspections and follow up to assure corrective action.

Reference:

NFPA 1500 Chapter 2, Section 5 and Reference in the Appendix.