

**Linn Benton Lincoln
Education Service District**

Code: **EBAC-AR**
Adopted: 6/9/99
Readopted: 10/10/07
Revised: 3/14/17

Safety Committee

The safety committee shall be composed of employer and no less than 50% employee representatives. Employee representatives shall be volunteers or elected by their peers. Members of the committee shall serve at least one continuous year term, with selection on a staggered schedule to provide continuity. Members shall represent major areas of activity in the ESD whenever possible. Members shall agree upon a chairperson annually. Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage.

The safety committee will:

1. Hold regular meetings as required;
2. Provide written agendas for each meeting which shall set the order of business;
3. Make written records of each meeting which the employer shall review and maintain for three years for inspection;
4. Post meeting minutes on the ESD intranet and in the staff lounge. Send copies of meeting records to committee members;
5. Assist in creating a hazard-free work environment by:
 - a. Recommending to the employer how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
 - b. Using lines of communication to promote cooperative attitudes between all persons involved in the operation of the workplace.
 - c. Completing regular safety inspections of ESD buildings.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify potential safety and health hazards. The safety inspection team shall include employer and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including, but not limited to injury accidents, illnesses, and/or deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
4. Establishing a system whereby the safety committee can obtain information directly from all persons involved in the operation of the workplace that would help in creating a hazard-free work

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environment. The information obtained shall be reviewed at the next safety committee meeting;

5. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
6. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
7. Making all reports, evaluations, and recommendations of the safety committee a part of the minutes of the safety committee; and
8. Evaluating employee/supervisor training needs.