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PURPOSE AND SCOPE

The purpose of the Richland Township and Volunteer Fire Company's safety committee is to promote workplace safety and injury prevention through the interactive involvement of employee, volunteer and management representatives. The committee will act as a resource to help management with its on-going efforts to provide a safe and healthy workplace for all employees.

GOAL

The goal of this committee is to eliminate workplace incidents and illnesses by involving employees, volunteers and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This will be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

OBJECTIVES

The safety committee has four objectives:

- Provide measures for employee and volunteer involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct quarterly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.
- Periodically evaluate the workplace safety program and recommend improvements to management.

COMMITTEE MEMBERSHIP

- The committee will have at least four committee members at all times comprised of both management and non-management personnel with at least 50% being employees who do not serve in a management capacity.
- The committee shall not contain more employer representatives than employee representatives at any time.
- Committee membership will be documented on the Committee Membership List, which includes membership initiation date, employee name, title, department, shift, safety training date and management status.
- The committee will be comprised of members from the major operating departments
- All employees will be provided with training in the requirements of safety committee dynamics, hazard identification and accident investigation including substance abuse awareness and prevention.

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TERM OF MEMBERSHIP

- Committee members will serve *at least* a 12-month term and then rotate from the committee to allow other employees to participate, but this will be done in such a way that ensures a core group of experienced members will serve on the committee at all times.
- The committee will elect officers who will serve *at least* a 12-month term.
- New members may volunteer to join or be nominated and selected by the existing safety committee members.
- If during the 12-month term a committee member is not able to serve his or her full term, the committee will replace this member as soon as possible.

COMMITTEE ORGANIZATION

The safety committee will be organized as follows:

- Chairperson
- Vice-Chairperson
- Active Members
- Sub-committees may be appointed by the Chairperson as necessary

RESPONSIBILITIES OF MEMBERS

Safety Committee Members

- Attend and participate in all committee meetings.
- Work in a cooperative manner with other members of the safety committee in an attempt to help the committee achieve its goals.
- Perform committee functions as assigned by the Chairperson or Vice-Chairperson.
- Act as a liaison between the safety committee and the department that they represent.

Safety Committee Chairperson

- Facilitate organized safety committee meetings
- Prepare and distribute a written agenda prior to every meeting
- Prepare and distribute written minutes for every meeting
- Coordinate all committee communications and correspondences
- Ensure adherence to committee by-laws
- Assign sub-committees as needed (safety inspections, accident investigation, training, etc.)

Safety Committee Vice-Chairperson

- Act on behalf of the Chairperson in his/her absence
- Assist the Chairperson with his/her responsibilities

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PROCEDURAL RULES

- All actions of the committee will be determined by consensus or (if necessary) a majority vote basis.
- Meetings will be held monthly on a day and time agreeable to the committee members.
- Meetings must include more than half of the membership or a quorum to be held. Guests, consultants and alternate committee members should not be counted for purpose of recording a quorum.
- Meetings will be conducted in a timely manner following an agenda prepared by the Chairperson or Vice-Chairperson.
- Department managers and/or supervisors will allow safety committee members time each month to conduct their committee responsibilities.
- A copy of each month's meeting minutes will be forwarded in a timely manner to the following:
 - Safety Committee Members
 - Senior Management Team
 - Employee Bulletin Boards
- The format for safety committee meetings will include:
 - Attendance
 - Follow-up with outstanding issues from prior meeting
 - Review of monthly safety inspections
 - Review of incident investigations since prior meeting
 - Review of employee concerns/suggestions
 - Future activity/event planning

MEETING ATTENDANCE

- All committee members are responsible for attending the monthly meetings.
- The committee may choose to replace members who continuously are unable to attend the monthly meetings.

COMMITTEE TRAINING

- All Pennsylvania committees will receive annual training from individuals who meet Pennsylvania Bureau of Labor and Industry requirements for accident and illness prevention service providers.
- Annual training will include the following topics:
 - Safety Committee Operation
 - Hazard Detection and Inspection
 - Incident Investigation and Prevention
 - Substance Abuse and Opioid Painkiller Use

RECORDS

- The Safety Committee Chairperson maintains records of all committee meeting minutes, agendas, meeting attendance, correspondence, etc.
- Committee records will be maintained for a period of five years.