

COOS COUNTY COURTHOUSE SAFETY

COMMITTEE CHARTER

Article 1. General Statement of Purpose

It is the policy of the Coos County Board of Commissioners to protect the safety and health of their employees. Therefore, the Coos County Courthouse Safety Committee has been established to bring workers and managers located in the Courthouse, Courthouse Annex, Juvenile Department and Pinzinatti buildings together to achieve and maintain a safe, healthful work environment by:

- Providing an opportunity for open discussion of problems that result or could result in injury or illness.
- Evaluating and recommending improvements in the work environment to the Board of Commissioners.
- Recommending and facilitating training on health and safety issues for staff and management.
- Conducting evacuation drills.

Article 2. Membership

There shall be a minimum of six (6) members of the committee. At least half of the members will be employee members and the remainder will be management members. All members will be appointed by the Coos County Board of Commissioners. Members of the committee must have an interest in accident prevention, occupational health and safety and a willingness to work for improvement in these areas. In appointing members to this committee the Board of Commissioners will consider:

- Individuals who volunteer, employees recommended by bargaining units or management that represent a cross section of the departments and agencies co-located within and near the courthouse.

Members will be appointed for a period not to exceed two years. Members may be appointed to serve consecutive terms.

Article 3. Objectives

- To assist the Board of Commissioners in the development of job site safety.
- To assist in communication and promotion of safety and health matters in the workplace.
- To review injuries, accidents and health trends in order to report to the Board of Commissioners, Elected Officials, Department Heads and supervisors on unsafe and or unhealthy conditions/practices. Each report in these areas will include recommended corrective action. Each recommendation made shall be:
 1. Clearly and concisely written.
 2. Provide justification for implementation.
 3. Give an overview of costs associated with the implementation.
 4. List benefits to be derived by staff and county.

Article 4. Authority

Unless specifically approved or directed otherwise in writing by the Board of Commissioners, the committee shall have the general authority as follows:

- Complete inspections of offices and work areas for hazards and unsafe work habits. Inspections shall be scheduled at the discretion of the safety committee but shall, at a minimum, occur twice per year.
- Review reports prepared by management on all on the job accidents or near accidents for the sole purpose of evaluating what, if anything, could be done to prevent this type of accident or near accident from occurring in the future.

- Make the Board of Commissioners and Management aware of reported hazards or health related workplace issues.
- Make *recommendations* to the Board of Commissioners and management on ways to alleviate or reduce workplace accidents, near accidents and health related issues.

Article 5. Duties and Responsibilities of Safety Committee Members

- **Chair:** Will be elected by the members of the committee and serve a one (1) year term. The responsibilities of the Chair are to:
 1. Schedule meetings and meeting locations
 2. Develop agendas for the meetings
 3. Conduct the meetings
 4. Act as the committees official liaison with the Board of Commissioners
- **Vice-Chair:** Will be elected by the members of the committee and serve a one (1) year term. The chair and vice-chair shall not both be from the management or employee group. The responsibilities of the vice-chair are to:
 1. Assume chair's duties when the chair is absent
 2. Coordinate training for safety committee members
 3. Other duties as assigned by the chair
- **Recorder:** This position will rotate among the members of the committee who are not serving as the chair or vice chair that year. Each eligible member will hold this position for a period of three (3) months and be responsible for:
 1. Taking minutes of each meeting

2. Distributing minutes of each meeting
3. Posting meeting minutes to the intranet site for all employees and management to view
4. Maintain the safety committee file which, at a minimum, will include all minutes, agendas and recommendations made to and responses from the Board of Commissioners.

- **Members:** All members will be responsible for:

1. Establishing procedures for conducting workplace inspections and for making recommendations to management to eliminate or control hazards.
2. Establish procedures for reviewing investigations completed by management on workplace accidents and near miss incidents within the workplace.
3. Establish procedures for responding to complaints by staff or management about potential safety/health issues within the workplace.
4. Suggesting items to include in monthly agenda meetings.
5. Report accidents, near miss incidents, and potential unsafe workplace conditions to the full committee.
6. Develop an intranet site where employees and management can go to view safety committee agendas, minutes, recommendations, meeting times and dates, locate forms, and report hazards.
7. Establish procedures and timelines for flow of communications, recommendations and responses relating to recommendations between the Board of Commissioners and the Safety Committee.

8. Carrying out duties as assigned by the chair.

Article 6. Duties and Responsibilities of Board of Commissioners Include:

1. Selection and appointment of Safety Committee Members
2. Responsible for the safety and health of all employees in the course of carrying out their official duties.
3. Responsible for the review of all safety hazards and health issues identified by the Safety Committee along with the safety committee's recommended corrective action.
4. Responsible for responding back to the safety committee the Boards intended action or non-action on each recommendation made by the safety committee in the areas of accident causes, prevention and health issues.
5. Appoint one of it's members as liaison to the safety committee.
6. Provide funding for the on-going training of Safety Committee members in the areas of employee health and safety as well as OSHA standards.

Article 7. Duties/Responsibilities of Management/Supervisors include:

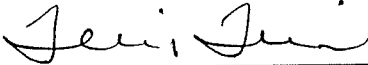
1. The responsibility for the prevention of accidents, injuries and hazards within the workplace.
2. Providing direction and full support for all safety procedures and enforcement, job training and hazard elimination practices.
3. Enforcement of county rules and taking immediate corrective action to eliminate hazardous conditions.

4. Reporting hazardous conditions or other safety concerns to the Safety Committee, Risk Management and the Board of Commissioners.

Article 8. Employee Responsibilities include:

1. Responsibility for following the County's safety and health program.
2. Responsibility for following established safety procedures for all jobs and operation of all power equipment.
3. Responsibility for wearing personal protective equipment as required by policy.
4. Responsibility for reporting all hazardous conditions or safety concerns to your supervisor immediately.
5. Personal responsibility for their own safety as well as the safety of co-workers.

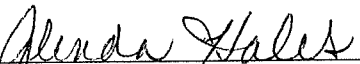
Safety Committee Signatures



Terri Turi, Chairperson

4/3/06


Date



Glenda Hales, Vice-Chair

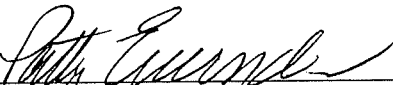
4/17/06

Date



Karen Patterson, Recorder

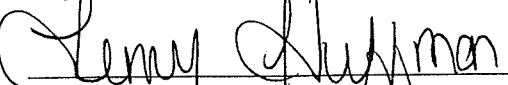
Date



Patty Evernden, Member

4/19/06

Date



Terry Huffman, Member

4-17-06

Date

Ed Jones
Ed Jones, Member

4/03/06
Date

Coos County Board of Commissioners

John Griffith
John Griffith, Chairperson

4/25/06
Date

Nikki Whitty
Nikki Whitty, Commissioner

4/25/06
Date

Absent
Gordon Ross, Commissioner

4/25/06
Date

COOS COUNTY COURTHOUSE SAFETY COMMITTEE

Safety & Health Policy

Adopted by the Coos County Courthouse Safety Committee April 3, 2006.

Introduction: With respect to Oregon Revised Statutes (ORS) 654.176 & 654.182, Coos County is committed to accident prevention in order to protect the safety and health of all employees within the Courthouse. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management and union employees Safety Committee shall be established, and defined and maintained as outlined in the Coos County Courthouse Safety Committee Charter. Management and employee involvement in accident prevention and support of the Safety Committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose: The purpose of the Courthouse Safety Committee is to bring all employees together in a non-adversarial, cooperative effort to help the Coos County Board of Commissioners promote and maintain a safe and healthful workplace.

Responsibility: Each employee and management staff member has personal responsibility for their own safety as well as the safety of co-workers. No job is so important that we cannot take time to do it in a safe manner.

The Courthouse Safety Committee has the following responsibilities:

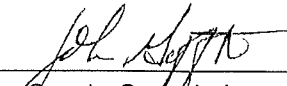
- Meet regularly to discuss safety and health issues
- Communicate with Board of Commissioners, management staff and employees
- Identify hazardous conditions and unsafe work practices
- Recommend strategies to eliminate hazards
- Identify safety training needs and appropriate, required drills

Board of Commissioners' responsibility is the prevention of accidents and injuries. The commissioners will be held accountable for all job related aspects within their span of control. They provide direction and full support of all safety procedures and enforcement, job training and hazard elimination practices. They must be kept fully informed on health and safety areas throughout the County in order to constantly review the effectiveness of the safety and health program.

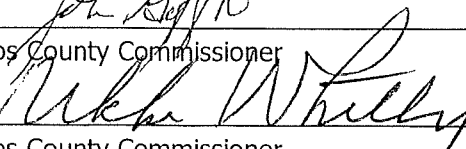
Elected Officials, Department Heads and Supervisors are directly responsible and accountable for job training of their employees under their supervision. This includes proper procedures, work practices and safe methods to do the job. They are charged with conducting a Job Safety Analysis of all job positions within their area of responsibility to determine safe methods of completing each job task. County policy must be enforced and immediate corrective action taken to eliminate hazardous conditions. Safety will not be sacrificed for any reason.

Employees, regardless of position within the County, are expected to cooperate in all aspects of the County's Safety and Health program. Some major points of our safety program require that:

- Accidents & incidents must be reported immediately to your supervisor
- Required personal protective equipment will be worn by all employees. There are no exceptions.
- Machines or equipment without adequate guarding or in questionable condition will not be used. Report this equipment to the supervisor.
- All employees are expected to report for work fit for duty, in good health and alert.
- Hazardous conditions or other safety concerns will be reported to the supervisor immediately.



Coos County Commissioner



Coos County Commissioner

absent

Coos County Commissioner

4/25/06

Date

4/25/06

Date

Date