



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Safety Committee	Effective Date: February 10, 2016	Policy Number: 3.08
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Attachments:	L. Shane Nelson, Sheriff	

PURPOSE

The purpose of the Deschutes County Sheriff's Complex Safety Committee is to bring workers and management together in a non-adversarial cooperative effort to promote safety and health in the workplace. The Safety Committee assists the employer and makes recommendations or changes. The Corrections Captain, or a supervisor designated by the Sheriff, oversees the Safety Committee, which is governed by OAR 437-001-0765.

II. DEFINITIONS

Accident means an event occurring by chance; not expected, foreseen or intended; an unintentional happening that results in injury or loss.

Hazard is a source of danger, risk or peril.

Incident is an action likely to result in serious consequences.

III. PROCEDURES

A. Formation and Membership

The Safety Committee will be composed of an equal number of employer and employee representatives. Employee representatives may be greater than the number of employer representatives when agreed upon by workers and management. Names of committee members will be posted on bulletin boards throughout the Sheriff's Office complex. The committee will consist of no less than four members.

When possible, medical and maintenance personnel will be asked to participate on the Safety Committee when inspections or meeting agendas center on their work areas and/or duties.

B. Length of Service on Committee

Employee representatives will serve on the committee for one-year terms with the exception of the assigned supervisor or manager (or designee) that will permanently represent management. Employee representatives may continue to serve on the committee beyond the one-year term if agreed upon by the remaining employee representatives of the committee. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.

C. Committee Chair

A chairperson will be elected by the committee members. The chairperson will serve in this capacity for a minimum of one year. The chairperson needs to ensure that each item on the agenda receives attention. A conclusion should be reached on each item, which can include the referral of the matter to a

subcommittee for evaluation and recommendation. The chairperson is responsible for keeping the meeting on task and closing the meetings on a constructive note.

D. Duties and Functions

The Safety Committee shall develop a written agenda for conducting safety meetings. Meeting agendas, dates and times will be posted throughout the Sheriff's Office complex.

Meetings will be held monthly in accordance with OAR 437-001-0765, Rules for Workplace Safety Committees. Meeting dates will be scheduled one year in advance whenever possible. Meetings will be held at the Deschutes County Sheriff's Office.

The secretary will be responsible for recording and distributing meeting minutes. The chairperson will review and approve all minutes prior to distribution. Minutes will be emailed to all Sheriff's Office employees within seven days of the meeting and will include the agenda, date and time of the next scheduled meeting or inspection. Copies of the minutes for each meeting shall be reviewed by the chairperson and maintained for three years for inspection by members of the Sheriff's Office.

After the minutes are approved by the Safety Committee Chairperson and/or Co-Chairperson, the secretary is responsible for distributing or posting the minutes as follows:

1. In the Safety Committee Minutes folder located in the DCSO shared server;
2. In the break room on the first floor of the Sheriff's Office;
3. On the bulletin board in the patrol briefing room; and
4. On the bulletin board in the command area production center.

Minutes will also be posted at the following locations:

1. All substations
2. Search and Rescue
3. Detectives
4. Shops (Automotive)

Designated personnel from each of those locations are responsible for posting the minutes.

Special meetings may be scheduled to deal with issues that are of an emergency nature. Minutes of special meetings will be posted and distributed to personnel as soon as possible.

E. OAR 437-001-0765 Guidelines

Safety is the responsibility of all personnel. The Safety Committee will comply with the guidelines in OAR 437-001-0765. Specifically, the Committee will:

1. Review and respond in writing to all safety related suggestions, reports of hazards, and concerns from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting, and shall be recorded in the minutes for review and necessary action by the employer.
2. Assist the employer in evaluating the employer's accident and illness prevention program as well as make written recommendations to improve the program where applicable. A reasonable time limit shall be established for the employer to respond in writing to all safety committee recommendations.
3. Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards.
4. Conduct workplace inspections at least quarterly and recommend to the employer how to eliminate hazards and unsafe work practices in the workplace. The inspection team shall include employer and employee representatives documenting the location and identity of the hazards.

5. Review and investigate all safety related incidents including injury accidents, illnesses and deaths. The safety committee will not be required to conduct the investigations themselves. Designated investigators may request further reports or other information concerning an accident through the injured person's immediate supervisor.
6. Investigators will report all findings to the safety committee upon completion of the investigation. Findings will include steps that should be taken to prevent recurrence. The Safety Committee will present the findings to Command Staff. The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable. Investigators may include safety committee members; however, no member shall investigate an incident where that member is actively involved. An accident/incident reporting form routed to the Safety Committee will be reviewed and maintained in a file for a period of three years.
7. Communicate and promote safety, health and wellness issues and to ensure the facility is in compliance with all applicable safety and health rules.

Seek and attend training concerning safety committees, OSHA standards, accident prevention, and health and safety issues. Committee members shall have ready access to applicable Oregon Occupational Safety and Health Codes that apply to the various facilities within the Sheriff's Office complex and verbal instructions regarding their use.