



SAFETY COMMITTEE

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to implement recommendations of the Safety Committee as it relates to the workplace.

PURPOSE .

The purpose of the Safety Committee is to bring workers and management together in a non-adversarial cooperative effort to promote safety and health in the workplace. A Safety Committee assists the employer and makes recommendations or change. The Safety Committee is governed by OAR Chapter 437-001-0765.

OREGON JAIL STANDARDS. None

REFERENCES.

- OAR 437-001-0765
- ORS 654.176
- ORS 654.182
- DCSO Policy 3.08, Safety Committee

DEFINITIONS.

Accident. An event occurring by chance, not expected, foreseen, or intended. Unintentional happening that results in injury or loss.

Hazard. A source of danger, risk, or peril.

Incident. An action likely to result in serious consequences.

PROCEDURES:

SECTION A: *FORMATION AND MEMBERSHIP*

A-1. 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 the bulletin board near facility staff break areas.

- A-2.** When possible, Medical Unit and Building Maintenance Unit staff will be asked to participate on the Safety Committee when inspections or meeting agendas concern their work areas and duties.

SECTION B: *DUTIES AND FUNCTIONS*

- B-1.** **DCSO Policy 3.08, *Safety Committee*** describes the duties and functions of the safety committee.
- B-2.** The Safety Committee shall develop written agenda for conducting safety meetings. Meeting agendas, dates, and times will be posted near facility staff break areas.
- B-3.** Minutes will be distributed within seven (7) days of the meeting and include the agenda, date, and time of the next meeting/inspection. Copies of the minutes of each meeting shall be reviewed by the Corrections Administrative Lieutenant and maintained for three (3) years for inspection by members of the division.
- B-4.** Safety is the responsibility of all facility personnel. The Safety Committee will comply with the guidelines in OAR 437-001-765.
- B-5.** The AJ will 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. For jail purposes, such findings will be documented on *Safety Inspection Form No. 130*.

FORMS USED:

- Safety Inspection Form No. 130
- Deschutes County Sheriff's Office - Incident/Accident Report