

SECTION: BYLAW ENFORCEMENT

SUBJECT: EMPLOYEE SAFETY COMMITTEE

Original Resolution No.: 03-01-53

Revised Resolution No.: 09-10-47

### Employee Safety Committee Policy

It is the policy of the County of Warner to create an Employee Safety Committee who will assist in maintaining and establishing a safe and healthy work environment by promoting controls and guidelines that will make the County work sites free from health and safety hazards.

#### Guidelines

1. An Employee Safety Committee shall consist up to a maximum of five (5) members and will include the following employees:
  - a. Safety Officer (currently the Community Peace Officer),
  - b. Assistant Health and Safety Auditor, (Note: This position may be filled by one of the Public Works, Ag Service, or Administration employees already appointed to the Employee Safety Committee.)
  - c. Public Works Employee,
  - d. Ag Service Board Employee, and
  - e. Administration Office Employee
  - f. One Council Representative
2. The duties and responsibilities of members of the Employee Safety Committee include the following:
  - a. Meet together as a Committee, monthly or as called by the Safety Officer, to review Safety Policies and Manuals
  - b. Recommend improvements and changes regarding employee health and safety to Management as required.
  - c. Assist the Safety Officer in arranging general employee safety meetings which are to be held at least two times per year.
  - d. Committee members are responsible to collect each department's tool box meetings notes and forms which are to be reviewed by the Employee Safety Committee.
3. An Assistant Health and Safety Auditor is required and their responsibilities include the following:
  - a. Assist the Safety Officer in completing the annual safety audit of the County of Warner.
  - b. Assist the Safety Officer in reviewing the audit tool relating to the Health and Safety Manuals as well as recommend any required changes to the format.
  - c. Be a member of the Employee Safety Committee.
  - d. Obtain general training through the Health and Safety Program Development Course to become eligible to be a Partner In Injury Reduction (PIR) auditor.
  - e. Obtain training and accreditation to be a Partner in Injury Reduction (PIR) Auditor through the Health and Safety Program Audit course.
  - f. Requests and obtains permission from his regular department head to take time from his regular work schedule to perform Assistant Health and Safety Auditor duties. Any conflicts in time or other situations will be resolved through the Administrator.
  - g. Reports to the Safety Officer for only those duties outlined in this policy.
  - h. Any other duties that may be approved by the Management team.