Safety Committee Model

Santa Clara County Schools' Insurance Group

(SCCSIG)

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Steve Hosler

Safety Committee

- Goal
  - **Maintain a working environment that fosters employee empowerment and active team participation.**
- Objective
  - **Encourage employees to assist management in handling safety and health issues**
    - Work Location Inspections
    - Ergonomics Training
    - Slips, Trips and Falls
    - Task Analysis
    - Safe Lifting Techniques
    - General Housekeeping
  - **Provide information and materials for employees to become engaged in safety and health programs**
    - Become instrument for change

Safety Committee Cont…

- Purpose
  - Promote Maintaining a Safe and Healthful Workplace
    - Emphasizing Leaderships Commitment
  - Continue to Enhance the Educational Experience Provided
    - Safety of Classrooms and Student Activities
  - Meet California State Regulations
    - Safety Committees for Locations with Eleven or More Employees
    - Safety Training
    - Safety Programs
      - IIPP
      - HazCom

Safety Committee Cont…

- Program Outline
  - Activities that support the program include
    - Appointment of Team Members
    - Scheduling of meetings to:
      - Discuss Safety Concerns and General Safety Issues
      - Review Accident Trends and Injury Data
      - Develop IIPP and HazCom Programs
      - Review Property Liability Concerns
    - Routine Evaluations of the Workspace
      - Correct Issues Found
        - Building Maintenance
        - Management Intervention as Necessary
    - Provide Safety Communications as Necessary
  - Note: Team members are encourage to maintain direct access with the SCCSIG representative to enhancing their knowledge and understanding.

Safety Committee Cont...

- Program Logistics
  - Safety Committee Consists of Representatives from Business Entities:
    - M&O
    - Transportation
    - Business Services
    - SCCSIG
    - Custodial
    - Teachers
    - Human Resources
    - Labor
  - Meet Monthly to Develop Safety Plan
  - Move to Quarterly Once Organized
    - Discuss Safety and Property Liability Concerns, General Safety Issues, Injury Trends, Develop IIPP and HazCom Programs, Determine Training Needs, etc.

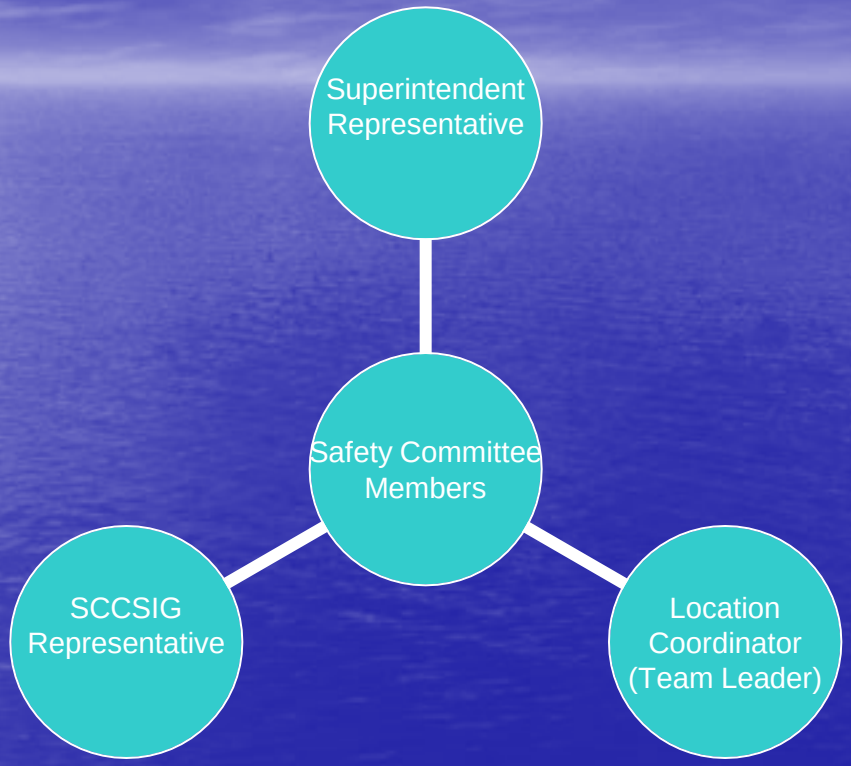
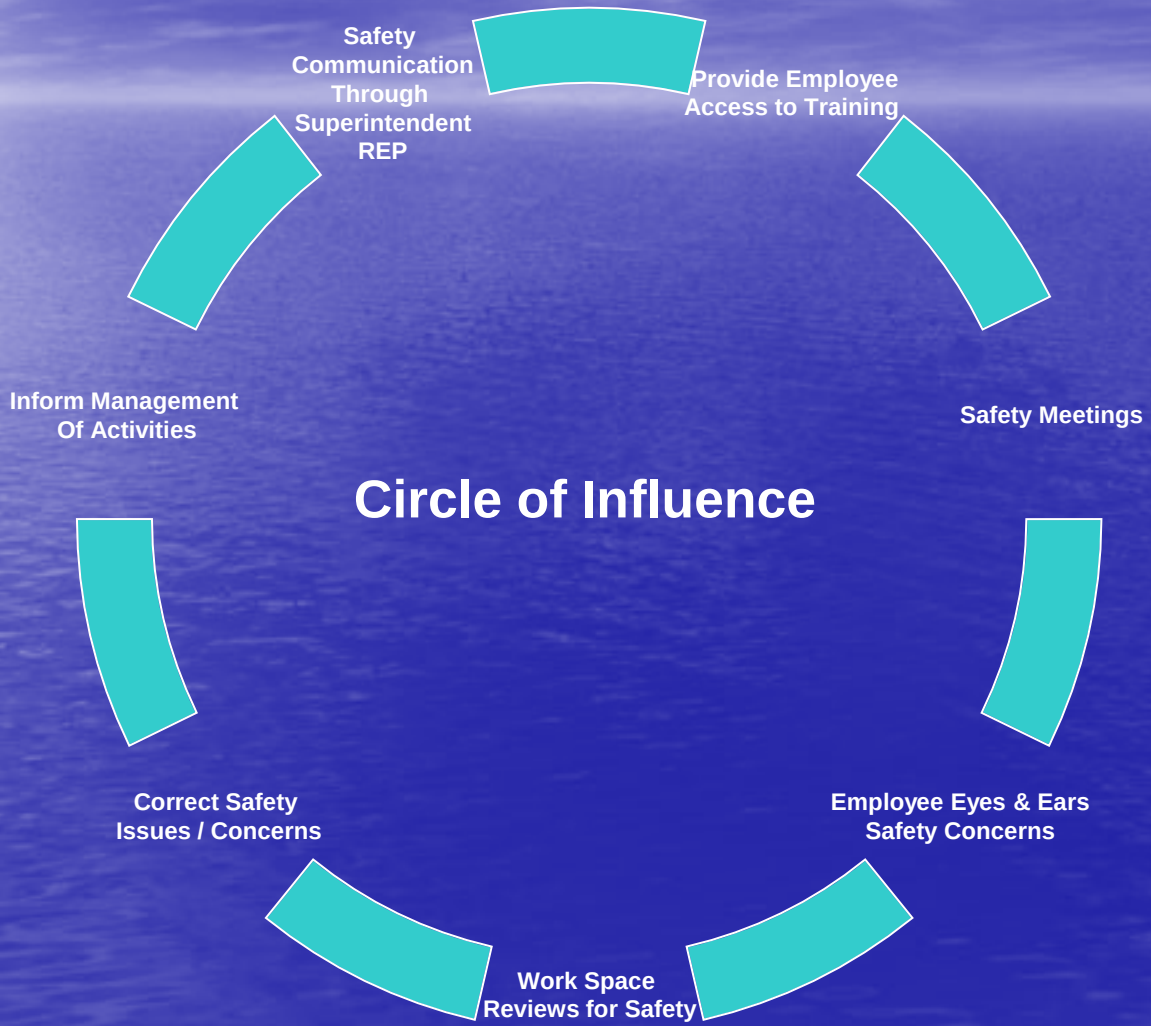
Safety Committee Cont...

- Team Activities
  - Work Place Reviews
  - Act as Employee “Eyes and Ears" for Safety
  - Keep Management Informed of Activities
    - Safety Topics & Communications
    - Promote Friendly Competition for Accident Reduction
  - Provide Access to Appropriate Training addressing Accident Trends and Inspection Findings
    - Driver Training, Lifting, Ergonomics, Fire Life Safety, etc.

Safety Committee Cont…

- General Guidelines for Corrective Action
  - Safety Finding / Concern
    - Track Closure VIA Work Order System
      - Serious, Life Threatening, Imminent Hazard
        - Immediate Response, Not to Exceed 8 Hours
        - Exposed Electrical, Chemical Release
        - Secure Control and Eliminate Hazard
      - Safety WOs Always Take Precedence
  - Unsafe Employee Act
    - Consistent Implementation of District Policy
      - Performance Rating Impact
      - Employment Status
  - Identified Training Need
    - Coordinate and Schedule

Safety Committee Elements



Safety Committee Ongoing Process