

Safety Committee Program

Purpose: The purpose of this document is to codify the establishment and continuance of the Town's Safety Committee and to delineate the mission, operating procedures and organization of the committee and roles of the committee members.

Background: As stated in the Town of Brunswick Safety Policy, "The Town will provide a safe place to work, the proper hazard control measures, and a work environment conducive to safe and healthful practices and policies." Accomplishing this objective requires a joint effort on the part of all employees. Management level personnel as well as general employees share a responsibility for being aware of and abiding by the safety and health related guidance and procedures defined in the Town's Safety Plan and individual Departmental Safety Plans. The Town Manager, as the senior employee, is the principal individual with overall responsibility for safety within the workplace. The Town's Safety Committee will assist him with this responsibility and help ensure there is a continuing emphasis on and awareness of workplace safety and employee health.

Mission: The mission of the Town's Safety Committee is to serve as a centralized activity for the purpose of achieving and maintaining the highest possible standard for workplace safety within the Town of Brunswick.

General Intent: It is designed to be an independent entity that will represent both management and staff interests regarding safety issues. The members of the Safety Committee will be an in-house resource for the Town acting in a coordinated and deliberate manner to; ensure the maintenance of current safe work programs, practices and environments, identify areas for improvement and the means to accomplish those improvements, and identify and eliminate unsafe practices and environments. While the members will represent various Departments throughout the Town, they will work together as a single unit to develop a consistent approach to safety matters and a continuous effort to raise the standard level for safety in the Town.

Functions: Using a building block approach during the initial stages of this program, the Safety Committee will perform the following general functions:

- Establish short and long term safety goals that are measurable and achievable.
- Review written safety documents and plans to determine currency, adequacy, consistency and effectiveness.
- Revise written safety documents and plans as necessary to eliminate deficiencies and add new safe work practices.
- Review, as appropriate with respect to privacy issues, accident logs, claims summaries, near misses and outside inspection reports to determine areas where deficiencies exist and to develop an improvement plan.
- Coordinate an internal safety audit program and participate in the identification and control of workplace hazards.

- Develop a safety training program to address safety issues common to multiple departments.
- Develop a safety training calendar to identify what training needs to be accomplished, what Departments need the training, and when the training will be done.
- Research and apply for grants available to support safety related initiatives and training
- Create and coordinate an employee safety feedback system.
- Communicate safety issues to the Town's employees through posters, bulletins, safety brochures, etc.
- Increase employee awareness and adherence to safety procedures through a system of public recognition, education and incentives for safety achievements.

Organization: The Safety Committee will be a permanent standing committee with assigned membership rotating as appropriate. It will consist of the following positions:

- **Chairperson:** This individual will be selected by the Town Manager. The Chairperson's duties will include:
 - Scheduling meetings and notifying members
 - Preparing the agenda and conducting the meeting per the agenda
 - Inviting specialists or resource persons to address specific issues
 - Ensuring all discussion items end with a positive decision or action plan
 - Reviewing and approving the meeting minutes
 - Assigning projects to specific committee members
 - Ensuring the committee carries out its function
 - Providing the Town Manager with an overall assessment of the Town's safety status and ongoing actions
 - Obtaining administration support, as necessary, to correct safety deficiencies or complete improvement plans
- **Secretary:** This individual may be selected from the committee members or specifically assigned to perform this function. The Secretary's duties will include:
 - Preparing the minutes and keeping pertinent records
 - Distributing and posting the minutes
 - Reporting on the status of recommendations or planned actions
 - Disseminating safety information to committee members
 - Assisting the Chairperson as required
- **Department Representative:** The Safety Committee will have representation from the following Town Departments: Fire, Police, Public Works, Parks and Recreation, Human Resources and Town Hall. There will also be a general Administrative representative present on behalf of all other departments. The duties of the Department Representatives will include:
 - Attending all committee meetings

- Acting pro-actively to promote safety and health within their individual departments
- Serve as a sounding board for department members to address safety issues for consideration by the committee or the department
- Promoting and monitoring compliance with safety regulations and procedures within their department
- Providing the Safety Committee with a periodic assessment of the department's safety documentation
- Analyzing accident reports and the results of any external safety related inspections or reviews and reporting the details to the Safety Committee
- Ensuring required safety training is accomplished and safety training records are maintained by the department

- **Additional Members** -- Additional members may be added to the Committee as required or requested and with the concurrence of the Town Manager.
- **Union Representation** -- During the initial stages of this program, employee union input will be accomplished during the individual departments' review of any process, procedure or document.

General Responsibilities: The Chairperson will serve as the Town Manager's primary advisor regarding safety issues and will report directly to the Town Manager or a designated representative. The Chairperson or individual committee members acting on the Chairperson's behalf may make recommendations to Department Heads regarding safety issues. Individual Department Heads will retain overall responsibility and authority for safety issues within their departments.

Operations: The Safety Committee will meet on a regularly scheduled basis either monthly or, at a minimum, quarterly. In general, these meetings will consist of the following activities:

- Review the agenda and any changes.
- Read the previous meeting's minutes.
- Review status of previously established objectives, recommendations or other pending old business.
- Review any new safety incidents to determine ways to minimize future risk and highlight any developing trends.
- Review results of internal and external safety audits and develop an action plan for corrective measures with a specific completion date and responsible entity or person.
- Discuss any new business to include new safety procedures, equipment or training issues.
- Consolidate all new recommendations, actions to be taken, completion date and responsible entity or person.

Resources: To help ensure the Town's overall program complies with regulatory requirements and to benefit from available expertise, the Safety Committee will maintain contact with the Maine Department of Labor Safety Works program.

Review: This document will be reviewed on an annual basis to ensure it continues to meet the safety program objectives as it was originally designed to do.