

### **SECTION 3: SAFETY COMMITTEE**

The Asotin-Anatone School District has formed a Safety Committee to help employees and administrators work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of the safety program.

- The Safety Committee will be comprised of an administration representative(s) and employee-elected members representing departments of the school district.
- Employees in each department will elect from among themselves, representatives to be on the committee.
- The term of employee-elected members is a maximum of one year. There is no limit to the number of terms a representative can serve. Should a vacancy occur on the committee, a new member will be elected prior to the next scheduled meeting.
- The number of employer-selected members will not exceed the number of employee-elected members.
- The Safety Committee will have an elected chairperson.
- The Safety Committee is responsible for determining the frequency of committee meetings (minimum quarterly).
- The committee is responsible for determining the date, hour and location of the meeting.
- The length of each meeting will not exceed one hour except by majority vote of the committee.
- Duties of the Safety Committee meetings include but are not limited to:
  - Periodic self-inspection of the workplace.
  - A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
  - An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected. Review and investigate any oral or written hazard reports.
  - Periodic evaluation of the accident and illness prevention program. Make recommendations for improvement.
  - Evaluate employee safety suggestions.
  - Encourage safe work practices among co-workers.
  - Make recommendations for employee safety training.
  - Promote, publicize, and develop advocacy for safety for all department staff.
- Minutes of each committee meeting, including attendance, will be prepared and filed for a period of at least one year and will be made available for review by safety and health consultation personnel of the Department of Labor and Industries. A sample form to record meeting minutes is found in Appendix B.
- Meeting minutes will be distributed to each location for posting on the Safety Bulletin Board.