

Coquille School District Safety Committee Plan

Introduction: The Coquille School District is committed to accident prevention in order to protect the safety and health of all our employees and students. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management/worker safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose: The purpose of the safety committee is to bring all Coquille School District employees together to achieve and maintain a safe, healthful workplace.

Goal: The goal of the Coquille School District Safety Committee is to eliminate workplace injuries and illnesses by involving employees and administrators in identifying hazards and suggesting how to prevent them.

Strategies: The Coquille Safety Committee has four strategies to meet its goal and purpose:

- Involve employees in achieving a safe, healthful workplace.
- Promptly review all safety-related incidents, injuries, accidents, and illnesses.
- Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Annually evaluate the Coquille School District's workplace, safety and health program and recommend to administration how to improve the program.

Representatives: The Coquille School District Safety Committee is made up of nine voting members. There will be at least two management representatives to the Coquille School District's safety committee. One staff representative and one custodian from each of the district three schools will be a member of the safety committee as well as the district's maintenance director.

Responsibility: The safety committee has the following responsibilities:

- Meet regularly to discuss safety and health
- Communicate with employees and administration
- Identify hazardous conditions and unsafe work practices
- Recommend strategies to eliminate hazards

Meetings:

- The Safety Committee will meet on the second Tuesday of each month school is in session.

Attendance: Each representative will attend regularly scheduled Safety Committee meetings and participate in workplace inspections.

Employee Involvement: The Safety Committee will encourage employees to identify workplace-health-and-safety hazards. Safety referral submitted by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly-scheduled monthly meeting.

Safety Log: The committee will maintain a log of all employee referrals, including the date received, recommendations to management, and the date the referral was resolved.

Response: The Safety Committee will respond to employee concerns in writing and work with administration to resolve them. The committee will present written communication for resolving concerns to administration. Administration will respond in writing to recommendations according to the following schedule:

- Recommendations to correct hazards/behaviors that could cause serious physical harm or a fatality: Immediately, or as soon as possible but no more than one day one day after receipt of a written recommendation.
- Recommendation to correct hazards/behaviors that could cause minor injury or illness: Within 14 days of receipt of a written recommendation.
- Recommendations to improve programs, plans, policies and other elements of the safety and health program: Within 21 days of receipt of a written recommend

Incident/Accident Analysis: The Safety Committee will analyze new safety-or health-related incident and accident reports for all possible root causes at its next regularly scheduled meeting. When necessary, the committee will provide written recommendations to administration to improve incident/accident reporting.

Workplace inspections: The Safety Committee will conduct workplace inspections of all school facilities in October, January, March and May.

Written Reports: The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling hazards. As prescribed above, administration will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation: The Safety Committee will evaluate the district's workplace-safety-and-health program annually and provide a written evaluation of the program to management. The committee will also evaluate its own activities each June and use the evaluation to develop an action plan for the next school year.

Summary: Only the planning and effective leadership of the safety committee and administration can build a program that lasts. The safety committee should be an effective problem-solving team, providing guidance and leadership in safety and health matters.

Duties of each member should include:

- Receive suggestions, concerns, reports from employees
- Report employee suggestions, concerns, reports to committee
- Report back to employees on their suggestions, concerns, reports
- Report unsafe conditions and practices
- Attend all safety and health meetings
- Review all accidents and near misses
- Recommend ideas for improving safety and health
- Set an example by working in a safe and healthful manner
- Observe how safety and health is enforced in the workplace
- Complete chairperson/committee assignments
- Represent employee safety interests

Duties of the Chairperson

- Prepare an agenda for meetings
- Arrange for meeting room
- Notify members of meeting dates/times
- Distribute agenda
- Delegate responsibilities
- Make assignments
- Preside and conduct the meeting
- Enforce committee ground rules
- Communicate with administration
- Report the status of recommendations

Duties of the Secretary

- Assist the chairperson with the agenda
- Record minutes of the meeting
- Distribute and post the minutes
- Assume chairperson's duties if necessary