

Safety Meeting Requirements

Each facility with more than one permanent employee will conduct meetings, at least monthly, concerning safety and health. Safety meetings must be documented and retained at each agency facility for a minimum of one year. The minutes shall state the date, topic(s) discussed, and the names of employees in attendance.

A SUGGESTED ORDER FOR A SAFETY MEETING:

- Discuss any reports of workplace safety issues, unsafe work practices, and/or workplace accidents since the last meeting.
- Discuss any follow up action(s) taken to correct previously reported workplace hazards or to prevent further accidents.
- Discussion of any “near misses” or workplace hazards and how to correct or avoid them in the future.

For all workplaces/facilities within State Parks, each one will fall into one of the following three categories for conducting safety meetings:

1. Units with less than eleven employees:

Each employee must be included in the safety meetings, or participate in a review at a later time.

Units with only one permanent staff will hold safety meetings during the period when one or more seasonal or temporary employees are on staff.

2. Units with eleven or more employees:

A safety committee must represent the entire working unit.

[Exception: Units with employees on different shifts or in widely dispersed locations may elect to have meetings as in #1]

- The safety committee shall be composed of management-selected and bargaining unit members (employee-elected).
- Member terms shall be a maximum of one year.
- The number of management-selected members shall not exceed the number of bargaining unit members (employee-elected).
- The committee members shall elect a chairperson and a secretary during the first meeting of each year.
- The committee will meet monthly.
- The length of the meeting will not exceed one hour except by majority vote of the committee.
- Minutes of each meeting shall be accurately documented, filed, and made available for review by all employees for that particular facility.
- Safety committee meeting minutes must be retained for a minimum of one year.

All Safety Committee meetings shall address the following:

- A review of any safety and health inspection reports to help identify unsafe work practices or working conditions.
- An evaluation of accident investigations conducted since the last meeting to determine if the cause of the accident has been corrected (if necessary).
- Attendance of each meetings shall be documented.
- The subject(s) discussed shall be documented.
- A discussion of hazardous working conditions or safety complaints brought to the attention of a safety committee member.

3. Headquarters Safety Committee:

Headquarters will follow the elements identified in #2 above; and use the following process for determining committee members:

Employee-elected members:

Each year, an employee election will be held, by ballot, to determine the number of committee members representing the bargaining unit. Those who vote must be represented by the bargaining unit. The number of employee-elected members must equal or exceed the number of management-selected members.

Management-selected members:

Each year, agency management will appoint employees from HQ to represent management on the safety committee. This number is not to exceed the number of employee-elected members representing the bargaining unit.

At least one representative from the Employee Health and Safety Program and the Facilities Maintenance Liaison, will be present at each meeting to serve as advisors only. Advisors are not part of the committee and therefore cannot vote.

Upon request, the agency's Emergency Manager, and liaison to the Emergency Management Division (EMD), shall participate in a safety committee meeting; primarily to coordinate any upcoming building evacuation drills. Upon request, the Emergency Manager shall plan, coordinate, and execute each HQ building evacuation drill to ensure current emergency procedures are followed as recommended by the EMD.

An Information Technology (IT) staff member will also occasionally serve as an advisor for the committee to address any building security issues, alarm panel access, and/or any card reader concerns for the building's doors. The designated IT staff member shall be present before, during, and after each evacuation drill to address any issues with card readers, door latching mechanisms, access to the alarm panels, etc.

Safety Committee Member Duties

- **Chairperson's duties:**

- Arrange program and agenda for each monthly meeting
- Schedule and notify committee members of next meeting
- Arrange for the conference room or other meeting place
- Review previous minutes and materials prior to meeting
- Submit written recommendations, safety concerns, and/or requests from the committee to the appropriate staff member(s)
- Report status of these recommendations to the committee
- Delegate responsibilities to appropriate safety committee member(s)
- Post meeting minutes to the Safety Bulletin Board

- **Secretary's duties:**

- Document meeting minutes and distribute to all committee members
- Act as the Chairperson's designee in their absence

- **Safety Committee member's duties:**

- Report any unsafe working conditions
- Attend all safety committee meetings **or** arrange a substitute
- Contribute ideas and suggestions for improvement of safety
- Set an example for working safely
- Encourage others to work safely
- Conduct inspections or other tasks as delegated by Chairperson
- Inspect the Safety Bulletin Board periodically
- Monitor and maintain first aid kits on your corresponding floors