

SAFETY COMMITTEE BY-LAWS

Name

The name of the committee is the Coos Bay Fire & Rescue Safety Committee.

Purpose

The purpose of the Coos Bay Fire & Rescue Safety Committee is to bring all department members together to achieve and maintain a safe, healthful workplace.

Goal

The goal of the Coos Bay Fire & Rescue Safety Committee is to eliminated/reduce workplace injuries and illnesses by involving all members in identifying hazards and suggesting how to prevent them.

Objectives

The Coos Bay Fire & Rescue Safety Committee has four objectives:

- Involving members in achieving a safe, healthful workplace.
- Review the Health & Safety Officers (HSO) investigations of accidents, Incidents & injuries
- Conduct or review the monthly inspections of the work place. Recommend methods for eliminating or controlling the hazards.
- Annually evaluate the Coos Bay Fire & Rescue workplace safety and health program and to recommend to management how to improve the program.

Representatives

The Coos Bay Fire & Rescue Safety Committee will have six voting representatives. Two representatives from IAFF Local 2935, two representatives from the Coos Bay Volunteer Firefighter's Association, and up to two representatives appointed by the City of Coos Bay. IAFF representatives will be selected by a process approved by that body. CBVFFA representatives will be appointed positions by the volunteer president. The Fire Chief shall appoint the City of Coos Bay representative. Each representative will serve a continuous term of at least two-years with staggered terms.

Committee Officers

The Coos Bay Fire & Rescue Safety Committee will have two officers: Chair and Secretary.

Terms of Office

At the January meeting the Coos Bay Fire & Rescue Safety Committee will select officers for the year. This selection may be voluntary or by election. If the chair or secretary leaves office before the term expires, an election will be held during the next scheduled meeting; the elected officer will serve for the remainder of the term.

Duties of the Chair

- Conduct the meeting
- Approve committee correspondence and reports
- Supervise the preparation of meeting minutes

Duties of the Secretary

- In the absence of the chair, assume the duties of the chair
- Take and prepare minutes
- Perform other duties as directed by the chair

Duties of the HSO

- Schedule regular committee meetings dates and times
- Forward minutes and meet with Fire Chief to discuss minutes

Training

New representatives will receive training in safety committee functions, hazard identification, and accident investigation procedures after their selection to the committee. At the earliest time new members will be scheduled to take the basic safety committee training offered by OR-OSHA. Members will review the curriculum sent out each January by the HSO to meet the required annual refresher training

MEETINGS

Monthly Schedule

The Coos Bay Fire & Rescue Safety Committee will determine a schedule that works best for committee members each January, the schedule will be posted at each station so all fire department members are aware of meeting dates.

Attendance and Alternates

Each representative should attend regularly scheduled safety committee meetings and other committee activities. Any representative unable to attend a meeting may appoint an alternate and inform the chair before the meeting. An alternate attending on behalf of regular representative will be a voting representative for the meeting.

Agenda

The agenda will prescribe the order in which the Coos Bay Fire & Rescue Safety Committee conducts its business. The agenda will also include the following when applicable:

- Roll Call
- Acceptance of Minutes
- Injuries
- Accidents
- Old Business
- New Business
- Station Inspections

Minutes

Minutes will be recorded at each committee meeting and posted at each manned fire station. The HSO will submit a copy of the minutes to the Fire Chief. The Fire Chief will provide copies to the City Manager's Office, Fire Chief & Safety Committee. The Fire Chief will retain a copy for at least three years. All reports, evaluations, and recommendations of the HSO & safety committee will be included in the minutes. The minutes will also identify representative who attended the meeting and representatives who were absent.

Employee Involvement

The Coos Bay Fire & Rescue Safety Committee will encourage all employees to identify workplace health and safety hazards. Concerns raised by employees will be presented to the committee in writing or in person; the committee will review new concerns at the next regularly scheduled meeting.

Response

The committee will respond to employee concerns and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receipt of the written recommendations the Fire Chief will respond in writing to the committee indication acceptance, rejection, or modification of the recommendations.

Incident, Accident & Injury Investigation

The HSO will conduct the investigation in a manner that is consistent with SOP 3-2.9 Accident, Incident & Injury reporting procedures and investigation. The committee members will review the results of the investigation and provide feedback to the HSO.

Workplace Inspections

The Battalion Chief (BC) for each station is responsible for inspecting their assigned station and turning it in to the HSO. The safety committee can accept the inspection report or inspect the station themselves. Any safety items found will be turned in and forwarded to the BC in charge of that station for correction. If no correction can take place or it will take time for the correction to take place a Risk Management Plan will be drafted by the HSO and turned over to the Fire Chief on how to manage the identified risk. All department members will be made aware of any drafted risk management plans

Evaluation

The Coos Bay Fire & Rescue Safety Committee will evaluate the department's workplace health and safety program annually and provide a written evaluation of the program to management. The committee will also evaluate its own activities each December and use the evaluation to develop an action plan for the next calendar year. At least once a year, the committee should meet to identify the committee's achievements over the past 12 months, review essential activities, and set goals for the next 12 months.

Coos Bay Fire & Rescue Safety and Health Guideline

Department Policy. It is the policy of this department to ensure a safe, healthful workplace for all of its employees. Injury and illness losses from accidents are costly and often preventable. This department has an effective safety and health program that involves all employees in the effort to eliminate workplace hazards.

Management. Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management will also keep informed about workplace safety and health hazards and regularly review the department safety and health program.

Supervision. Officers are responsible for supervising and training workers in safe work practices. Supervisors must enforce department rules and work to eliminate hazardous conditions.

Safety Committee. The safety committee includes management and employee representatives who are responsible for recommending safety and health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles for accident prevention, and helping the department evaluate the safety and health program.

Health & Safety Officer. The HSO is responsible for investigation and incidents, accidents & injuries. The HSO will write any risk management plans and coordinate compliance of any safety issues with the Fire Chief

Employees. All employees are expected to participate in safety and health program activities including the following:

- Reporting hazards, unsafe work practices, and accidents immediately to their supervisors or a safety committee representative.
- Wearing all required personal protective equipment
- Participation in the supporting safety committee activities

Safety Committee's Essential Activities. The committee must build on a foundation of management commitment and must be accountable for achieving its goals. The committee must do the following:

- Involve employees in achieving the committee's goals
- Identify workplace hazards
- Review reports and accidents and near misses
- Keep accurate records of committee activities
- Evaluate the committee strengths and weaknesses

Commitment. Management must support the efforts of the committee. Management demonstrates support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations. Representatives demonstrate commitment by attending committee meetings, following through on their assigned tasks, and encouraging other employees to get involved in identifying hazards and following all the rules.

Accountability. Representatives should understand that the committee expects them to contribute. Each representative shares responsibility for accomplishing safety committee goals, which benefit everyone in the department.