

## **UNIT ORDER #3 - UNIT SAFETY COMMITTEE**

### **PURPOSE OF THIS ORDER:**

The Department has mandated that each unit, station or bureau have an Injury and Illness Prevention Program. As a part of this program, every unit in the Department is required to have a Unit Safety Committee that meets at least quarterly and publishes minutes of their meetings. The responsibility of this committee is to facilitate the effective implementation of sound practices and maintenance of the Department through the Unity, Injury and Illness Preventions Program.

### **SCOPE:**

The Safety Committee's duties are as follows:

Reviewing and evaluating all records/reports pertinent to the program.

Ensuring that all suspected, reported, or alleged safety and health hazards are evaluated, and that all identified hazards are mitigated or eliminated if possible.

Developing the Bureau's Code of Safe Practices

Coordinating and providing management support for health and safety activities, such as employee safety suggestions, reports of hazards, etc.

Remaining abreast of all pertinent safety and health regulations and keeping management informed of any changes.

Serving as the liaison between management, employee groups, and regulatory agencies for all Bureau health and safety issues and activities.

Ensuring that safety inspections of work sites and equipment are conducted on a periodic basis.

Maintaining occupational health and safety information on the employee (Wellness) bulletin board.

Maintaining the Cal/OSHA Form Number 200 Log and *Summary of Occupational Injuries and Illnesses* for the Bureau. Copies will be kept at the Captain's Secretary's desk.

Maintaining and reviewing all safety and health records.

Providing consultation for developing and implementing safety and health rules, as necessary, to ensure a safe work environment.

Ensuring timely notification of safety-related incidents to appropriate regulatory agencies.

Reviewing the annual audit of each unit and providing a summary report to the bureau captain.

### **RESPONSIBILITY:**

Overseeing the Safety Committee is the responsibility of the designated lieutenant who shall manage and supervise the safety meeting and ensure that wellness information is shared with all employees. The safety committee should include a sergeant and a professional staff member.

When practicable, the safety committee will meet on the first Wednesday of every quarter at 1000 hours in the Chairperson's office.

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