



SAFETY COMMITTEE

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to implement and abide by the requirements of the Safety Committee as it relates to the workplace.

PURPOSE .

The purpose of the Safety Committee is to bring workers and management together in a non-adversarial cooperative effort to promote safety and health in the workplace. A Safety Committee assists the employer and makes recommendations or change. The Safety Committee is governed by OAR Chapter 437, Division 40.

OREGON JAIL STANDARDS. None

REFERENCES.

- OAR 437-001-0765
- ORS 654.176
- ORS 654.182

DEFINITIONS.

Accident. An event occurring by chance, not expected, foreseen, or intended. Unintentional happening that results in injury or loss.

Hazard. A source of danger, risk, or peril.

Incident. An action likely to result in serious consequences.

PROCEDURES:

SECTION A: *FORMATION AND MEMBERSHIP*

A-1. The Safety Committee will be composed of at least four employees with an equal number of employer and employee representatives. Employee representatives may be greater than the number of employer representatives when agreed upon by workers and

management. Names of committee members will be posted on the bulletin board near facility staff break areas.

- A-2.** When possible, medical and maintenance personnel will be asked to participate on the Safety Committee when inspections or meeting agendas concern their work areas and duties.
- A-3.** Employee representatives will serve on the committee for one (1) year terms with the exception of the Corrections Administrative Lieutenant (or designee), who will permanently represent management. Employee representatives may continue to serve on the committee beyond the one (1) year term if agreed upon by the remaining employee representatives of the committee. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.
- A-4.** A Chairperson will be elected by the committee members. The Chairperson will serve in this capacity for a one (1) year period, and needs to ensure that each item on the agenda receives attention. Some conclusion should be reached on each item, which can include the referral of the matter to a subcommittee for evaluation and recommendation. The Chairperson is responsible for keeping the meeting on task and closing the meeting on a constructive note.

SECTION B: *DUTIES AND FUNCTIONS*

- B-1.** The Safety Committee shall develop written agenda for conducting safety meetings. Meeting agendas, dates, and times will be posted near facility staff break areas.
- B-2.** Meetings will be held at least once a month, in accordance with OAR 437-001-0765. Meeting dates will be scheduled for one (1) year whenever possible. Meetings will normally be held in in the patrol briefing room, or if unavailable, the conference room at the Deschutes County Adult Jail.
- B-3.** Special meetings may be scheduled to deal with issues that are of an emergency nature. Minutes of special meetings will be posted and distributed to personnel as soon as possible.
- B-4.** The Secretary will be responsible for recording and distributing meeting minutes. The Chairperson or Corrections Administrative Lieutenant will review and approve all minutes prior to distribution. Minutes will be distributed within seven (7) days of the meeting and include the agenda, date, and time of the next meeting/inspection. Copies of the minutes of each meeting shall be reviewed by the Corrections Administrative Lieutenant and maintained for three (3) years for inspection by members of the division.
- B-5.** Safety is the responsibility of all facility personnel. The Safety Committee will comply with the guidelines in OAR 437-001-765. Specifically, the Committee will:

- a. Review and respond in writing to all safety-related suggestions, reports of hazards and concerns from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next Safety Committee meeting, and shall be recorded in the minutes for review and necessary action by the employer.
- b. Assist the employer in evaluating the employer's accident and illness prevention program, as well as make written recommendations to improve the program where applicable. A reasonable time limit shall be established for the employer to respond in writing to all safety committee recommendations.
- c. Establish procedures for workplace inspections by the Safety Committee inspection team to locate and identify safety and health hazards.
- d. Conduct workplace inspections at least quarterly and recommend to the employer how to eliminate hazards and unsafe work practices in the workplace. The inspection team shall include employer and employee representatives documenting the location and identity of the hazards. For jail purposes, such findings will be documented on Safety Inspection Form No. 130.
- e. Review and investigate all safety-related incidents including injury accidents, illnesses, and deaths. The Safety Committee will not be required to conduct the investigations themselves. Designated investigators may request further reports or other information concerning the accident through the injured person's immediate supervisor.
- f. Investigators will report all findings to the Safety Committee upon completion of the investigation. Findings will include means that should be taken to prevent recurrence. The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable. Investigators may include safety committee members; however, no member shall investigate an incident where he/she is actively involved. An Incident/Accident Report will be used and maintained for three (3) years to document each accident or incident.
- g. Communicate and promote safety, health, and wellness issues to ensure the facility is in compliance with all applicable safety and health rules.
- h. Seek and attend training concerning safety committees, OSHA standards, accident prevention, and health and safety issues. Committee members shall have ready access to applicable Oregon Occupational Safety and Health Codes which apply to the facility and verbal instructions regarding their use.

FORMS USED:

- Safety Inspection Form No. 130
- Deschutes County Sheriff's Office - Incident/Accident Report