Introduction:

The City of Oakley is committed to preventing workplace injuries and illness among all employees. To prevent these losses, a health and safety committee has been established. Employee involvement is necessary to ensure a safe and healthful workplace.

Only the planning and effective leadership of management and the safety committee can build a lasting health and safety program. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall safety of the City of Oakley.

Purpose:

The purpose of the Health and Safety Advisory Committee is to involve employees and management in a cooperative effort to promote safety and health in the workplace. The health and safety committee assists and works with management to make recommendations for change and promotes a safe environment for employees and residents of the City of Oakley.

Organization:

The committee members are appointed by the City Manager or his/her designee and consists of no fewer than five (5) and no greater than eight (8) employees. The City's Safety Coordinator/Safety Officer is solely responsible for the managerial facets of this committee and appoints the chairperson. Employee representatives are volunteers. Representatives should comprise the following department/divisions: Administrative/Finance/Clerk, Parks and Landscape Division, Recreation, Police, Public Works and Streets, Planning/Building Divisions, Building Maintenance, and Human Resources.

Extent of Authority:

The health and safety committee primarily advises and submits recommendations to management and the Safety Coordinator/Safety Officer about safety and health issues in the workplace.

Committee Functions:

The City's Committee on Health and Safety is charged with the following responsibilities:

- Exercise oversight over all health and safety programs at the City of Oakley.
- Facilitating safety training.
- Communicate with the Safety Coordinator/Safety Officer, City Manager and Directors on the adequacy of the City's health and safety programs, policies, and organization.
- Recommend needs, priorities, and strategies to promote good health, safety, and environmental practices to the City administrators.
- Recommend to the Safety Coordinator/Safety Officer and City Manager City-wide policies, procedures, and programs with respect to those health and safety matters that are not addressed by the existing administrative policies.
- Periodically review the role of the Committee with the Safety Coordinator/Safety Officer and City Manager to ensure its continued effectiveness.
- Assist with Hazard Communication program, specifically maintaining up-to-date MSD sheets.
- Conduct documented and regularly scheduled safety inspections within their areas of responsibility.
- Review of the IIPP.
- Review incident/accident investigations, reports and trends.
- Hazard Assessment and review of facility inspections and reports.
- Other aspects as determined by the City Manager and Safety Coordinator/Safety Officer.

The Health and Safety Committee in no way replaces or supersedes administration or line management's responsibility for health and safety.

Procedure:

The health and safety committee's procedure for fulfilling its role will include:

1) Setting and conducting (as a minimum) quarterly meeting dates to address assigned responsibilities.
2) Assist with setting the agenda.
3) Ensure recordkeeping.

Duties of each member includes:
- Report unsafe conditions and practices
- Attend health and safety committee meetings

- Review safety related accidents/incidents, hazard communication, and overall safety program.
- Recommend ideas for improving safety and health.
- Working in a safe and healthful manner.
- Observing how safety and health is enforced in the workplace.
- Completing assignments given to them.
- Act as a work area representative in matters pertaining to health and safety.
- Build enthusiasm and encourage employees to support the organization's safety program.