ORANGE COUNTY SANITATION DISTRICT

Risk Management Division

Safety SOP-000.7
Safety and Health Committee

APPROVALS

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James D. Ruth, General Manager

REVISION HISTORY		
Rev.	**Date**	**Written By**
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1) DEFINITIONS

a) Executive Management Team – the General Manager, Assistant General Managers, and Department Heads who are responsible for implementing the Board of Directors' policies and who manage the day to day operations of OCSD. The Executive Management Team working with the Risk Management Division will oversees the Safety Committee to ensure it is meeting regulatory requirements and is effectively carrying out its responsibilities.

b) Safety Committee – a group of ten (10) volunteers representing Labor and Management who meet at least monthly to discuss safety issues and identify solutions for improving safety at OCSD.

c) Safety Coordinator – a person who has volunteered to perform certain safety activities for their Division for a one year period. Some of the duties include conducting safety inspections, conducting incident investigations, and being a safety resource for employees to ask questions.

2) ORGANIZATIONAL CHART

3) PURPOSE

a) Orange County Sanitation District (District) believes that every District employee, temporary employee, contract employee, and contractor's employee is entitled to a safe and healthful work environment. The District pledges its efforts to attain and maintain this objective. Recognizing that the safety and health of all employees is the District's highest priority, the District will maintain full compliance with all applicable lawful regulations, notices, and orders issued by OSHA, Cal/OSHA, DOT, EPA, DTSC, and AQMD.

b) The District elects to fulfill the requirement of the legally mandated Injury and Illness Prevention Program for a system of communicating with employees on matters relating to occupational safety and health by the formation of a Joint Labor/Management Safety and Health Committee (Safety Committee).

c) The purpose of the Safety Committee is to provide a formal means for employees to effectively participate with District management in safety and health problem identification and resolution. The Safety Committee is in no way intended to circumvent, or be a substitute for, the legally mandated meet and confer process. Safety Committee recommendations will be considered by both the District and Bargaining Units when meeting and conferring on any safety related matters.

4) SCOPE

a) The Safety Committee is an internal organization for OCSD employees and management to discuss safety issues and concerns. The Safety Committee members will work with all OCSD employees to improve the safety at OCSD to include the reduction in hazards, identification of corrective action, and the improvement of the safety standards.

5) COMPOSITION OF THE COMMITTEE

a) The Safety Committee will be composed of ten (10) members consisting of five (5) non-management employees appointed by the non-management employees and five (5) management employees appointed by management. Members will be selected for appointment based on qualification such as experience, training, and a demonstrated interest in serving.

i) The Non-management Representatives shall be selected from the following groups:

(1) IUOE Local 501 Representative

(2) OCEA Representative

(3) Professional Group Representative

(4) Two At – Large Representatives selected by the non-management employee representatives currently sitting on the Safety Committee

ii) The Management Representatives shall be selected from the following groups:

(1) two managers

(2) three supervisors

b) Safety Committee members appointed by the Non-management employees will select a co-chairperson, as will the Safety Committee members appointed by Management. The co-chairpersons shall serve at the same time with the same level of responsibility. The co-chairpersons will be selected independent of one another.

c) A minimum of three non-management and three management members must be present for a quorum of the Safety Committee meeting to be formed.

d) The District's Risk Manager and/or Safety Personnel will serve in a staff capacity to the Safety Committee providing technical assistance, subject matter expertise, record keeping, and monthly reporting to the EMT.

e) Safety Committee members will serve for a period of three (3) years. Replacement of Safety Committee members will be staggered. A Committee member may serve a second term if the group they are representing agrees and the majority of the Safety Committee agrees.

f) All Safety Committee activities, including Safety Committee meetings, field inspections, and authorized training will be during normal work hours. Overtime to perform committee business must be authorized and approved in advance pursuant to established District procedure. Every effort will be made to conduct all Safety Committee activities within the regular working hours of all members to avoid incurring overtime.

6) SAFETY COORDINATORS

a) The Divisional Safety Coordinators who are volunteers approved by Division Management will work under the Safety Committee.

b) Safety Coordinators shall agree to a one year commitment fulfilling the duties and responsibilities of a Safety Coordinator within their own Divisions.

c) Safety Coordinators will be required to complete specialized training modules each year.

d) Safety Coordinators duties are estimated at approximately 4 hours per month unless additional time is approved by management.

e) Safety Coordinators will conduct investigations in teams of three (3) which will consist of the safety coordinator, one (1) non-management employee and one (1) management representative. Risk Management may participate if requested or if the severity of the incident warrants.

f) Safety Coordinators duties shall include:

i) Assisting or performing workplace inspections for their Division.

ii) Conduct accident/incident investigations to help identify root cause and recommend corrective actions.

iii) Submit service request to fix unsafe conditions.

iv) Follow up on closed CMMS safety related work orders initiated within their division to ensure they have been closed and the issues resolved properly.

v) Attend quarterly Safety Coordinator meetings

vi) Assist in Personal Protective Equipment (PPE) Evaluations.

vii) Assist Division Supervisors in weekly Safety Meetings.

viii) Liaison with Safety Committee Members.

ix) Assist Division Supervisors in the selection of division employees for Safety Recognition Awards.

x) Other additional safety duties to support their division.

g) Quarterly Safety Coordinator Meetings

i) A quarterly Safety Coordinator meeting will be held to provide guidance to Safety Coordinators with Risk Management scheduling and coordinating the meeting.

ii) The quarterly Safety Coordinator meetings can cover the following topics:

(1) Safety Training for Safety Coordinators,

(2) Develop safety emphasis topics to ensure Coordinators are working toward the same objectives,

(3) Report out on safety issues or best practices,

7) GOVERNANCE

a) The Co-Chairpersons will perform the following functions:

i) Alternate chairing the monthly Safety Committee meeting.

ii) Assist in developing the agenda for the monthly meetings.

iii) Identify the need for specialized training in Occupational Health and Safety for Committee members.

iv) Develop and submit to Risk Management budgetary needs for the Safety Committee.

v) Establish sub-committees as needed for special projects.

vi) Participate in the new employee orientation.

vii) Provide assistance/leadership for special safety events when needed.

viii) Maintain important documentation and records.

ix) Schedule audits of the quarterly workplace inspections to ensure the inspections are being completed and documented to a satisfactory level.

x) Perform presentations regarding committee status and performance on an as needed basis.

xi) Create, edit and obtain approval through committee quorum the Annual Safety Committee Report. This is due to the General Manager each year by January 30th .

xii) Ensure effective communication of Committee activities to employees and management.

8) SAFETY COMMITTEE RESPONSIBILITIES

a) Safety Committee members will be provided specialized training in occupational health and safety. A training plan will be developed by the Safety Committee and submitted to the District for approval. All training will be conducted at District facilities unless it is determined that a specific training program cannot be delivered at the District due to cost, or the availability of an instructor.

b) The Safety Committee will perform the following functions:

i) Meet at least monthly.

ii) The non-management and management employees will each select their co-chair representative who will serve a one (1) year term. The co-chair's term will begin on January 1st of each year and last for a one year period. A Safety Committee member cannot be nominated for the co-chair if they are in the last year of their three year Safety Committee term.

iii) Prepare and make available written records of all the issues discussed at committee meetings. Meeting records shall be maintained for a minimum of one (1) year. Confidential information will not be shared. Bargaining Units retain the right upon request to obtain confidential information. Review results of the periodic and scheduled work site inspections and safety audits conducted by District Staff. Committee members may schedule follow-up inspections.

c) The Safety Committee will also:

i) Review the results of investigations of occupational accidents resulting in occupational injury, illness, or exposure to hazardous substances.

ii) Perform Root Cause Analyses of incidents resulting in occupational injury, illness, exposure to hazardous substances, or near misses as required, on a case by case basis.

iii) Review Root Cause Analyses and corrective actions.

iv) Submit suggestions to management for the prevention of future incidents where appropriate.

d) Review the results of investigations of alleged hazardous conditions brought to the attention of any Safety Committee member. When determined necessary by the Safety Committee, the Safety Committee may assign two (2) members, one (1) Employee representative and one (1) Management representative, to conduct an inspection/investigation and assist in developing remedial solutions.

e) The Safety Committee shall give sufficient advance notice of an intended inspection to allow a division representative to accompany the Safety Committee. If the division does not choose to participate, the Safety Committee members may make the inspection alone.

f) Prepare recommendation as to feasibility and appropriateness of employee safety suggestions, to include anonymous safety suggestions.

g) Evaluate and make recommendations for safety recognition.

h) Anytime Cal/OSHA conducts a work site inspection Risk Management will contact the Safety committee and a two (2) member team, one (1) Employee representative, and one (1) Management representative, will accompany Cal/OSHA and Safety and Risk management on the inspection. Upon request from Cal/OSHA , verify abatement action taken by the District to abate citations issued by Cal/OSHA.

i) Review and make recommendations on any new or revised safety policy. Copies of proposed changes to safety rules or regulations will be provided to the Safety Committee at least thirty (30) days prior to implementation. In the event the proposed change(s) requires the District to meet and

confer prior to implementation, the established implementation and posting procedure will be followed which will include Safety Committee review prior to implementation.

j) Annually evaluate the effectiveness of the District's safety and health program to determine what changes are needed to improve safety and health protection. The Safety Committee will prepare a written report of the findings of the evaluation to be submitted by January 30th to the General Manager, Executive Management, Managers, and the Bargaining Units.

k) Establish an annual training plan for new and existing committee members.

l) Participate in the scope development, review, and development of recommendations on studies conducted by engineering and other departments that are principally focused on safety issues.

9) RECORDKEEPING

a) All records concerning Safety Committee activities, i.e., inspections, findings, recommendations, and actions, will be maintained in the office of Risk Management. Safety Committee members will have access to all Safety Committee records.

b) Risk Management will provide all Safety Committee members with copies of all accidents/injuries/illnesses reported on a weekly basis. Such reports will reflect the nature of the accident, any resulting injuries and the location of the incident. Accidents resulting in serious injury (requiring transport by emergency vehicle and/or hospitalization) will be reported to Safety Committee members as soon as Risk Management receives notification.