

*Secretary*

Safety and Loss Control Policy 2.0

YAMHILL COUNTY EMPLOYEE SAFETY ADVISORY COMMITTEE

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1) Committee purpose & authority:

To further injury-free employment by

- \* investigating employee injuries & accidents,
- \* making written recommendations to the Board & department heads concerning safety issues
- \* completing surveys of working areas
- \* receiving appropriate training in performance of their duties

2) Committee composition:

The membership will be composed of -

- 1 County Commissioner
- 1 employee elected or volunteering from each of the following
  - sheriffs office
  - public works, and
  - employees in each county building housing 20 or more
- 1 each manager or supervisor from public works, and sheriffs office as appointed by the department director
- at-large managers or supervisors as appointed by the Board
- maintenance supervisor, and
- Personnel Officer

Committee membership terms will serve staggered 2 year terms.

The committee chair will be elected from the membership for a 12 month term.

3) Committee functioning:

a) Committee members will poll the work force & area they represent before each meeting for items of concern to discuss at the meeting

b) Committee meetings will have agendas & minutes that are distributed to each member and posted in the work place.

c) Meetings will be held monthly, except in months where quarterly work site safety surveys are completed.

d) Sub-committees of 3 each, will quarterly survey to identify safety & health threats at each county work site of 4 or more employees. Guest inspectors may be invited by the subcommittee, when their expertise will be useful. Where work sites are mobile, such as road maintenance, representative sampling surveys will be completed. The sub-committees will report to appropriate department heads in writing within 10 work days. The department heads will respond in writing to the committee in at least 30 days.

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Lost Workday Case data to compare individual business/ organization statistics to will be available on November 15th from OR-OSHA (503) 378-3272; or

- (c) Had the greatest portion of subject payroll falling into a workers' compensation premium classification with an advisory loss-cost rate in the top 25 percent of the most recently approved advisory loss-cost rates available on November 15 for all approved classes.

NOTE: The list of business/organization types in the top 25 percent of the Premium Classification Safety Committee Requirements are available from OR-OSHA (503) 378-3272.

Safety Committees are required to be located at each establishment where an employer has employees. Mobile worksites can satisfy the requirement by having a committee in a central place.

Membership is required to be an equal number of employer and employee representatives. Employee representatives are required to be volunteers or be elected by their peers. When agreed upon by labor and management, the number of employees on the committee may be greater than the number of employer representatives.

Membership requirements are no fewer than TWO members for employers with twenty or less employees or no fewer than FOUR members for establishments employing more than twenty.

The membership is required to have a Chairperson elected by the Committee members.

Employee representatives are required to serve a continuous term or at least ~~two~~ <sup>one</sup> years. Length of membership needs to be altered or staggered to ensure at least one experienced member is always serving on the committee.

It is important that reasonable effort be made to ensure the committee members are representatives of the major work activities of the business or organization.

The Safety Committee's degree of authority is required to be determined with the employer--in writing.

Employees and employer representatives of the Safety Committee need to be selected to form a work place inspection team.

The inspection team is required to make (minimum) quarterly work place inspections. (See Appendix D)