

**Employee Safety Advisory Committee
Chair & Vice-Chair Responsibilities**
February 8, 2010

Chair

- Must have department manager's approval for committee work beyond attending and conducting meetings and inspecting buildings;
- Experienced in conducting meetings;
- Good communication skills, written and verbal;
- Skills of organization and follow-up;
- Familiar with committee policies and responsible for following them;
- Preside over all scheduled committee meetings;
- Provide information regarding training opportunities;
- Assure OSHA required training information is provided and completed by new members;
- Work with secretary to develop meeting agendas;
- Assist with meeting notifications;
- Written and verbal communication with the county administrator, department heads and other managers, outside agencies and other jurisdictions, as required and *often on the same day as the committee meets*;
- Co-Committee Liaison with HazCom Program consultant;
- Keep up-to-date on changing safety requirements and advise the committee, as needed;
- Ability to delegate responsibility;
- Conduct assigned quarterly building inspections;
- Work with committee secretary to prepare Summary of Quarterly Building Inspections and respond to questions from department managers (approx. time: 2 - 2.5 hrs.);
- Coordinate with IS to post committee items to our website: agenda, minutes, meeting schedule, building representatives, and membership list; and
- Call special meetings, as required.

Vice-Chair

- Must have department manager's approval for committee work beyond attending meetings and inspecting buildings;
- Experienced in conducting meetings;
- Preside over all scheduled committee meetings in the Chair's absence;
- Good communication skills, written and verbal;
- Skills of organization and follow-up;
- Familiar with committee policies and responsible for following them;
- Co-Committee Liaison with HazCom Program consultant;
- Back up for written and verbal correspondence with the county administrator, department heads and other managers, outside agencies and other jurisdictions, as required and *often on the same day as the committee meets*;
- Back up responsibility for minutes in secretary's absence;
- Provide research regarding committee issues, as directed by the Chair;
- Conduct assigned quarterly building inspections;
- Additional building inspections, as assigned by the Chair; and
- Assume other duties as assigned by the Chair.