



MASON COUNTY FIRE DISTRICT #4

TITLE: SAFETY COMMITTEE

APPROVED: _____
POLICY: 04-24-2012
CHAPTER: 2000 NUMBER: 2010 **UPDATED: 12-29-2014**

APPROVED: Signature on file Bob Burbridge, Chief

Fire District #4 hereby establishes a Safety Committee to serve in an advisory capacity to the Fire Chief. The purpose of the Safety Committee is to assist in the detection and elimination of unsafe conditions and work procedures, review progress, make recommendations, and to keep lines of communication open to address safety issues. This committee is responsible for monitoring, but not the enforcement, of management's health and safety programs. *The safety committee is not a disciplinary board.*

- The Safety Committee will be composed of department/management-selected and member/employee-elected members, with the number of department/management-selected members not exceeding the number of member/employee-elected members. The Safety Committee will consist of D/C Biehl and up to four association/management selected members.
- The Safety Committee will have an elected chairperson.
- The Safety Committee will meet quarterly (*Safety Committee meetings will not be less than one hour per calendar quarter. The members will determine the frequency.*) Special meetings may be held at the request of any member of the Committee, the Fire Chief, or the Safety Officer.
- Minutes will be taken of all safety meetings, and after review by the Safety Officer, the minutes will be conspicuously posted at Station(s) 1, 4 and 6.
 - (i) Minutes of each committee meeting will be prepared and filed for a period of at least one year and will be made available for review by noncompliance personnel of the division of industrial safety and health.



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- All suggestions or complaints submitted by members/employees will be considered by the Safety Committee. All action recommendations from the Committee will be transmitted in writing to the Fire Chief. The Chief or his/her delegate will reply to the submitter and the Committee.

- The Safety Committee's responsibilities include, but are not limited to, the following:
 - a. Identifying situations that may be a source of danger to members/employees.
 - b. Investigating complaints of violations of the Safety Policy.
 - c. Making recommendations to the Chief of the Department on matters reported to the committee and on rules and regulations promulgated by outside regulatory agencies.
 - d. Evaluating safety rules and regulations established by the department to comply with State mandates.
 - e. Reviewing the Annual Injury and Illness report for trends.
 - f. Reviewing the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
 - g. Evaluating the incident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.
 - h. Evaluating the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
 - i. Identifying potentially dangerous or hazardous situations to the member/employee.
 - j. Making recommendations to the department and members/employees for the improvement of members'/employees' health and safety.
 - k. Recommending, maintaining, and monitoring management health and safety programs and procedures.



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- l. Considering forwarded reports from outside agencies addressing health and safety in order to make recommendations to management regarding safety and health issues.
- m. Documenting the attendance and the subjects discussed.