



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – SAFETY COMMITTEES:

#### 1.0 Scope and Application

Safety committees play an integral role in maintaining an effective workplace safety program. Dane County has different types of safety committees, County-wide and departmental. Both types are explained in detail below.

#### 2.0 Responsibilities

**Risk Manager:** Support and management of this policy.

**Department Heads:** Provides support and resources needed to implement this policy and ensures that meeting minutes are forwarded to the Risk Manager.

**Supervisors:** Provides time for member employees to meet.

**Employees:** Member employees attend committee meetings.

#### 3.0 Departmental Polices and Requirements

Departmental safety committees may be established for individual departments or organizations. Different departmental committees that have been established are (but not limited to) as follows; Alliant Energy Center; Badger Prairie Health Care Center; Highway Dept., and Dane County Sheriff's Office. Departments wishing to form a safety committee should consult with the Risk Management department.

The Dane County Safe Working Conditions Study Committee is County wide and has representatives from all represented Employee Work Groups.

#### 4.0 Definitions

Dane County Safe Working Conditions Study Committee – (S.W.C.S.C.) Committee that has representatives from each Employee Work Group, formed to discuss and network safety concerns, ideas, and review injury data.

Departmental Safety Committee – Department, group or organization that is formed to discuss safety concerns pertinent to their specific department.

Note: These committees are advisory committees only. There is no policy authority with safety committees.

#### 5.0 Training

All employees will be informed of the existence of the various safety committees at their time of assignment and whenever this policy is revised.

#### 6.0 Documentation Requirements

Safety committees will keep meeting minutes. Minutes shall be taken by an assigned secretary and distributed to all committee members and forwarded to Risk Management.



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### 7.0 Departmental Safety Committees

An important tool for inter-departmental cooperation is the establishment of a safety committee within an operating department. Dane County Risk Management encourages the development and continuation of these safety committees. Risk Management may assist or staff departmental meetings but the Department Head should chair or delegate a representative to chair and facilitate these meetings. Appropriate representation may be determined by management staff and affected employees within the organization, as deemed effective. These committees should attempt to schedule quarterly meetings.

The primary functions of the departmental safety committees are to review and analyze safety data and accidents. Additionally, these committees can help ensure that the understanding and implementation of the departmental safety programs are followed. These committees also have the responsibility to serve in an advisory capacity for the following:

- Discussing safety suggestions forwarded to committee members.
- Making recommendations to the Department Head on ways to improve the departmental safety program.
- Identifying safety hazards.
- Promoting safety within the member's own work area.
- Developing safety and health recommendations to address unsafe acts or conditions and recommending corrective actions.

**End Policy**