



CHS Safety Committee Charter

October 5, 2016

Mission Statement:

The goal of CHS Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

Each employee has a responsibility for creating a healthier and safer work environment. The goals and expectations for each employee vary, ranging from a new employee simply gaining awareness of health and safety policies to a senior leader's creation of effective policies that improve employee health and safety.

Activities:

The health and safety activities of the committee will include, but are not limited to:

- Helping maintain an open channel of communication between employees and management concerning safety and health matters
- Conducting monthly health and safety inspections of both operations and administrative facilities, identify safety hazards and unsafe work practices, and recommend corrective measures
- Reviewing accident/incident reports and workplace inspection findings
- Analyzing all pertinent findings, identify trends, and suggest appropriate corrective actions
- Encouraging feedback regarding health and safety problems and potential solutions from all personnel
- Providing support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety program
- Serving as an advisory body to the director on health and safety issues to improve workplace policies, conditions, and practices
- Providing suggestions and recommendations for resolution of health and safety concerns to the director



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Members:

Committee members will be appointed by each director and should serve a 12 month term.

Officers:

The Chairperson will be the Health and Safety Coordinator. The Co-Chairperson and the Recorder will be elected by the committee membership in January of each year. Officers of the committee will serve a 12 month term.

Management's Responsibilities:

- Actively promote and enforce all safety and health rules and procedures
- Allow the time for committee members participation in meetings and assigned responsibilities
- Allocate the funds/resources necessary to implement safety and health committee activities
- Lead by example by following all health and safety rules
- Support committee decisions
- Provide timely feedback to the committee
- Perform the initial investigation of all injuries, incidents and near misses

Chairperson's Responsibilities:

- Actively promote health and safety
- Act as communication liaison between management and the committee
- Facilitate the safety committee's meetings



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- Coordinate the assignment of activities to committee members
- Establish necessary deadlines and project teams based on member input
- Follow-up on assigned responsibilities
- Schedule and develop an agenda for meetings based on member input
- Prepare an annual report of the committee's accomplishments
- Ensure the effectiveness of the meeting by directing discussions to meet goal and objectives
- Upon approval of the committee's minutes, forward to the director and HR
- Make arrangements for the meeting room.

Co-Chairperson's Responsibilities:

- Facilitate the meeting in the absence of the Chairperson.
- Serve as a member of the various project teams or sub-committees.
- Facilitate meeting agendas and monitor meeting times.
- Assist with development of the agenda.

Recorder's Responsibilities:

- Distribute the agenda with minutes to committee member's one week prior to each scheduled meeting
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion. Solicit corrections, make changes as necessary, and get Chairperson to approve by signing the minutes. See Appendix A. for an outline of the minutes



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- Record attendance
- Distribute any correspondence and/or directives developed by the committee
- Develop and maintain files of meetings and correspondence

Committee Member's Responsibilities:

- Complete the Safety Committee Member training
- Actively promote health and safety
- Attend all safety meetings on time or arrange for an alternate to attend
- Maintain open communication between the committee and his/her department
- Serve on appointed project teams
- Bring safety or health concerns to committee meetings and/or to the attention of the affected employee's supervisor
- Assist with the development of the agenda upon request
- Serve as an example by following all safety rules and work practices
- Attend in all monthly Safety Committee meetings and inspections.

Meetings:

- Special meetings of the committee may be called by Chairperson.
- The minutes of the meetings will be distributed to directors, committee members, and Health and Safety Coordinator within 10 work days.

Signatures:



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Airport Director

Date

Animal Services Director

Date

Engineering, Chief Engineer

Date

Fleet Service Director

Date

Finance Director

Date

Human Resources Director

Date

Information Systems Director

Date

Intracity Transit Resident Advisor

Date

Parks & Trails Director

Date

Planning & Development Director

Date



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Public Information Director

Date

Public Works Director

Date

Solid Waste Director

Date

Utilities Director

Date



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APPENDIX A

Format of the minutes:

Typical meeting minutes should cover the following essential information:

1. The name of meeting, i.e. CHS Safety Committee
2. Meeting date, time and location
3. List all attendees. May be on a separate sheet as an attachment.
4. Old Business:

Old topics discussed in the meeting; you should only note important information to avoid clustering the meeting minutes with information that is not essential. Note changes, if any, to the minutes of the last meeting.

5. New Business:

The new topics discussed in the meeting

Summary of accidents

Results of inspections

Reviews of reports

6. Decisions and/or recommendations should be clearly spelled out.
7. Specifics on actions items and name(s) of responsible party and deadlines.
8. Announcements
9. Materials distributed in the meeting such as handouts, presentations, etc.
10. Name of the recorder
11. Name of the person who approved the minutes.



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12. Include detailed information about the when and where of the next meeting

13. Verify intent to distribute minutes to committee members, directors and the Health and Safety Coordinator.

You should **not** include information in the meeting minutes that does not bring value to the proceeding.