

## SAFETY ACTION COMMITTEE CHARTER

**PURPOSE:** The purpose of this document is to provide a framework for the operation of the Park District of Oak Park **Safety Action Committee**. This document will be maintained in accordance with the provisions contained herein. The Safety Manager may be consulted for guidance concerning any facets of this document.

**FORWARD:** Employees must be empowered to plan, organize, coordinate and, most importantly, participate in the safety process. By doing so improvements in the safety at the Park District of Oak Park is both controllable and measurable. You cannot buy in to a program and expect it to work unless you have the cooperation and support of all; top management and rank in file. Safety is an internal process that is controlled externally from the top down.

Every employee is an equal partner in the safety process. There is no boss-subordinate relationship, no rank when it comes to safety. You either have a safe attitude or you do not, and since your behavior is dictated by your attitude, safety must be a part of work not merely a requirement of the work.

Each employee has a unique skill set to bring to the safety table. Each of these skill sets must be put to use to bring about a safe working environment for all District employees and the patrons we serve.

Empowering employees to make more decisions has positive results. If employees come to work thinking of working safely then managers have more time to work other issues, confident that safety issues are being handled in a quality manner by not only the safety committee but by all employees working in the District.

A strong emphasis should be placed on a trusting relationship between management and District employees. The punitive aspect of safety regulations are de-emphasized and replaced by a positive, lessons-learned approached.

Committee membership should be on a rotating basis, (every 2 years, or as determined by the Leadership Committee) involving as many people at various levels of management and rank in file as possible. The establishment of a team concept in solving safety problems and issues is central to this charter. Here are the other central aspects of how the safety action committee should work.

- 1. The Safety Action Committee Charter Review:** The Safety Action Committee will review and evaluate this document:

- On annual basis.

- When changes occur to any related regulatory document (the personnel or safety manuals) that prompts a revision of this document.

- When the Park District of Oak Park facility operational changes occur that require a revision of this document.

When an accident, near miss or any mishap occurs that suggest that this procedure should be reviewed.

**2. The Safety Action Committee is charged to:**

Reduce injuries and save lives

Constantly be aware of conditions in all work areas and facilities that can produce injuries.

Aid the District in complying with all laws pertaining to safety.

Ensure that no employee is required to work at a job that is not safe or unhealthful.

Place the safety and health of each employee in a position of primary importance.

Aid in the prevention of occupationally induced injuries and illnesses.

Aid management in providing all mechanical and physical facilities required for personnel safety and health in keeping with the highest standards.

Maintaining a safety and health program conforming to the best management practices of this park district.

Establish a program that instills the proper attitudes toward injury and illness prevention not only on the part of employees, but also between each employee and his and her co-worker.

Ultimately achieve a safety program maintained in the best interest of all concerned.

**3. Safety Action Committee Composition:** The Safety Action Committee will be composed of (9) employees of the Park District of Oak Park. They are:

**Safety Chair** \_\_\_ Kelsey Tumpene \_\_\_

**Member** \_\_\_\_\_ Bill Hamilton \_\_\_\_\_

**Member** \_\_\_\_\_ John Borland \_\_\_\_\_

**Member** \_\_\_\_\_ Chad Drufke

**Member** \_\_\_\_\_ Bill Moreth

**Member** \_\_\_\_\_ Robert Poirier

**4. Principle Responsibilities:** The principle responsibilities of the Safety Action Committee will be as follows:

Assemble on a bi-monthly basis to conduct a safety meeting.

Review Community Center Inspection Reports as needed.

Review Accident/Incident Reports and discuss corrective action if applicable.

Review any new PDRMA directive or ALERT.

Review any vehicle accidents and cause determination that may have occurred during the previous months.

Review Playground Inspection reports.

Discuss District's safety themes and training.

Discuss and report on unfinished business from previous meeting.

Discuss new business

Discuss old business

Maintain appropriate records of activities.

**5. Meeting Ground Rules:** The Safety Action Committee meeting will be conducted in a manner as to foster a productive work environment. The principle goal being to determine solutions to safety issues affecting our employees. The following ground rules will apply.

The scribe will take appropriate notes on the meeting as needed. The scribe will be selected from the assigned committee members. The scribe will serve a term of 1 year.

Discussion Time Limits-In order to establish and maintain a productive course of action on individual safety issues, discussion time limits will be established and adhered to.

Discussion time limits on each safety topic will be kept to 10 minutes per safety issue.

Subcommittee action-When an issue cannot be resolved in a reasonable amount of time, a subcommittee (composed to 2 members) will be selected and the issue turned over to the subcommittee for investigation and development of recommendations. Subcommittee actions will be classified as "old Business" and integrated into the next regular scheduled safety meeting.

Tracking Old Business-Old business will be tracked to resolution. Issues will be resolved as soon as possible. Where old business is carried beyond a reasonable amount of time, (determined by the hazard involved and the complexity of the issue), the safety chair will upgrade the priority of the issue and submit it to the District's top management for resolution.

Prioritization of a safety hazard-safety hazards will be prioritized according to the following grading system. Where it is unclear where a safety hazard should be rated, the next higher classification will be used. All prioritized safety hazards will be documented initially on the Safety Hazard Awareness form. The Safety Hazard Awareness form will be brought before the Safety Action Committee as soon as possible and the hazard graded as followed:

1. Priority 1 Hazard-The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury) or extensive loss of structure, equipment or material.
2. Priority 2 Hazard-Unsafe condition or work practice that could cause serious injury, industrial illness, or disruptive property damage.
3. Priority 3 Hazard-Unsafe condition or work practice that might cause a recordable injury or industrial or nondisruptive property damage.
4. Property 4 Hazard-Minor condition, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first aid case.