

CDFW SAFETY COMMITTEE CHARTER

I. Mission Statement

The mission of the Department of Fish and Wildlife's Safety Committees (SC) are to develop and promote injury and illness prevention and safe work practices through their active involvement with regards to their role and responsibility, and the department's policies and procedures.

The department's Injury and Illness Prevention Program (IIPP) is administered through the Human Resources Branch (HRB) Office of Risk Management (ORM) and promotes a workplace free of known hazards intended to protect employees through safety communication, reporting workplace hazards, correcting workplace hazards, investigating and reporting workplace incidents, and proper safety training as well as, job specific safety training.

The worksite SC supports staff and promotes a safety culture and workplace, by providing information and resources on safety topics and addressing safety concerns. In addition the SC reviews existing safety policies and procedures and provides recommendations to address the worksite safety needs through their chain-of-command.

II. Safety Committee Composition

A Safety Committee (SC) consists of departmental safety members who represent their respective worksite and/or workplace region/territory. The SC works closely with the department's Health and Safety Officer located in the Human Resources Branch (HRB) Office of Risk Management (ORM), Training Coordinator, and onsite manager to accomplish the following:

- Ensure safety communication is provided to all affected employees to prevent workplace injuries and illness. Serve as point of contact for all employees on matters related to injury and illness prevention.
- Serve as a central point of contact for all employees on matters related to injury and illness prevention.
- Identify and recommend remedies for unsafe workplace practices and conditions.
- Identify the cause and/or trends of workplace accidents and/or incidents and appropriate corrective action to prevent a future occurrence.
- Monitor and evaluate their respective injury and illness prevention strategies, set goals, and develop best practice procedures.
- Review the worksite's safety plan to ensure it is current.
- Ensure worksite compliance with Cal/OSHA and OSHA regulations [Labor Code section 6400-6413.5, and California Code of Regulations (CCR) Title 8 and Code of Federal Regulations], when applicable.

- Maintain a log of employee's worksite safety concerns as well as, when and how the concern was addressed.
- Elevate workplace hazards that are not corrected in 30-days to HRB ORM's Health and Safety Officer.
- Provide, document and follow up on SC suggestions and recommendations with worksite managers.
- Provide support and resource services in the development, implementation, and maintenance of an effective written injury and illness prevention program.
- Meet quarterly to accomplish the above.

A. Management

Management supports safety committees and actively promotes a safety culture and workplace through education and communication; and

- An effective written injury and illness prevention policies and procedures;
- Allow time for committee representative participation in meetings and recommending SC members to the Chairperson;
- Allocate funds/resources necessary to implement safe workplace practices;
- Lead by example;
- Support committee decisions; and
- Provide timely feedback to the committee.

B. Officers

Committee officers serve a 2-year term (excluding the Safety Officer). The officers consist of a Chairperson, Co-Chairperson, the worksite Safety Officer, and a Secretary.

Chairpersons actively promote a safety culture and workplace; and

- Ensures new members are appointed when necessary.
- Coordinate the assignments of committee members;
- Schedule and develop an agenda for meetings based on business needs and member input;
- Facilitate committee meetings;
- Ensure the meeting's effectiveness by directing discussions to meet mission and objectives;
- Act as communication liaison between the committee and others;
- Ensure all action items are addressed timely and in good faith; and
- Prepare an annual report of the committee's accomplishments.

Co-Chairperson actively promote a safety culture and workplace; and

- Fulfill the role and responsibility of the Chairperson in their absence;
- Serve as a member on various project teams or sub-committees;
- Facilitate meeting agendas, and;
- Assist with the agenda's development.

C. Members

Committee members will be appointed by the worksite manager and constitute a diverse group of employees from both represented and non-represented personnel. Members serve a 2-year term. All members receive a letter of appointment.

Site Safety Officers actively promote a safety culture and workplace; and

- Serve as a resource to the committee;
- Review all incident and accident investigation reports;
- Oversee inspections and prepare reports; and
- Assist with the agenda's development.

Secretaries actively promote a safety culture and workplace; and

- Arrange and notify members of the meeting time and place;
- Keeps track of members' service tenure and provides the Chairperson with certificates of appreciation and recognition for outgoing members;
- Scribe and share meeting minutes with the members and completes the SC's action plan; and
- Prepare the meeting agenda and disseminates it to members.

Committee Members actively promote a safety culture and workplace; and

- Attend meetings and arrange for an alternate to attend in their absence;
- Serve on project teams or sub-committees;
- Assist with the development of the agenda upon request; and
- Lead by example.

Employees not assigned to a committee also actively promote a safety culture and workplace; by

- Reporting safety concerns to their supervisor and SC representative immediately;
- Becoming familiar with and adhering to all workplace safety requirements and procedures; and
- Attending safety meetings, and mandated and job-specific training courses.

D. SC Meetings

SC members meet regularly no less than quarterly. All members are expected to actively participate in meetings and send an alternate in their absence. Meetings may be held face-to-face, teleconference, or video conference. The Chairperson may call a special meeting and members may request a meeting.

Meeting minutes must be maintained in accordance with the department's Injury and Illness Prevention Program's record retention schedule; and

- Are the first order of business;
- Provided to committee and program managers;
- Approved by the committee majority;

E. Site Safety Inspections

SC members are expected to actively participate in workplace safety inspections in accordance with the department's IIPP. Inspection safety checklist assistance is available through HRB ORM's Health and Safety Officer.

F. Communication

Communication is vital to the promotion of a safety culture and an effective injury and illness prevention program. The SC's meeting minutes, action plans, safety concerns and remedies must be communicated through their chain of command.

G. Decision Making

The SC's decisions must be noted in the meeting minutes and reached by majority consensus to the extent possible. The minorities view must also be noted in meeting minutes and communicated through their chain of command.

**COMMITTEE MEMBER
LETTER OF APPOINTMENT
FORMAT**

Date:

Dear Employee Name:

It is with great pleasure that I inform you of your appointment to _____'s Safety Committee for a period of two years beginning as of the date of this letter. Your selection was made based upon the recommendations of your supervisor.

I look forward to your active committee participation to promote a safety culture and workplace. As a member of the committee you will serve as the **Committee Title**. Enclosed please find your position's responsibilities, and become familiar with the SC charter.

It is my intent to provide you with a rewarding experience. Should you have any questions or concerns about your role, or the mission of the committee, please contact Committee Chairperson, Name (Telephone#, E-mail).

Sincerely,

Worksite Manager

Enclosure: Safety Committee Charter

cc: Employee's supervisor
Personnel File