

SAFETY COMMITTEE MANAGEMENT PLAN FOR BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT 191

REVIEWED: September, 2022

1.0 Safety Committee Policy Statement

Independent School District 191, Burnsville-Eagan-Savage (ISD 191) is committed to providing a safe and healthy work environment for its employees and students. To help achieve this goal, ISD 191 maintains a district-wide Safety Committee. Requirements of Minnesota Statute 182.676 and directives of the Minnesota Department of Education guide the organization and work of the Safety Committee. The Safety Committee conducts regularly scheduled meetings to identify and describe health and safety issues and take action to minimize or eliminate risks to employee and student health and safety. Members may be requested to conduct inspections, surveillances and inventories. Employees are to be encouraged to identify and communicate health and safety issues and make suggestions through their safety committee representatives. It is intended that through the joint participation of the members of Safety Committee, management and employees that a healthful and safe work environment may be achieved.

2.0 Safety Committee Members and Qualifications

- Management and Labor must be represented.
- All bargaining units must be represented.
- All schools and support functions should be represented.
- Except for the committee chair, all members are to be selected by employees.

3.0 Goals of the Safety Committee

- Identify and report on health and safety issues.
- Assist in reduction of employee accidents and injuries.
- Participate in the development of health and safety programs.
- Provide channels of communication between administration and employees.
- Assist in the development of safe work habits and attitudes among employees.

4.0 Safety Committee Duties

Chairperson

The responsibilities of the chairperson are to:

- Plan and communicate meeting schedules
- Arrange for recording meeting minutes and protocols.
- Preside over and facilitate meetings.
- Present committee reports to management.

Secretary (May assume chairperson's duties)

The responsibilities of the secretary are to:

- Record meeting minutes.
- Distribute minutes to committee members and management.
- Post minutes for other employees.
- Report on status of recommendations.

Members

The responsibilities of the members include:

- Report unsafe conditions and recommend corrective action.
- Attend all safety meetings.
- Represent their building or functional area to the committee.
- Contribute ideas and suggestions for improvement on safety.
- Provide communication between the committee and their respective building and functional area employees.
- Promote safety within their buildings or functional areas.
- Voice safety concerns of employees.

Committee

Additional responsibilities of the Safety Committee include:

- Review accident investigations.
- Inspect company facilities.
- Analyze company loss histories and trends.
- Review employee and committee member safety suggestions.
- Conduct job analysis.
- Develop and revise safety rules to comply with all local, state and federal safety and health codes and regulations.
- Develop reports with findings and recommendations for reducing or eliminating hazards.