

MCOE Injury and Illness Prevention Program

Appendix B (Department/Site Level Safety Meetings) of Part 3 (Communication of Occupational Safety and Health Information) to the Merced County Office of Education Injury and Illness Prevention Program

PURPOSE

Communication of occupational safety and health related information to employees on a regular basis is critical to maintaining a safe and healthy work environment. Safety meetings or circulating information are ways to accomplish this and is an opportunity for employees to communicate safety and health concerns to their supervisor.

RESPONSIBILITIES

Assistant Superintendents/Directors:

- a. Support the regular communication of safety information by ensuring department/site/office supervisors have sufficient time to conduct meetings.
- b. Participate in the meeting when available.

OHS Analyst, Human Resources:

- a. Ensure relevant safety information is distributed to facilitate the safety meeting or circulation of information.
- b. Maintain and have available a safety information library for the use of department/site/office supervisors in preparing safety meeting information.
- c. Be prepared to present safety meetings when requested.
- d. Maintain record of program efforts and department participation.

Department/Site/Office supervisor:

- a. Ensure that a safety meeting or routing of safety information is done at least once a quarter. although more frequent meetings is highly recommended
- b. Ensure that a Safety Meeting Report form or Safety Information Routing form is completed for each meeting or circulation of information and filed.
- c. Encourage the exchange of information pertaining to occupational safety and health matters by employees

Employees:

- a. Participate in safety meetings or review safety information that is circulated.
- b. Share information pertaining to safety and health matters with supervisor and co-workers.