

Effective Date:  
Revised Date:  
Review Date:

## **North Sound Mental Health Administration**

Section 1000 – Administrative: Establishing a Safety Committee

Authorizing Source: WAC 296-800-140

Cancels: Policy #1010 Responding to Emergency and Disaster

See Also:

Responsible Staff: Safety Officer

Approved by: Executive Director  
Motion #

Date: 6-14-2005

### **POLICY #1014.00**

### **SUBJECT: ESTABLISHING A SAFETY COMMITTEE**

#### **PURPOSE**

The Purpose of this policy is to comply with Washington Administrative Code (WAC) 296-800-13020(1) and establish a Safety Officer and Safety Committee.

#### **POLICY**

##### **Safety Committee**

The NSMHA is committed to efforts to protect NSMHA clients, staff and others through appropriate prevention and response to safety in the workplace. The NSMHA will comply with WAC 296-800-13020(1) by establishing a Safety Committee. The Safety Committee will have two (2) employer-designated representatives and a minimum of four (4) employee elected representatives. The term of employee elected representatives will be a maximum of one year; however, there is no limit as to the number of terms a representative can serve.

The Safety Committee will have an elected chairperson. The Safety Committee will determine how often, when and where the Safety Committee will meet. If there becomes a vacancy of an employee-elected position, a new member will be elected prior to the next scheduled meeting.

##### **Safety Officer**

The NSMHA Executive Director will appoint a Safety Officer.

#### **PROCEDURE**

The NSMHA Executive Director will appoint two (2) employer representatives to the Safety Committee. One will be the NSMHA Safety Officer and one member of the NSMHA Management Team. Every January the staff will nominate and elect a minimum of four (4) employee representatives to serve on the Safety Committee. The committee will then elect a chairperson and determine the meeting schedule and frequency, not less than four (4) times per year. Written records of meetings shall be kept for a minimum of one year.

During Safety Committee meetings, the committee shall:

- Review safety and health inspection reports to help correct safety hazards, if any,
- Evaluate any accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation were identified and corrected,
- Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed,
- Review all applicable policies and procedures set forth by State, Federal or NSMHA pertaining to the health and safety of the workplace, and recommend revisions/updating as necessary, and

- Keep a written record of the meeting including, but not limited to:
  - Attendance,
  - Topics discussed, and
  - Recommendations/Findings of the committee.

## **ATTACHMENTS**

None