

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

Organizing A Municipal Safety Committee

The purpose of this guide is to give municipal employers basic guidelines on setting up safety and health committees. Properly organized, such committees can prove invaluable in detecting safety and health hazards and in recommending and supporting measures to reducing or eliminating the hazards.

A good safety and health program is the key to control of economic losses. An active, effective safety and health committee that includes representatives of management and employees is an essential part of that control.

General Guidelines for Municipal Safety Programs

1. Management safety policy

Management should issue and post a safety policy statement containing a clear and concise view of management's determination that accident prevention should be equal to production and that all employment and places of employment shall be free of recognizable hazards. The safety policy shall delegate responsibilities with respect to implementing the safety program.

2. Municipal accident investigation program

Management should implement an accident investigation program, which will investigate and record all accidents involving personnel, including medical only injuries, and accidents in which material, equipment and/or machines were damaged. The investigation should determine all obtainable facts of each accident and cite corrective measures for implementation.

3. Accident/injury loss analysis

Management should develop an accident/injury loss analysis system. This analysis should show comparisons, locations occurring, and predominant type of injuries (responsible conditions).

4. Municipal safety rules

Management should develop and implement a set of safety rules that are equal to or exceed applicable national standards. Such rules should be consistent with the size of municipality.

5. Municipal safety training program

City/Township/County management should implement a program of safety training that provides:

- a. Training, by supervisor and/or trained instructor, of new employees and/or employees transferring to new jobs, on safety policies, right-to-know, and on operating procedures of municipal vehicles and equipment that the employee(s) will use.
- b. Supervisory training.
- c. Specialized training as required.

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

- d. Employee safety motivation (safety meetings, contests/awards, recognition, etc.)

6. Municipal safety inspection program

Management should implement a safety inspection program that municipal employees conduct. The inspection program should include the following components:

- a. Daily inspections of the physical environment to which employees and the public have access.
Examples: Housekeeping; defective premises, portable electrical equipment, handling/storage of toxic or explosive chemicals.
- b. Regular and periodic inspections.
Examples: Machine guarding, handrails, guardrails, stairs, catwalks, elevators, lighting, noise exposure, fire prevention systems.
- c. Special occupational hazards.
Examples: Paint spray booths, confined space, entry controls, air contamination, and asbestos exposures.
- d. Preventive maintenance programs.
Examples: Vehicles, floor loading capacities, forklifts, elevators, respiratory protection equipment, building structure, etc.

7. Municipal First Aid Program

Management should adopt a first aid program that should provide for:

- a. Qualified first-aid person available.
- b. Adequate first aid supplies of sufficient quantity; apt in well sealed containers; and restocked as needed.

8. Selection and Hiring Procedures

Establish a uniform selection and hiring program for all new employees. Use a standardized application; with due consideration for job requirements, physical examinations, prior employment checks, and previous injury records. Comply with all state and federal laws, including the Americans with Disabilities Act.

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

Duties and Responsibilities of Safety Committee Members

1. **CHAIRMAN**
 - a. Arrange for meeting place
 - b. Notify members of meeting
 - c. Make time schedule for meeting
 - d. Review and approve minutes of meeting
 - e. Select and appoint committee members
 - f. Report to top management.

2. **SECRETARY**
 - a. Prepare minutes of meeting and distribute
 - b. Report status of recommendations

3. **MEMBERS**
 - a. Report unsafe conditions
 - b. Attend all safety meetings
 - c. Report all accidents or near accidents
 - d. Investigate all serious accidents
 - e. Contribute ideas and suggestions for improvement of safety
 - f. Work safely and influence others
 - g. Make inspections

The most important duty for each member of the safety committee is that of carrying out the responsibilities of a total safety program. He or she should know the general safety rules, pass on safety instructions to new employees, and make suggestions regarding unsafe conditions and practices.

The minutes are of great importance since other individuals besides safety committee members often receive them. These other recipients include top management. The minutes must record accurately all decisions made and action taken since they serve as a means of keeping management informed of the group's work.

Michigan Municipal Workers' Compensation Fund
Safety and Health Resource Manual

Effective Safety Committee Meetings

1. Send a notice of the meeting with an agenda to each member of the committee a few days before the scheduled day.
2. Arrange a comfortable meeting room with adequate seating capacity.
3. Limit the meeting to a definite amount of time. Start promptly and adjourn at the appointed time.
4. To maintain interest, have a sufficient number of items of business on the agenda. Meeting should not be more than one hour long, preferably shorter.
5. Allow no distractions except for emergencies.
6. Conduct the meeting according to the generally accepted rules of order, with order respected and maintained. Do not allow formality to overwhelm the meeting or inhibit free and frank discussions. Maintain an atmosphere of free speech from the beginning of all such meetings.

Suggested Order Of Business

- | | |
|--|---|
| 1. CALL TO ORDER | Start the meeting promptly at the appointed time. |
| 2. ROLL CALL | Record the names of the members and guests present. Members who cannot attend should notify the secretary in advance. Note the reasons for their absence in the minutes. |
| 3. INTRODUCTION OF VISITORS | |
| 4. MINUTES | Read the minutes of the previous meeting and correct them as necessary. (This item can sometimes be waived). |
| 5. REVIEW OF ACCIDENTS AND STATISTICS | Determine and approve the classification of accidents by cause. The committee should establish responsibility for every accident and discuss preventive measures discussed. |
| 6. UNFINISHED BUSINESS | Reconsider all matters on which the committee has not made definite decisions. |

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

7. **SAFETY EDUCATION**
Select and review a definite subject for training. The subject should be pertinent to your operation. Training can be a film, slides or literature. Record the subject in the minutes.

8. **COMMITTEE REPORTS**
Poll committee members for any unsafe conditions noted in their departments. Review the results of previous inspections, conditions of safety posters, fire extinguishers, etc.

9. **NEW BUSINESS**
The chairman should appoint sub-committees to arrange for inspections, investigations into safety rules and practices; obtaining safety educational material for future meetings and, in general, any idea or suggestion that may improve safety.

10. **SPEAKERS FROM OUTSIDE THE MUNICIPALITY OR COMMENTS FROM VISITORS**

11. **ADJOURNMENT**