

Safety Committee

The Safety Committee is an important part of the Town of Hollis safety and loss control efforts. All staff can gain valuable insight into managing safety in the workplace. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. Committee membership is a voluntary service to the Town of Hollis. All managers, supervisors and employees are to fully support the efforts of the Safety/Loss Control Committee.

Goals of the Safety/Loss Control Committee

1. Involve employees in safety and loss control management
2. Lower the frequency and severity of accidents and injuries
3. Maintain a safe environment for employees and visitors
4. Involve all employee participation in safety programs

Committee Formation

Membership on the committee is to be voluntary. If membership does not represent all departments, specific individuals may be asked to participate in a meeting to provide information and guidance. Standing members will include a representative from the Select Board, Recreation Department, Fire Department, Code Enforcement and the members of the Town Hall. Standing members to the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the committee. The Safety Manager will serve as a facilitator for Safety Committee Meetings and agenda development. Minutes of the Safety Committee will be distributed to all Town employees for their review and input.

Committee Functions

The suggested functions of the loss control committee include:

1. Developing a loss control and safety policy and communicating that policy to all employees.
2. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
3. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
4. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
5. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action

to guarantee required safety training is accomplished.

6. Ensuring that first aid kits and personal protective equipment needs are met.
7. Reviewing new employee training programs and making recommendations for improvement.
8. Reviewing compliance status with the Safety Records Management System.

Safety Committee Members

Safety Committee Members have the following responsibilities:

1. Attend each meeting if possible.
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report safety and loss control actions to their department during normally scheduled safety training

Meetings

The safety committee will meet every other month at a time and date to be determined. Each meeting will have a fixed agenda that is sent to the members about one week before the meeting. Following the agenda closely will keep the meeting moving. A special meeting may be held or an additional committee formed to address an emergency situation or complicated issue. The agenda for the meeting can be simple:

1. Call to order
2. Roll call
3. Introduction of any visitors, if allowed
4. Reading and approval of minutes of the previous meeting
5. Review of any policies issued since the last meeting
6. Taking care of unfinished business
7. Review of any general liability, property, and auto claims or losses occurring and preventive measures taken since the previous meeting
8. Discussion of loss control inspections and recommendations
9. Addressing new business
10. Adjournment