

Beaufort County Health and Safety Committee Charter

Mission Statement:

The mission of the Beaufort County Health and Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication, and safe work practices.

Activities:

The health and safety activities of the Committee will include, but are not limited to, the following:

- Identify unsafe work practices and conditions, and suggest appropriate remedies.
- Review accident or incident reports. The Committee shall identify types of accidents, causes, and trends, and suggest appropriate corrective actions.
- Obtain and analyze available data on past injuries and illnesses, identify trends, and suggest appropriate corrective actions.
- Assist in the development and implementation of effective health and safety awareness programs.
- Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss prevention, and loss control programs.
- Serve as an advisory body to management on health and safety issues.
- Provide suggestions and recommendations for resolution of health and safety concerns.

Members:

Department Heads shall appoint one corresponding representative for an unlimited term to form a diverse group of employees for the Committee.

Officers:

The Committee officers will consist of a Chairperson and Vice-Chairperson. The County Risk Manager/Safety Officer and his/her Administrative Assistant will serve as the same

and Secretary, respectively. When necessary, the Committee members shall elect the officers in October with tenure to start in November.

Responsibilities:

Management:

- Enforce all health and safety rules and procedures.
- Actively promote health and safety.
- Allow time for Committee representatives to participate in meetings and assigned responsibilities.
- Allocate funds or resources necessary to implement Health and Safety Committee activities.
- Lead by example in following all health and safety rules.
- Support Committee decisions.
- Provide timely feedback to the Committee.
- Perform the initial investigation of all injuries, incidents, and near misses.

Chairperson:

- Actively promote health and safety.
- Act as communication liaison between management and the Committee.
- Facilitate the Health and Safety Committee meetings.
- Coordinate the assignment of activities to Committee members.
- Establish necessary deadlines based on member input.
- Follow-up on assigned responsibilities.
- Schedule and develop an agenda for meetings based on member input.
- Prepare an annual report of the Committee's accomplishments.
- Prepare a report of the Committee's objectives for next calendar year.
- Introduce new members.

- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

Vice-Chairperson:

- Actively promote health and safety.
- Facilitate the meeting in the absence of the Chairperson.
- Serve as a member of the various project teams or sub-committees.
- Facilitate meeting agendas and monitor meeting times.
- Assist with the development of the agenda.

County Risk Manager/Safety Officer:

- Actively promote health and safety.
- Serve in the capacity as a resource to the Committee on health and safety issues.
- Review all accident investigation reports.
- Conduct health and safety inspections and prepare reports.
- Assist with the development of the agenda.

Secretary:

- Actively promote health and safety.
- Ensure the meeting minutes are recorded, completed, and distributed in a timely manner.
- Distribute the agenda with minutes to Committee members at least one (1) week prior to each scheduled meeting.
- Take and record attendance.
- Make arrangements for the meeting room.
- Distribute any correspondence or directives developed by the Committee.
- Develop and maintain files of meetings and correspondence.

Committee Members:

- Actively promote health and safety.
- Attend all health and safety meetings on time or arrange for an alternate to attend.
- Communicate Committee activities to his or her department.
- Serve on appointed project teams or sub-committees.
- Bring safety or health concerns to Committee meetings or to the attention of the affected employee's supervisor.
- Assist with the development of the agenda upon request.
- Serve as an example by following all safety rules and work practices.

Employee:

- Actively promote health and safety.
- Bring health and safety concerns to his or her supervisor or Committee representative immediately.
- Learn and follow all health and safety rules and procedures.
- Attend all health and safety training courses relevant to his or her job classification.

Meetings:

- Meetings will be held monthly, preferably on the second (2nd) Thursday of each month from 8:30 a.m. to 9:30 a.m.
- Special meetings of the Committee may be called by Chairperson upon his or her initiative, or upon the request of at least five (5) members.
- Special meetings will be equal to regular meetings.
- The minutes of the meeting will be given to each Committee member, Department Head, and posted on the Beaufort County Safety Committee website.

Quorum:

A quorum for the conduct of business at each meeting shall be a simple majority (>50%) of the Committee members.