

Raleigh County Board of Education Safety Committee

A safety committee is a key element to achieving continuous improvement in a safety process. The purpose of a safety committee is to regularly bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The committee's primary focus is to detect and correct workplace hazards. The effective benefits of having a safety committee include a reduction in the number of workplace injuries and illnesses, a reduction in the hidden costs associated with workplace injuries and illnesses, and an increase in employee safety awareness in the workplace.

Mission Statement

Purpose

The purpose of the Raleigh County Board of Education Safety Committee is to promote a safe and healthy working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

Goal

The goal of the Raleigh County Board of Education Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The Raleigh County Board of Education Safety Committee has five major objectives:

1. Involve employees in achieving a safe and healthy workplace;
2. Promptly review all safety-related incidents, injuries, accidents, and near misses;
3. Conduct ongoing workplace inspections as needed;
4. Monitor accident/incident trends and plan prevention;
5. Review the Raleigh County Board of Education safety program.

Committee Formation and Membership

Formation

The Raleigh County Board of Education Safety Committee is formed as a centralized Safety Committee. In the future, each school will form a Safety Committee that will meet on a regular basis and report to the centralized Safety Committee.

Membership

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| 1. Director of Safety | Jennifer Colvin |
| 2. Superintendent's Office Representative | Nelson Spencer |
| 3. Board Member | Jack "Gordie" Roop |
| 4. Treasurer/CSBO | R. Darrin Butcher |
| 5. Personnel Director | Dr. Emily Meadows |

6. Special Education Supervisor	Cindy Corley-Hicks
7. Maintenance Supervisor	Dennis Persinger
8. Food Service Director	Rose Cook
9. Transportation Director	Jerry Redden
10. Secondary School Principal	Clyde Stepp
11. Elementary School Principal	Rose Kelly
12. Teacher Representative	Drexel Sammons
13. Custodial Representative	Rickey Dillard
14. Insurance Representative	Dave Stacy, Wells Fargo
15. Area Medical Provider	Mike Bates, PT, BodyWorks

Duties of the Director of Safety

- ✓ Schedule regular committee meetings and notify members
- ✓ Develop written agendas for conducting meetings
- ✓ Approve committee correspondence and reports
- ✓ Schedule and prepare materials for Injured Employee Interviews
- ✓ Conduct meetings in an orderly fashion and ensure that all members are heard
- ✓ Hold meeting time to one (1) hour
- ✓ Report monthly committee activities to the Board

Duties of the Co-Chair

- ✓ Record, prepare, and distribute meeting minutes
- ✓ Conduct meeting in absence of the Director of Safety
- ✓ Maintain a current membership list
- ✓ Maintain committee training records

Duties of Committee Members

- ✓ Report and discuss unsafe conditions and practices
- ✓ Attend all meetings regularly
- ✓ Review all accidents, incidents, injuries, and near misses
- ✓ Contribute ideas and suggestions for improvement of safety
- ✓ Influence others to work safely
- ✓ Sponsor or develop programs related to safety

Employee Involvement

The committee will encourage employees to identify health and safety concerns in the workplace. Concerns raised by employees will be presented to the committee in writing. The committee will review new concerns at the next regularly scheduled monthly meeting. The vehicles for reporting concerns shall be:

Raleigh County Board of Education's website (<http://boe.rale.k12.wv.us/>) – safety portal of website to be developed

Inter-school mail (send to the Office of Safety & Loss Control)

United States Postal Service mail to:
Raleigh County Board of Education
Office of Safety & Loss Control
Attn: Jennifer Colvin, Director of Safety
105 Adair Street
Beckley, WV 25801
Phone: 304-256-4500 ext. 3355
Fax: 304-256-4527

Employee's Safety Suggestion and Concerns Report

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within sixty (60) days of receiving the written recommendation(s), management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

The committee will maintain a log of all employee concerns, including the date received, recommendation(s) to managements, the date the concern was resolved, and the date the employee was notified.

Committee Meetings

Meeting schedule

The committee will meet on the fourth Tuesday of every month from 3:30 p.m. to 4:30 p.m.

Quorum

Fifty-one percent (51%) of regular committee members constitute of quorum. A quorum must be present for each monthly meeting.

Conducting Meetings

The written agenda will be used as the order of business to conduct all safety committee meetings and will include:

- ✓ Call to order
- ✓ Attendance/introductions of guest(s)
- ✓ Review and acceptance of previous month's minutes
- ✓ Old business
- ✓ New business
- ✓ Reports on open action items
- ✓ Accident/incident, near misses, injury review
- ✓ Injured Employee Interview(s)
- ✓ Discussion of workplace safety inspections
- ✓ Agenda topics for next meeting
- ✓ Other

Voting

Motions considered by the committee shall require a simple majority vote of the regular committee members present to be adopted.

Committee Record Retention

The Office of Safety & Loss Control will be responsible for record retention.

The following records will be maintained for a period of five (5) years:

- ✓ Meeting minutes
- ✓ Accident/incident, near misses, and injury investigations
- ✓ Documentation of committee member training
- ✓ Safety related recommendations to management
- ✓ New safety programs and policies implemented