

## Committee Charter: Safety and Security Committee

### Revision Date 2-23-21

#### Overview:

182.676: Every public or private employer of more than 25 employees shall establish and administer a joint labor-management safety committee. A safety committee must hold regularly scheduled meetings unless otherwise provided in a collective bargaining agreement. Employee safety committee members must be selected by employees. An employer that fails to establish or administer a safety committee as required by this section may be cited by the commissioner. A citation is punishable as a serious violation under section 182.666.

#### Purpose:

The purpose of the safety and security committee is to involve labor and management in a non-adversarial, cooperative effort to promote safety, security and health in the workplace. The safety and security committee will assist management and make recommendations for change.

- Prevent employee accidents and injuries
- Train employees as required by statute
- Recognition, investigation and timely follow up of accidents, injuries, and hazards
- Assist in identifying and implementing security measures

#### Composition:

- Elected members shall include one elected representative from each of the unions (currently four) and the merit system group. (5 elected reps) These members will be elected on a bi-annual basis prior to the new calendar year.
- Appointed members shall include one appointed representative from each of the following: Commissioner, Coordinator, Human Resources, Building Services, Emergency Management, and MCIT county representative.
- Members may not serve dual role as elected and appointed.

Name	Role	Agency/Represent
Erick Anderson	Elected member	Union, Local 49
Amie Gendron	Elected member	Human Services
Sue Pauly	Elected member	Union, Teamsters General
Tim Stroeing	Elected member	Union, LELS, Licensed
Dustin Anderson	Elected member	Union, LELS, Non Licensed
Sheldon Monson	Elected member	County Board Chair
Jon Kangas	Elected member	County Board Vice Chair
Kristeen Tooker	Appointed member	Human Resources
Sean Uselman (Chair)	Appointed member	Building Services
Tyler Wheeler	Appointed member	Emergency Manager
Heather Olson	Appointed member	MCIT County Representative
Ryan Odden	Appointed member	Coordinator

#### Responsibilities:

- Make systematic inspections and report conditions.
- Review past accidents and recommend corrective action.
- Report unsafe conditions and practices in each committee members' own department.
- Listen to fellow workers' suggestions.
- Discuss and review progress of the safety committee.
- Develop annual safety education plan, reflecting required trainings and staff needs
- Coordinate logistics for training such as topics, teaching methodology, location, speakers
- Discuss possible new methods of accident prevention.
- Develop and revise rules to comply with all safety and health standards and various codes — federal, state and local.
- Discuss and review trends in personal protective equipment (PPE).

#### Duties of each safety and security committee member must include:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety, security and health
- Working in a safe and healthful manner
- Observing how safety, security and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work-area representative in matters pertaining to health and safety

#### Meeting schedule:

Meetings shall be held quarterly at a designated time and place.

#### Decision making:

The safety committee advises management about safety and health issues in the workplace.

Recommendations from the committee will be submitted to management in writing. Management will consider recommendations and respond in writing to the safety committee within a reasonable time.

#### Reporting:

- Agendas
- Minutes; to include any recommendations and follow up
- Make recommendations needed for safety to upper management and/or decision makers
- All written recommendations submitted to management shall be clear and concise; provide reasons for implementation; include implementation costs and recommended completion dates; and list benefits.

## Annually review: Charter and Goals

### 2021 Goals:

- Sean Uselman, Chair, and Kristeen Erickson will perform OSHA walkthroughs of each county building in which employees frequently work on at least an annual basis (up to two walkthroughs per year, once during warm weather and another during cold weather)
- Sean Uselman, Chair, will ensure all county buildings have first aid kits and sharps disposal kits
- The committee will review all OSHA reported work injuries annually and discuss if changes are needed
  - Any serious injuries will result in a committee meeting held as soon as possible after the injury occurs
- Tyler Wheeler will revise and implement a desktop emergency guide for county employees
- Tyler Wheeler will ensure all county employees have access to inclement weather and fire drill information, unless a department has their own drill procedure
- Kristeen Erickson will work with county departments to create a county wide AWAIR (A Workplace Accident and Injury Reduction) program, which encompasses this Safety and Security Committee, in order to maintain OSHA compliance