

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.28</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; October 29, 2012; February 25, 2021
<b>CHAPTER:</b> Human Resources		Related Policy: Lane APM Chapter 1, Section 5; LCPOA Contract Article 5.4, and AFSCME Contract Article 13.
<b>SUBJECT:</b> Safety Committees		Related Laws: OAR 437-001-0765

**POLICY:** The Sheriff's Office will comply with OR-OSHA rules and Administrative Procedures governing the formation and procedures for safety committees.

**RULE:** None

**PROCEDURE:**

I. Safety Committees

- A. The Lane County Sheriff's Office will form and maintain two safety committees: one based in the Adult Corrections Facility at 101 West 5th Street, and one in the Main Office in the Courthouse at 125 East 8th Avenue. The Sheriff's Office will seat members on the County Safety Committee and Sheriff's Office Safety Committees in accordance with the APM and collective bargaining contracts.
- B. Each Sheriff's Office safety committee will be composed of at least four members. Each committee should have two designated by the Sheriff's Office and at least two bargaining unit employees of the respective location of the safety committee. If additional members apply and are accepted to the committee, at no time shall there be more employer representatives than employee representatives. The committee will appoint a chairperson and secretary.
  - 1. Membership is voluntary. Meetings and inspections should occur during the employees' normal working hours.
  - 2. Before an employee is designated to the position, the employee's immediate supervisor will be notified. Management has the right to exempt, or remove, an employee as a member from the committee if,
    - a. Undue hardship is placed on the work group the employee is associated with.
    - b. The work product of the employee suffers or will suffer due to the extra duties involved in being a member of the safety committee.

- C. The safety committee members are expected to serve a two-year term but may serve up to three terms.
- D. The safety committees shall meet at least once per month on a regularly scheduled basis except when quarterly safety inspections are conducted.
- E. Written agendas will be developed and minutes kept of each committee meeting that will be sent to the committee members and management. Minutes and agendas will be posted on a conspicuous bulletin board and maintained in a file for at least three years.
- F. All committee members will receive training in:
  - 1. Safety committee purpose and operation.
  - 2. OR-OSHA rules 437-40-030 through 437-40-055 and their application.
  - 3. Methods of conducting safety committee meetings.
  - 4. Hazard identification in the work place, including use of Safety data sheets (SDS).
  - 5. The applicable Oregon Occupational Safety and Health Rules which apply to the particular establishment.
  - 6. Techniques regarding effective accident and incident investigations.
- G. Quarterly inspections, required by OSHA to meet minimum standards, will be conducted with employer and employee representatives and recommendations made. A report of the findings of the inspection will be forwarded to the commander of the division where the inspection was made. Inspection reports and progress on recommendations will be reviewed in three months after the report was filed with the division commander.
- H. Procedures will be established for investigating accidents/incidents and recommending corrective actions.
  - 1. Each safety committee will review safety-related incidents and accidents in their respective division/section and make any recommendations for procedural or policy change to prevent future similar accidents.
- I. Employer safety and health training practices will be evaluated and recommendations made for change, if necessary.
- J. Safety programs will be evaluated and recommendations made.

- K. Employees' are encouraged to complete a Workplace Safety and Health Concern Form located on the Administrative intranet web page to report any safety concerns in their work area.
- L. The committees will work towards eliminating hazards, promoting safe work procedures, and improving communications.
- M. Corrective actions taken upon committee recommendation will be reviewed.
- N. Further direction and guidance given in current or future APM procedures and OARs will be followed and adhered to.