



1.0 Scope and Application

Safety committees play an integral role in maintaining an effective workplace safety program. Kenosha County has two different types of safety committees, County-wide and departmental. Both types are explained in detail below.

2.0 Responsibilities

Risk Manager: Support and management of this policy.
Department Heads: Provides support and resources needed to implement this policy and ensures that meeting minutes are forwarded to the Risk Manager.
Supervisors: Provides time for member employees to meet.
Employees: Member employees attend committee meetings.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

Departmental safety committees have been established for five (5) different departments as follows; Brookside Care Center; Highways; Parks; Sheriff and Social Services. Additional departments wishing to form a safety committee should consult with the Risk Manager.

4.0 Definitions

None.

5.0 Training

All employees will be informed of the existence of the various safety committees at their time of assignment and whenever this policy is revised.

6.0 Documentation Requirements

Safety committees will keep meeting minutes. Minutes shall be taken by an assigned secretary and distributed to all committee members and forwarded to the County Risk Manager.



7.0 Departmental Safety Committees

An important tool for inter-departmental cooperation is the establishment of a safety committee within an operating department. Departmental safety committees have been established for five (5) different departments as follows; Brookside Care Center; Highways; Parks; Sheriff and Social Services. These safety committees consist of the County Risk Manager, a minimum of one management staff member from the department, and a minimum of two union members from the department. These committees should meet a least quarterly. Meetings are co-chaired by the Risk Manager and assigned departmental management personnel.

The primary functions of the departmental safety committees are to analyze accidents and to ensure that the implementation of the safety program is followed through. Additionally, the committees are responsible for the following:

- a) Discussing safety suggestions relayed to committee members and taking appropriate action(s) when necessary.
- b) Making recommendations to the Department Head on ways to improve the department safety program.
- c) Identifying safety hazards.
- d) Promoting safety within the member's own work area.
- e) Developing safety and health recommendations to address unsafe acts or conditions and recommending corrective actions.

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End Policy