

Safety Committee Policy

Policy: Umatilla-Morrow Head Start will maintain a Safety Committee designed to promote staff safety and health in the work place as well as make recommendations for change. The committee will include management and non management staff, working together in a non adversarial, cooperative effort.

Procedure:

1. Safety Committee Meetings will be held monthly
2. The safety committee will maintain 4 or more members at all times with equal representation from management and non management staff
3. A chairperson and secretary will be elected by the committee.
4. Dates for the safety committee meetings will be coordinated to best fit the needs of those participating on the committee.
5. Minutes will be taken at each safety committee, posted, and maintained for three years on site.
6. Responsibilities of Safety Committee Members include presenting concerns and suggestions to the committee for the staff you represent, act as a resource to staff regarding new and existing safety policies, and participate in the review and development of safety policies and procedures. Committee members will also assist in monitoring the safety practices within our agency.