

**BEFORE THE BOARD OF COUNTY COMMISSIONERS**

**FOR COLUMBIA COUNTY, OREGON**

In the Matter of Adopting the Columbia County  
Safety Committee Charter and Policy )  
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 )

**ORDER NO. 85 -2019**

**WHEREAS**, the Columbia County Safety Committee has review the Columbia County Safety Committee Charter and Safety Policy and has recommended updates; and

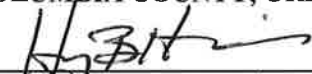
**WHEREAS**, the Columbia County Safety Committee Charter and Safety Policy have been written to reflect the appropriate management of the County's safety program;

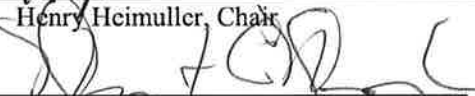
**NOW, THEREFORE, IT IS HEREBY ORDERED** as follows:


1. The Columbia County Safety Committee Charter which is attached hereto as Exhibit "A" and is incorporated herein by this reference, is adopted.
2. The Columbia County Safety Committee Policy Statement which is attached hereto as Exhibit "B" and is incorporated herein by this reference, is adopted.


**DATED** this 13th day of November, 2019.

**BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

By:   
Henry Heimuller, Chair

By:   
Margaret Magruder, Commissioner

By:   
Alex Tardif, Commissioner

Approved as to form  
By:   
Office of County Counsel

## Exhibit "A"

### COLUMBIA COUNTY

#### Safety Committee Charter

**Purpose:** The purpose of the Safety Committee is to bring all Columbia County employees together to achieve and maintain a safe and healthful workplace. This includes:

- ✓ To provide an opportunity for open discussion of problems that result or could result in injury or illness.
- ✓ To assist management in the evaluation of recommendations for an improvement of the work environment.
- ✓ To improve the cooperative spirit between all employees of the County.
- ✓ To strive for compliance with state and federal regulations concerning occupational safety and health.
- ✓ To establish specific procedures for incident reporting, investigation and corrective action.

**Organization:** There shall be a main Committee consisting of five (5) staff members and five (5) management members on the Committee. In addition, there will be two representatives (one management, one staff) employed by the State Courts.

The five management members shall include the General Services Director, the Human Resources Director, the Public Works Director or designee, and the County Sheriff or designee. The fifth management member shall be a volunteer from the Courthouse or the Emergency Management Department.

The five staff members shall include one volunteer each from the facilities maintenance staff, the Public Works Department, the Justice Facility, and two volunteers from the Courthouse or Justice Facility or Emergency Management Department.

There shall be a sub-committee established for each separate County facility, provided more than ten people regularly report to that facility for work. A separate sub-committee for the Public Works Department and for the Justice Facility is required.

Each sub-committee shall consist of an equal number of management and staff level employees. The sub-committees shall have at least four members, if available. Representatives from each sub-committee shall serve as noted above on the main Committee and shall provide regular reports to the main Committee on safety issues.

Members of the Committee must have an interest in accident prevention, occupational health and safety, and a willingness to work for improvement in this important County effort.

Each volunteer member shall serve a minimum of a one (1) year term. Members may serve for indefinite durations beyond one year.

The Safety Committee shall elect a chairperson and establish such other rules for its organization.

**Objectives:**

- ✓ To develop and recommend safety policies and rules for adoption by the Board of County Commissioners.
- ✓ To solicit input from affected parties prior to adoption of, or amendments to safety policies and rules.
- ✓ To evaluate the County's injury and illness program and make recommendations for improvement.
- ✓ To conduct quarterly workplace inspections and report the findings and recommendations.
- ✓ To assist management in the development of job site safety.
- ✓ To evaluate accountability for safety and health issues at the County.
- ✓ To assist in communication and promotion of safety and health matters in the workplace.

A response to the Committee regarding recommendations or investigations, whether from the Board of County Commissioners, individual managers, supervisors or staff shall occur in a timely manner. For recommended policy/procedures, the response shall be received by the Committee within thirty days. For accident investigations or responses to specific safety issues, the response shall be received by the Committee before the next regular Committee meeting.

The Committee shall respond to concerns raised by employees, in writing, in a reasonable period of

time. Reflection of discussion and resolution in the Safety Committee minutes may be the method of response.

**Extent of Authority:** It is clearly understood that recommended policies are expected from the Committee and that the Board of County Commissioners will give serious consideration to all recommendations. This is not a policy-making committee. It is the responsibility of the Safety Committee to monitor and assist in ensuring compliance of the safety policies and rules adopted by the Board of County Commissioners, including preparing procedures to implement those policies.

**Procedures:** The Committee shall develop procedures through which the Committee may successfully fulfill its role and comply with the provisions of OAR Chapter 437. These procedures should include:

- ✓ Meeting date, time and location
- ✓ Selection of a chairperson
- ✓ Recording secretary, who shall be responsible for preparing minutes of the Committee meetings to all County departments.
- ✓ Records
- ✓ Duties of each member
- ✓ Each member shall be active in completing assignments given to them by the chairperson, as well as acting as an area representative in matters pertaining to health and safety.
- ✓ Both management and workers will expect the Committee members to observe how the safety and health policy is enforced in the work environment.

Training of Committee members is essential to the successful operation of the Committee. Members shall be encouraged and allowed to attend training with appropriate arrangements being made between the member and his/her supervisor. The more knowledge and expertise Committee members have, the more effectively they will fulfill their objectives. Training should include, but is not limited to, the following:

- ✓ Safety Committee purpose and operation.
- ✓ Oregon Administrative Rules 437-40-030 through -070.
- ✓ Conduct of Safety Committee meetings.
- ✓ Workplace hazard identification.

- ✓ Application of OR-OSHA rules that apply to their work area.
- ✓ Accident/incident investigation procedures and reporting. (Management is responsible for the actual investigation.)

Only the planning and effective joint leadership of management and the Safety Committee can build a program which lasts. The Safety Committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the County.

**Specific Goals:** The Safety Committee will be responsible for preparing and maintaining the following (this list is not meant to be all-inclusive):

- ✓ General Safety Policy Statement
- ✓ Safety Policies/Rules
- ✓ Hazard Communication Plan
- ✓ Emergency Plan
- ✓ Injury and Illness Prevention Program
- ✓ Accountability Procedures
- ✓ Accident Reporting Procedures
- ✓ Accident Investigation
- ✓ Safety Inspection Program
- ✓ Early Return to Work Program
- ✓ Safety Training Programs: ongoing
- ✓ First Aid/CPR, Blood Borne Pathogens
- ✓ Individual Employee Responsibility

The Safety Committee shall create and maintain a Safety Log of employees' safety concerns including the date the concern was received, the date of and description of any recommendation(s) to management and the date the concern was resolved. This log shall be available electronically to all employees to review, though any confidential or sensitive concerns shall be protected from disclosure.

# Exhibit "B"

## COLUMBIA COUNTY

### Safety Committee Policy Statement

It is the policy of Columbia County to protect the safety and health of employees. Injuries and property loss from accidents are needless, costly, and preventable.

#### Management

Management's responsibility is prevention of accidents and injuries, because management is held accountable for all aspects under their span of control. Management provides direction and full support of all safety procedures, job training and hazard elimination practices. Management must keep fully informed on health and safety areas throughout the County in order to constantly review the effectiveness of its safety and health program. Management will purchase and ensure that employees are provided appropriate safety equipment and supplies and will hold employees accountable for following safety procedures and policies.

#### Supervision

Supervisors are directly responsible for job training of their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors will enforce County rules and take immediate corrective action to eliminate hazardous conditions. Supervisors will not permit safety to be sacrificed for any reason.

#### Employees

Each employee has personal responsibility for the employee's own safety as well as the safety of co-workers. Each employee, regardless of position within the County, is expected to cooperate in all aspects of the County's safety and health program. Employees who reasonably believe that a work situation represents an unacceptable hazard to life and safety may stop that work to report the situation to the supervisor.

- ✓ Accidents must be reported immediately to the supervisor.
- ✓ Required personal protective equipment will be worn by all employees. There are no exceptions.
- ✓ Machines and equipment will be guarded according to safety standards. Machines or equipment without adequate guarding or in questionable condition will not be used.
- ✓ Hazardous conditions or equipment or other safety concerns will be reported to the supervisor immediately.

#### Safety Committee

The Safety Committee consists of management and staff representatives that have an interest in the general promotion of safety and health for Columbia County. The Committee is responsible for making recommendations on improving safety and health in the workplace. It has been charged with the responsibility to define problems and obstacles to loss prevention; identify hazards and suggest corrective actions; help identify employee safety training needs and to develop accident investigation procedures for the County.

**No job is so important that the time cannot be taken to do it safely.**