

6. Safety Committee

The purpose of the City's Safety Committee ("Committee") is to comply with [WAC 296-800-13020](#) and assist and supplement management's efforts to provide a safe and healthy workplace for its employees. The Safety Committee provides the structure and space for employees to become involved and participate in providing a safe workplace and affect the environment where they work.

Duties and Responsibilities

The Committee will have core duties that assist the City in creating a safe work environment and will have opportunities to provide services outside these main duties (e.g., education campaigns) with the approval of management.

The Committee shall ([WAC 296-800-13020](#)):

- Evaluate accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected
- Review safety and health inspection reports to assist in correction of identified unsafe condition or practices
- Evaluate the accident and illness prevention program with a discussion of recommendations for improvement
- Hold monthly committee meetings (at minimum)
- Document meeting attendance
- Prepare committee meeting minutes and preserve for one year
- Provide recommendations to management on safety needs and considerations

The Committee may:

- Report worksite safety concerns or hazards for discussion and inspection to the Safety Committee
- Request member representation from each City department
- Be assigned special safety-related projects

The Committee will not be tasked with the enforcement of safety rules, manage the City's safety program, or provide oversight of it; management and enforcement will solely be the job of management.

Safety Committee Organization

The Committee is comprised of elected employees and appointed employees. The total number of appointed employees must not exceed the total number of elected members. The Committee may also include ex-officio members who do not vote. The minimum number of members is seven. Members serve one-year terms beginning in January of each year. There are no limits to the number of consecutive terms a member can serve on the Committee.

The City Manager or designee will appoint a Safety Coordinator. The purpose of this position is to allow direct communication with the City Manager or designee. The employee in this position should be supervisor or management level and co-chair the Committee. The Safety Coordinator will discuss any potential efforts of the Committee relating to projects or assignments that exceed the core duties noted in this section with the City Manager or designee.

Committee members represent each work area or facility of the organization. All departments should provide at least one member of staff for the Committee and ensure that employee makes themselves available for Committee meetings and duties.

The organization will hold elections for Committee positions during November of each year. Those elected shall start serving on the Committee in January of the following year.

Committee Meetings

The Committee will meet on a monthly basis at City Hall or using a hybrid format to support committee member participation. An agenda will be created and made available for committee members prior to the committee meeting to allow for review and preparation. Meeting minutes will be taken and made available to members within two days of the meeting. Meetings may last beyond the one-hour limit only by majority vote of the Committee.

Committee Positions

- **Safety Coordinator** – appointed by City Manager or designee and shall:
 - Manage the City’s Safety Committee, ensuring proper facilitation and communication between City leadership, staff, and committees on all safety related issues
 - Regularly attend meetings and provide expertise and support to the Committee in the research, analysis and preparation of recommendations and coordination of meeting logistics
 - Prepare and distribute meeting agendas, materials, and minutes
 - The Safety Coordinator may also serve as the Committee Chair if elected by a majority membership vote

- **Co-Chair** – elected annually by the Committee and shall:
 - Start and end meetings on time
 - Summarize discussion and call for votes
 - Make certain that minutes are kept
 - Ensure that agendas are provided to the Committee five days prior to the meeting

- **Secretary** – elected annually by the Committee and shall:
 - Prepare agendas and distribute to committee members at least five days prior to the meeting
 - Prepare minutes of the meeting and distribute to committee members within two days of the meeting
 - Assist the chair as requested

- **Elections Coordinator** – the Chief of Administration shall:
 - Accept responsibility for the Safety Committee’s timely completion of the election
 - Develop a communications plan for sending out a call for committee member nominations
 - Verify willingness of nominees to participate in the election
 - Send out ballots for voting
 - Tally votes and provided results to the Safety Committee and those elected.

- **Committee Members**
 - Attend committee meetings
 - Participate and engage with topics
 - Report to employees the safety efforts of the City

- Assist with educational campaigns around safety
- Review recent incidents and accidents, and provide recommendations for improvements
- Report on special assignments
- Report on inspections undertaken at the Committee's request
- Maintain confidentiality when necessary

It is understood that a thriving Safety Committee cannot function only within the hour of the committee meeting. To allow for optimal committee efficiency, the City will allow committee members to work on committee duties during their regular work hours. To incentivize participation on the Committee, members who attend at least 10 of the 12 monthly committee meetings in a given calendar year will be awarded a \$200 stipend (\$300 stipend for Co-Chairs and Secretary). The stipend will be distributed in December each year.

For larger projects that will take considerable time, committee members must coordinate with their supervisors to determine how this work can be scheduled with minimal interference to core job duties.

Election Process

Elections for Committee members will occur during November of each year. Should a vacancy occur in an employee-elected position, the next runner-up from the previous election will be asked if they would like to complete the term. If not, a replacement election will take place to fill the vacancy.

All employees will be notified of the upcoming election by providing an opportunity for nominations. Employees can nominate themselves or others outside their department. Current members are encouraged to build a sense of community by seeking out and mentoring new members who might not otherwise volunteer for this work but could make meaningful contributions. Once nominees are determined for the ballot(s), the election can be held. A minimum of one week should be allowed for the nomination period, and a minimum of one week for the election period.

Contacting Employees for Nominations

Employees will be contacted by email or department meetings for nominations for Safety Committee membership. The rules below offer general guidance for the nominations:

1. Individuals may nominate themselves and vote for themselves.
2. Managers and supervisors are not restricted from being nominated and elected.
3. A candidate may run unopposed but must receive at least one vote to win.
4. An individual may serve multiple consecutive terms.

Election Ballots

Voter instructions will be provided within the ballot. All candidate names should be listed with their home department (e.g., John Lee, Public Works). An election method may be reviewed and changed by committee vote before an election. The election method will accommodate all employees, including those working off site or with limited access to computers. Elections may be online, and precautions will be taken to ensure eligible voters vote only once.

The election coordinator should record who received the second or third most votes, as these individuals may be asked to replace the person with the most votes if they are no longer able to attend meetings. The election coordinator will share election results with the Committee in writing including how the election was done, who won, and who came in second, third, etc.