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# Management Plan for Safety Committees

**OCTOBER 2021**



## Management Plan for Safety Committees

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## **1.0 Introduction**

Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Education (MDE) requires school districts to promote health and safety through safety committees. A safety committee is a group of employees and management working together to develop and implement safety and health programs in order to provide a more productive, healthier, and safer work environment. Each district is required to hold regularly scheduled safety committee meetings, maintain a written management plan, and provide representation of each bargaining unit on the committee.

## **2.0 Safety Committee Policy Statement**

Northfield Public Schools is committed to providing a safe and healthy work environment for its staff. To achieve this goal, the district has supported the formation of a safety committee within the district. The district will provide appropriate funding and resources to implement and maintain federal, state, and local environmental, health, and safety programs, and recommendations as provided by the committees. The responsibilities of the safety committee or a designee includes:

- Assisting with accident investigations
- Completing regular inspections of buildings/facilities
- Reviewing student accidents
- Reviewing employee and committee member safety suggestions

## **3.0 Safety Committee Members**

The committee is required to have representation from upper management as well as representation from each bargaining unit if one exists. If a bargaining unit decides to decline representation, documentation will be maintained for the remainder of the life of the committee or until the bargaining unit is represented. Members serve on the committee on a volunteer basis and the district's collective bargaining agent will select an employee representative if volunteers are not found. The number of employee representatives on a safety and health committee equals or exceeds the number of management representatives on the committee. Unless a collective bargaining agreement provides to the contrary, being a member of a safety and health committee is considered part of an employee's job and time spent performing the duties of a safety and health committee is considered time worked.

Northfield Public Schools strongly advises members to become proactive in the promotion of health and safety in their building and bring any questions, comments, concerns, or recommendations of other employees to the committee for discussion.

## **4.0 Safety Committee Duties**

Responsibilities for each individual committee member are outlined as follows:

### **Committee Chairperson**

The responsibilities of the chairperson are to:

- Arrange a meeting place
- Notify members of meeting
- Create agenda for meeting
- Review previous meeting minutes and materials
- Facilitate meetings
- Present committee reports to management

**Committee Secretary** *(may assume chairperson's duties during absence)*

The responsibilities of the secretary are to:

- Record the meeting minutes
- Distribute minutes to committee members and management
- Distribute minutes for other employees to review

**Committee Members**

The responsibilities of the members are to:

- Report unsafe conditions and recommend corrective action
- Attend all safety meetings
- Report accidents or near misses
- Contribute ideas and suggestions for improvement on safety
- Work safely
- Promote safety
- Voice safety concerns of other employees

**5.0 Committee Logistics and Meeting Topics**

A chairperson and secretary will be elected every year for each safety committee. The safety committee will hold regular (quarterly) meetings at which: recommendations, accident records, accident trend analysis, and environmental, health, and safety programs will be discussed and reviewed.

A list of attendees and the minutes of each meeting are posted on the district's website so they are accessible to all employees and for required recordkeeping. The district's health and safety consultant is available for assistance by contacting IEA, Inc.

**6.0 Review**

This management plan and the activities and responsibilities of each safety committee are reviewed on an annual basis or as necessary.

# **Appendix A**

*Meeting Minutes*  
*(maintained on the district website)*