

IEA, INC.

# NORTHFIELD PUBLIC SCHOOLS



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# Management Plan for Safety Committee

OCTOBER 2017

IEA Project #201710490



Northfield Public Schools

**Management Plan for Safety Committee**

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**Appendices:** - Appendices are maintained in the Building and Grounds office in the Health & Safety files

- A Committee Members
- B Agendas, Minutes

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## **1.0 Introduction**

The Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Education (MDE) require 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 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. IEA recommends quarterly safety committee meetings, at a minimum, as a best practice.

## **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 district safety committee. 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 committee. The responsibilities of the safety committee include the review of accident investigations, inspection of company facilities, analysis of building loss histories and trends, review of employee and committee member safety suggestions, and development of reports with findings and recommendations for reducing or eliminating hazards for submission to management.

## **3.0 Safety Committee Members**

The committee is required to have representation from upper management as well as representation from each employee group. If an employee group decides to decline representation, the district will maintain documentation for the remainder of the life of the committee or until the employee group is represented. Members serve on the committee on a volunteer basis and the district's employee group will select an employee representative if volunteers are not found. The number of employee group representatives on a safety and health committee equals or exceeds the number of management representatives on the committee. Unless the district 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.

Ideal characteristics of volunteers to serve on the safety committee are as follows:

- Interest in health and safety
- Respected by co-workers
- Gets things done
- Willing to compromise
- Able to express ideas/have good communication skills
- Interested in needs of the entire work force
- Good people skills
- Familiar with production or curriculum processes
- Receptive to new ideas/open minded
- Willing to take time to attend meetings and work on projects outside of the safety committee
- Sets a good example

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 Facilitator-Health and Safety Coordinator or designee**

The responsibilities 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 Note-Taker (may assume Facilitator's duties during their absence)-Health and Safety Administration or designee**

The responsibilities are to:

- Record the meeting minutes
- Distribute minutes to committee members and management
- Post minutes for other employees to review
- Report on status of recommendations

##### **Committee Members**

The responsibilities 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 facilitator and note-taker may vary for each safety committee meeting. 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. Goals for the safety committee will be developed at the first meeting each school year. A list of members and the minutes of each meeting are posted at a location within each building and online accessible to all employees. A copy of the minutes will be placed in the district office recordkeeping. The district's health and safety consultant, IEA, Inc., is available for assistance, contacting via phone at 507-345-8818.

#### **6.0 Review**

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

# **Appendix A**

## *Committee Members*

# Northfield Public Schools Safety Committee Members 2017/2018 School Year:

Jennifer Valek  
Kim Slegers  
Michael OKeefe  
Daniel Warner  
Cecelia Green  
Elizabeth Bade  
Jeff Stmartin  
Kim Bauer  
Stephanie DeAdder  
Ron Oeltjenbruns  
Jim Kulseth  
Daniel Taylor  
Keith Nohava  
Tracy Closson  
Kiwi Bielenberg  
Cassandra Bowser

# **Appendix B**

*Agendas, Minutes*



# MEMO



**To:** To Whom It May Concern

**From:** Cassie Bowser, IEA Health & Safety Consultant

**Date:** November 2017

**Re:** Safety Committee Meeting

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All safety committee meeting agendas and meeting minutes are located on the district Google Drive.