

## **Ohio Environmental Protection Agency**

### **Office of Safety**

**Safety Standard Operating Procedure Number: SP 13-4**

**Date: September 3, 2013**

**STATUS: FINAL**

**Title: Agency Safety Committees**

**Purpose:** The purpose of this Safety Standard Operating Procedure (SSOP) is to establish the guidelines for the composition and activities of the various Ohio EPA Safety Committees.

**Reference:** OCSEA/AFSCME Contract, March 1, 2012 - February 28, 2015, Article 11, Paragraph 11.12.

### **Establishment of Central Ohio and District Office Safety Committees**

1. **District Office Safety Committees** – Each District Office will establish a Safety Committee with the exception of the Central District Office and the Groveport Field Office. The Central District Office and the Groveport Field Office will be part of the Central Ohio Safety Committee along with the Central Office. A District Office may choose not to have a Safety Committee with mutual agreement by both District management and the Union. If a District does not have a Safety Committee it still needs to provide a representative from both management and the Union to serve on the Statewide Safety Committee.
2. **Central Ohio Safety Committee** – A combined Safety Committee will be established for the Central Office, Central District Office and the Groveport Field office.
3. **Division of Environmental Services** – The DES Chemical Hygiene Safety Committee will serve as the Safety Committee for DES.

### **Establishment of the Statewide Safety Committee**

1. A Statewide Safety Committee will be established to coordinate the activities of the District Safety Committees and the central Ohio Safety Committee. The Statewide Safety Committee will address issues that have Agency-wide involvement and issues that cannot be resolved at the District Office level.

### **Safety Committee Membership**

Each established Safety Committee shall be composed of no more than three (3) representatives appointed by the Ohio EPA and three (3) employees appointed by the Union, unless mutually agreed upon by both the Ohio EPA and the Union.

1. **District Office Safety Committees** – The District Chief will appoint the Ohio EPA management representatives from their management staff. Volunteers to serve on the Committee are encouraged. The District Chief will also designate one of the management representatives as the Committee Co-Chair. The Union will appoint the union representatives and designate a Union Co-Chair.
2. **Central Ohio Safety Committee** – A Central Ohio Safety Committee will be established with representatives from the Office, Central District Office, and the Groveport Field Office Safety. The Agency Safety Manager will serve as the Management Co-Chair and will recruit management representatives to serve on this committee. The Union will appoint their members and designate a Union Co-Chair.
3. **Statewide Safety Committee** – The Statewide Safety Committee will be comprised of management representatives from the various District and Central Ohio Safety Committees. The Agency Safety Manager will serve as the Management Co-Chair. The Union will appoint its members and will designate a Union Co-Chair. The union will be encouraged to appoint representatives who are members of their respective District/Central Ohio Safety Committees.

### **Standing Agenda Items**

1. **District Office and Central Ohio Safety Committees** - The following will be considered “standing agenda items” for each meeting and should be included on all meeting agendas.
  - a. A review of any on-the-job accidents/exposure incidents that occurred in the respective District Office since the last meeting. The details of each accident/incident shall be reviewed to determine if any actions are needed to prevent a reoccurrence (I.E. additional training, revision of a standard practice, etc.). The name of the employee involved in each accident/incident should not be divulged. Specific medical information regarding the incident also should not be discussed.
  - b. A review of any Safety Standard Operating Procedures (SSOP's) that have been finalized since the date of the last meeting.
  - c. A review of any proposed Safety Standard Operating Procedures (SSOP's) that are currently open for review and comment.
  - d. A review of safety training conducted in the District Office since the date of the last meeting (I.E. CPR Training, Safe Driver Training, etc.).
  - e. Discussion of any District activities to promote Agency safety initiatives such as designated safety theme months or other Agency-wide initiatives.
  - f. A discussion on any other on-going District activities to promote the safety and health of our employees.

- g. Discussion on any District-specific health and safety items that have not been resolved through normal channels.
- h. Items that will be elevated to the Statewide Safety committee due to Agency-wide involvement or implications or items that cannot be resolved within the District Office.

## **2. Statewide Safety Committee**

- a. An overview of District Safety Committee meeting minutes for meetings held since the last Statewide Safety Committee meeting.
- b. A review of any on-the-job accidents/exposure incidents that occurred in the Agency since the last meeting. The details of each accident/incident shall be reviewed to determine if any actions are needed to prevent a reoccurrence (I.E. additional training, revision of a standard practice, etc.). The name of the employee involved in each accident/incident should not be divulged. Specific medical information regarding the incident also should not be discussed.
- c. An overview of any Safety Standard Operating Procedures (SSOP's) that have been finalized since the date of the last meeting.
- d. An overview of any proposed Safety Standard Operating Procedures (SSOP's) that are currently open for review and comment.
- e. A review of safety training conducted in the Agency since the date of the last meeting (I.E. CPR Training, Safe Driver Training, etc.).
- f. Discussion on items that have been elevated from a District Safety Committee due to Agency-wide involvement or the lack of resolution at the District level.
- g. Discussion on on-going Agency-wide initiatives to promote the safety and health of Agency employees. This will include the establishment of safety-theme months to highlight pertinent seasonal safety concerns (I.E. hot weather, winter driving, water/boating safety, etc.)

### **Meeting Frequency**

1. All Safety Committees will meet on a defined established schedule, but in no case more frequently than once a quarter, unless otherwise mutually agreed.
2. At the beginning of each year, Committees will schedule their meetings for the coming year. The dates for all Committee meetings will be posted on the Safety webpage.
3. Efforts should be made to schedule the District Safety Committee meetings each quarter, prior to the Statewide Safety Committee.
4. The Statewide Safety Committee will meet during the following months: January, April, July, and October of each year.

### **Submission of Agenda Items for the Statewide Safety Committee**

1. Items that cannot be resolved at the District level should be elevated to the Statewide Safety Committee, by the respective Committee Co-Chair(s) and put on the agenda for the next Statewide Committee meeting.

2. Urgent or time-critical safety issues should be brought to the attention of Agency management as soon as identified. These items should not be placed on the agenda for the Statewide Safety Committee without first attempting to have the issue resolved through normal channels.
3. Any proposed agenda items should be sent to the Statewide Committee Co-chairs at least 14 days prior to the next scheduled meeting. This will allow ample time to be prepared for a discussion at the meeting.
4. Proposed agenda items should include a brief statement of the issue/problem and a clear description of any requested outcome.

### **Meeting Minutes**

1. Each Committee will prepare written minutes of all meetings.
2. A copy of each District Safety Committee meetings should be forward to the Statewide Safety Committee co-chairs. The Management co-chair will forward meeting minutes to all management appointed Statewide Committee members. It is recommended that the Union co-chair send District Safety Committee meeting minutes to the Union-appointed committee members.
3. The Safety Office will post a copy of all Committee meeting minutes on the Safety website.
4. A copy of the latest Safety Committee Meeting Minutes should be posted on the "Safety Bulletin Board" in the respective District Office.

### **Safety Committee Involvement in Building Inspections and Accident Investigations**

1. Safety Committee members are encouraged to participate in building and safety inspections to detect, evaluate, and offer recommendations for the control of any safety and health hazards.
2. Members should obtain their supervisor's approval prior to participating in any inspections.