



CONTRA COSTA  
WATER DISTRICT

## ADMINISTRATIVE PROCEDURE

<b>SUBJECT:</b> <p style="text-align: center;"><b>SAFETY COMMITTEES</b></p>	<b>Number</b> <p style="text-align: center;"><b><u>IX-2</u></b></p>	<b>Effective Date:</b> <b>Issued: <u>3/13/87</u></b> <b>Revised: <u>4/15/92</u></b> <b>Revised: <u>11/15/00</u></b> <b>Revised: <u>07/17/09</u></b> <b>Revised: <u>02/02/16</u></b>	<b>Page 1 of 9</b>
--	--	--	--------------------

**PURPOSE:**

To define the structure and primary function and objectives of the Safety Committees; to establish representation on the Safety Committees; to set forth the relationships between the District Safety Committee and the Site Safety Committees; to define the governance, decision making process, and communications of the Safety Committees; and to clarify the related procedures and responsibilities.

**DEFINITIONS:**

District Safety Committee

The District Safety Committee operates as a team to identify, develop and recommend implementation of solutions to safety issues as identified by this Committee, the Site Safety Committees or individual District employees. The membership is comprised of up to twelve District staff members plus one “advisor” manager, and the Manager of Health and Safety; representing a comprehensive cross-section of the District’s workforce with a broad knowledge of its safety risks.

Site Safety Committees

Each Site Safety Committee acts as the safety advocate for a function or work activity, organized specific to a site/facility. The membership is comprised of a representative cross-section of staff from various work groups and disciplines located at that particular site/facility. The members of the Site Safety Committee are to serve as a conduit for communicating safety concerns specific to the site/facility tasks to and from the District Safety Committee. For example, the Manager of Health and Safety identifies and reviews site specific work procedures/protocols and accident reports to identify opportunities for improvement and lessons learned and brings the reports to the Site Safety Committee who in turn works with the District Safety Committee to recommend solutions to prevent recurrence.

**CHARTER:**

The CCWD District Safety Committee Charter has been established to promote a safe workplace environment for all employees by reducing workplace injuries, and fostering health and safety as an integral part of the District's work priorities including procedures, culture, and programs.

**GOALS AND OBJECTIVES:**

**District Safety Committee**

- Improve District safety, enhance and grow the District safety culture by increasing safety awareness District-wide through a collaborative approach.
- Develop a strong partnership among the employees to address safety issues with solutions that are implemented and followed District-wide.
- Seek and receive safety input from employees and communicate and discuss in the Safety Committee.
- Develop an atmosphere of trust and teamwork that promotes open and honest feedback and discussion from all District employees.
- Identify and prioritize training and education for employees related to safety requirements and proper safety procedures, and communicate this information to employees.
- Continuously encourage all employees to take personal responsibility for workplace safety.

**Site Safety Committee**

- Identify site or facility specific safety issues, concerns and potential solutions through open and regular discussion with employees, for example, through accident report reviews.
- Communicate site/facility safety priorities and potential corrective actions to the District Safety Committee for evaluation and resolution as appropriate.
- Identify and recommend subjects for potential safety training and communicate these to the District Safety Committee.
- Ensure existing safety equipment (for example fire extinguishers) and practices (for example evacuation drills) are maintained, functional and effective.

## ADMINISTRATIVE PROCEDURE

### IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 3 of 9

#### **COMMITTEE STRUCTURE:**

##### **District Safety Committee**

The District Safety Committee (Committee) is composed of up to twelve volunteer members, plus one advisor (non-voting) manager, and the District's Manager of Health and Safety. (See Exhibit C - Organization Chart.) The "advisor" manager's purpose is to provide policy guidance, budgetary advice and assist in communication with management regarding the Committee. The "advisor" manager will not serve as lead or chair the Committee. In addition, as approved by the Committee, the Committee can also provide a guest seat or seats on the Committee (open to interested District parties) in the intent of providing open and timely input to the Committee on any safety-related item. The seat(s) is a non-voting seat(s). Members of the Committee will be chosen as outlined below in "Term" by the existing Committee through a formal, District-wide application process, followed by an evaluation and vote for membership. (See Exhibit B – Application for Safety Committee.)

The Committee will ensure there is a comprehensive cross-section of District staff on the Committee, which is representative of the range of work functions and associated safety risks. Qualifications such as past experience with safety and/or District safety risks, a passion for safety, communications skills, leadership potential/aptitude, and demonstrated safety record would be considered during the selection evaluation. The Committee will balance continuity with new and diverse ideas.

The Committee will annually select a Committee Chair and Co-Chair (to act in place of the Chair when required) whose leadership responsibilities with assistance from assigned administrative staff, include, but are not limited to: preparing and distributing meeting agendas, meeting minutes, tracking and reporting actions. The Chair will also be responsible for leading meetings, ensuring rules of order are maintained, forming sub-teams for tasks as assigned (see Work Assignment), ensuring full Committee engagement, participation, and continuity of the Committee and Chair, ensuring Committee goals and objectives are obtained, and conducting votes and records of decisions as required.

**Term:** The term of membership to the Committee is generally two years and will be selected each May. Six of the initial twelve members are to serve one year to stagger membership. Voting for replacement members of half the Committee is to be held annually, thus ensuring annual replacement of half the Committee membership. The "advisor" manager serves a two-year term with replacement by rotation through a management position or as appropriate, as determined by management.

Absent (meaning permanently on Committee, but missing on a single day) Committee members may opt to assign a substitute/proxy member for meeting attendance, as approved by the responsible supervisor. The substitute/proxy holds all the responsibilities and authority of the permanent member.

## ADMINISTRATIVE PROCEDURE

### IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 4 of 9

Note that should a Committee member be unable to continue service in the Committee; the Committee will seek open volunteers for replacement of the member from the same work group represented, and will select replacement using the same selection criteria to serve the remaining term of the member. The replacement member can seek a consecutive full, two-year term.

#### **Site Safety Committee**

The Site Safety Committees are composed of a representative group of staff who work at a specific site/facility. Each Site Safety Committee shall have sufficient members to ensure a cross-sectional representation of the represented facility. Exhibit D provides the District's Operations and Maintenance organization by budget group (section) as an example to assist in ensuring a representative cross-section of District functions is included in the Site Safety Committee. The Site Safety Committee shall select a Committee Chair, and strive to rotate the Chair and membership as needed to ensure continuity balanced with new input. Each Committee is formed for two-year terms and selects a new Chair and Co-Chair every two years. The Site Safety Committees are formed for:

- District Center and Bisso Administration Building
- Central County Operations & Maintenance and Stores
- East County Operations & Maintenance and Los Vaqueros Watershed

The Chair is responsible to ensure meetings are held on a regular schedule, and that the meetings are constructive, and orderly, with minutes recorded to reflect actions and issues. The Chair also reports results to the District Safety Committee. To assist in the formation, communication and coordination of the Site Safety Committee, the Safety Committee may assign a Liaison from the Safety Committee. The Liaison's role in the Site Safety Committee is to facilitate and assist the Site Safety Committee in working effectively with the Safety Committee, and not to run or manage the Site Safety Committee.

#### **RESPONSIBILITIES:**

##### **District Safety Committee**

- The District Safety Committee identifies, develops and recommends solutions to District safety and health issues as identified by employees, the Committee and Site Safety Committees. (Employees should always attempt to resolve safety issues with their assigned supervisor prior to elevating to the Safety Committee.)
- Members review and educate employees on safe work practices. The Committee identifies safety training needs and priorities, and works with the District's Manager of Health and Safety, supervisors and management to ensure safety training is developed and implemented comprehensively and consistently.

## ADMINISTRATIVE PROCEDURE

### IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 5 of 9

- The Committee ensures strong communication on safety issues to all employees. Each member has the responsibility to communicate to their respective work sites/units; the Committee may assign broader communication responsibilities to members to ensure District-wide communication is always maintained.
- The Committee acts as an adviser to Site Safety Committees as appropriate.
- The Committee develops and recommends new safety policies, procedures, and recognition programs, and ensures implementation by working appropriately with District management and within the District's organizational structure. See Work Assignment for discussion as to how such efforts are scoped and authorized.
- The Committee is responsible to ensure timely communication and implementation of its recommendations.
- The Committee will track and report progress on a quarterly basis, including identifying responsible departments and/or managers, and will annually survey or develop other measures to determine District safety for progress, perception, recommendations and feedback. Such reports will be copied to the General Manager. An annual progress report will be presented at the annual Health and Safety Fair, or equivalent safety opportunity.

#### **Site Safety Committee**

- The Site Safety Committees act as the safety advocate for a particular site/facility.
- The Committees are responsible to communicate safety concerns to the District's Safety Committee specific to the site/facility.
- The Committees are responsible to review accident investigations, address safety concerns, audit site/facility safety, identify lessons learned, and implement corrective measures as appropriate for the specific site/facility.
- The Committees provide a forum for employee involvement in safety issues specific to the site/facility. They can identify safety improvements, and develop solutions and suggestions for the District Committee to address, including potential subjects for safety training and awareness, or new procedures for safe operation.
- The Site Safety Committee Chair is responsible to ensure effective communication of results to impacted District staff at the site facility, and the District Safety Committee (also see COMMITTEE STRUCTURE, page 3).
- The Committees coordinate evacuation drills with the District's Manager of Health and Safety, including maintaining zone lists and evacuation maps, and assisting the Manager of Health and Safety with communicating to new employees the safe practices for evacuations.

**Note:** All District staff have the responsibility of ensuring District safety, and the existence of Safety Committees does not change or relieve that responsibility.

## ADMINISTRATIVE PROCEDURE

### IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 6 of 9

#### **DIRECTIVE:**

##### **District Safety Committee**

The District Safety Committee is comprised of employees from various job capacities throughout the District. The group is empowered to address safety issues through actions such as, but not limited to: evaluations of hazards; drafting of procedures for safe work related to hazards; recommendations for safety training programs or coursework; assignment of work tasks (for example work practice audits, research or accident/hazard investigations) to member(s) of the Committee or a task force sub-committee or to a Site Safety Committee(s); recommendation of District-wide safety awareness communication; development of recognition programs; and recommendation of safety performance measurements. See Work Assignment for discussion as to how such efforts are scoped and authorized.

The Safety Committee has significant District-wide influence as a result of its charge to promote a safe work environment. Recommendations by the Safety Committee must be addressed by the representative manager overseeing the specific responsibility of the recommendation. It is possible for recommendations to cross multiple departments, in which case recommendations should be addressed to all impacted department managers for their coordinated response (for example, a traffic control procedure could cross Engineering, Maintenance and Finance).

Responsible managers must timely respond to all Safety Committee recommendations. In most cases, "timely" is defined as a complete response before the next Committee meeting. Rejection or revision of recommendations must include valid reasoning and counter-recommendations by the manager to ensure collaborative problem solving. The Safety Committee has the recourse of elevating inadequate resolution of recommendations within the District's organizational structure.

The "advisor" manager is assigned as a resource to the Committee, and represents District management. The manager is responsible to ensure that interests and concerns are defined, expressed, and understood. The manager carries the responsibility of communicating clearly and effectively to ensure the Committee meets its safety objectives. The manager also provides guidance to the Committee for working within the District's organizational structure.

Members may join the Committee only with the approval of their supervisor, and members are accountable to their supervisor. Attendance and participation in the Safety Committee is a priority. Supervisors are to plan work to allow members to participate. If emergency work arises that conflicts with the Safety Committee, a supervisor should strive to ensure coverage to the Committee (with a proxy, which could include the supervisor himself/herself). If the Committee meeting is missed, the member is responsible to obtain meeting minutes and communicate with his/her team as done when the meeting is attended. Reasonable business needs for typical Committee participation are between 4 to 6 hours per month (for example: 1 hour to review the agenda and gather feedback from staff, 1 hour for travel, 2 hours to

## ADMINISTRATIVE PROCEDURE

### IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 7 of 9

participate in the meeting, 1 hour to review meeting minutes and share results with staff, and 1 hour to prepare/review/respond to electronic communication between meetings). This includes conducting Safety Committee business as assigned by the Committee, for which additional time would be pursued (see Work Assignment).

#### **Site Safety Committee**

The Site Safety Committee is responsible to identify and report site/facility specific safety issues to the Safety Committee. It has with respective supervisor/manager approval, the authorization to invest staff time evaluating and developing action plans to address safety concerns of site/facility and to report these to the Safety Committee. The Site Safety Committee does not have budget or policy authority.

#### **FREQUENCY OF MEETING:**

##### **District Safety Committee**

The District Safety Committee shall meet not less than once per month for up to two hours at a time. The Committee may meet more often as determined by the Chair. Additionally, Sub-Committees as formed for task assignments may meet as determined by the Chair or assigned Sub-Committee Chair (within the conditions as approved, see Work Assignment). Meetings should be held throughout the District to ensure wide visibility to District staff and assist in balanced access and participation.

##### **Site Safety Committee**

The Site Safety Committee shall meet no less than quarterly to address site/facility safety issues observed or communicated, but not less than quarterly. Meetings should be held at the appropriate site represented.

#### **WORK ASSIGNMENT**

The Safety Committee may be required to form task specific work groups to meet some responsibilities. Work on these assignments will require time beyond the general 4 to 6 hours per month to participate in Safety Committee meetings. When assigned, the following approach should be used to attain authorization prior to start of work. (Authorization ensures full support to complete the assignment.)

- The Safety Committee must critically analyze the proposed assignment to ensure that safety value justifies the effort and resources required.
- The Safety Committee assigns a Lead for the assignment and secures potential volunteers for the sub-committee.
- The Lead prepares an objective of the assignment as developed by the Safety Committee in the meeting.

ADMINISTRATIVE PROCEDURE

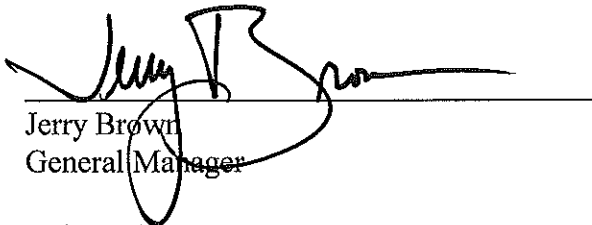
IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 8 of 9

- The Lead discusses the assignment objective with his/her supervisor to secure authorization to develop a scope and schedule as well as any required funding. If the work cannot be accommodated by the supervisor, the Lead must bring the issue to the Safety Committee Chair for resolution. (The Chair will consider such options as reconsidering the assignment with the Committee, discussing the assignment with the supervisor, and if no resolution is attained, discussing the issue with the responsible Department Manager for resolution. The issue would be tracked in the Safety Committee actions.)
- With the assistance of the sub-committee (and when required, Engineering), or the Management Liaison), the Lead prepares the scope necessary to meet the objective, the schedule with milestones, an estimate of the hours required to meet the objective, and any required additional resources (e.g. outside consulting, materials for a prototype, etc...)
- The Lead presents the work plan (scope, schedule and resources) to his/her supervisor for authorization. The supervisor is to make all reasonable efforts to assist in the development and accommodation of a complete work plan. Authorization allows the Lead to gain additional authorizations as required. (Volunteers, funds, resources and when required, Engineering or Management Liaison will assist in securing authorizations). If the work plan cannot be accommodated by the supervisor, the Lead must bring the issue to the Safety Committee Chair for resolution (Chair considers the same options as outlined above for the initial scoping authorization).
- The assignment is to proceed timely according to the schedule. Regular meetings are required, with agenda, actions, tracking and reporting. The Lead is responsible to regularly report progress to the Safety Committee and supervisor(s).
- The final objective will be met on schedule, and will be reported to the Safety Committee, implemented as appropriate and communicated on the District's safety website, monthly newsletter, safety meetings and other appropriate means of communication.

APPROVED:



Jerry Brown  
General Manager

JB/SJW:kc



ADMINISTRATIVE PROCEDURE

IX-2: SAFETY COMMITTEE

Effective: 02/02/16

Page 9 of 9

Attachments:

Exhibit A - Agenda and Minutes of the Safety Committee Meeting

Exhibit B - Safety Committee Application

Exhibit C - Organizational Chart

Exhibit D - District Groups/Sections

Exhibit E - Actions Tracking