

1.0 PURPOSE:

To establish a site safety and health committee as a management tool to recommend improvements to the Clark County School District's safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety and health committee shall foster an on-going communication and cooperation between employees and management on all issues related to safety and health.

2.0 MEMBERSHIP:

Safety and health committee members can be assigned by management, voted on by employees, or selected from volunteers. The safety and health committee shall have an equal number of management and employee representatives. The terms of committee members should be staggered in order to provide continuity to the committee. Each department shall decide what works best for their organization.

3.0 RESPONSIBILITIES:

3.1. Site Administrators will:

- 3.1.1. Ensure all district safety standards and guidelines are understood and adhered to by all employees.
- 3.1.2. Designate a safety employee to facilitate, coordinate, and monitor site safety and hazard control activities.
- 3.1.3. Initiate appropriate action in response to recommendations from the designated safety employee and Safety and Health Committee.
- 3.1.4. Maintain site safety records.

3.2. Designated Safety Employee will:

- 3.2.1. Provide relevant safety and hazard information throughout the site.
- 3.2.2. Assist Risk Management/Risk Assessors in cooperation of investigating accidents, near misses, or hazards to determine primary cause(s) and identify appropriate corrective measures.
- 3.2.3. Complete required Job Hazard Analysis (JHA) reports.
- 3.2.4. Ensure timely and appropriate corrective action is taken to resolve identified hazards.
-SNHD School Inspection Report and the Risk Assessment Report
- 3.2.5. Conduct hazard assessments and monitor site safety inspections.
- 3.2.6. Ensure staff is complying with regulation 5131

3.3. Safety and Health Committee shall:

- 3.3.1. Assist management in communicating procedures for evaluating the effectiveness of control measures used to promote safety and health practices on the site.
- 3.3.2. Hold meetings as described in Section 4.0 of this document.
- 3.3.3. Review and update safety rules based on incident (accident) or close call (near miss) investigation findings, and reports of unsafe conditions or practices; and accepting and addressing anonymous complaints and suggestions.
- 3.3.4. Assist management in updating the safety program by evaluating injury and accident records, identifying trends and patterns, and formulating corrective measures and proper training to prevent recurrence.
- 3.3.5. Promote safety and health awareness and participation through continuous improvements to the safety program.
- 3.3.6. Participate in safety training and be responsible for assisting management in monitoring safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- 3.3.7. Conduct a periodic safety inspection and compile and distribute a report on issues found in the facility.

4.0 MEETINGS:

- 4.1. Safety and health committee meetings shall be held at least quarterly and more often if needed.
- 4.2. Management will post the minutes of each meeting (see Appendix A for sample) in an accessible place and the minutes will be available to all.
- 4.3. Safety and health committee records will be maintained for not less than five (5) calendar years.
- 4.4. **NOTE:** The annual Risk Assessment Checklist will request the Risk Assessor to view Safety Committees minutes during the annual inspections of your site.

5.0 TRAINING:

- 5.1. Safety and health committee members should be trained in:
 - 5.1.1. How to work on a committee.
 - 5.1.2. How to conduct inspections and recognize hazards.
 - 5.1.3. How to recognize accident trends, accident investigation techniques.

- 5.1.4. Available safety and health resources within the School District and the local area.
- 5.1.5. How to look for CCF-99 and CCF 305 documents. Train how to fill them out, time frame for returning to appropriate personnel departments.

6.0 RECORDS:

- 6.1. Records from all safety and health committee meeting will be handled as follows:
 - 6.1.1. Minutes of all committee meetings will be drafted by the elected secretary.
 - 6.1.2. The original minutes will be forwarded to and retained for a period not less than five (5) years by the Safety Coordinator at Risk Management.
 - 6.1.3. Copies of minutes of all committee meetings will be:
 - 6.1.3.1. Posted on a bulletin board in an easy to access area.
 - 6.1.3.2. Sent to each safety and health committee member and manager or supervisor.
 - 6.1.3.3. Forwarded to the site administrator.

7.0 REFERENCES:

- 7.1. Section 2(a) and (b) and Section 3, Nevada Revised Statutes (NRS 618.383)
- 7.2. Clark County School District Regulation 7310.
- 7.2. Clark County School District Regulation 5131.



SAFETY COMMITTEE GUIDELINES

Risk Management Department
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(702)799-6496

APPENDIX A

SAFETY AND HEALTH COMMITTEE MINUTES

Date of Meeting:		Time:	
Minutes Prepared By:		Location:	

Members in Attendance

Name	Name	Name
_____	_____	_____
_____	_____	_____

Previous Action Items:

Review of Accidents since Previous Meeting:

Recommendations for Prevention:

Anonymous Recommendations:

Suggestions:

Recommended Updates and New Actions:

Recommendations from Accident Investigation Reports:

Training Recommendations:

Comments: