

	SOP-100 (Ver. 5.0) Safety and Health Committee
Standard Operating Procedure (SOP)	Effective: 06/27/2022 Supersedes: 01/25/2022
Approved By: General Manager James D. Herberg	

I. Purpose

The Orange County Sanitation District (OC San) is committed to preventing workplace injuries and illness among employees, visitors, contractors, and service vendors. OC San values employee input and encourages active participation in ensuring their safety and the safety of others. To prevent injuries and illness, a joint employee-management committee (Safety and Health Committee) has been established. Employee involvement in accident prevention and support of the Safety and Health Committee is necessary to ensure a safety and healthful workplace.

The purpose of our Safety and Health Committee (Committee) is to involve employees and management in a non-adversarial, cooperative effort to promote safety and health in the workplace. The Committee permits employees to effectively participate with management in identification, evaluation, and resolution of safety and health issues.

II. Background

The Safety and Health Committee is an internal Committee, where OC San employees and management can discuss safety issues and concerns. The Committee members will work with all OC San employees to improve the safety at OC San to include the reduction in hazards, identification of corrective action, and the improvement of the safety standards.

OC San fulfills the requirement of the Injury and Illness Prevention Program (IIPP) for a system of communicating with employees on matters relating to occupational safety and health via the Committee, as well as utilizing other safety communication tools and programs. These other safety communication tools and programs are defined below as well as in the IIPP.

III. Organization

At a minimum, the Committee will be composed of twelve (12) members: six (6) employee representatives (non-management) and six (6) management representatives. The Committee will be managed by the Committee Administrator with support from the Committee Secretary.

The non-management employees shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management.

The Management representatives shall be volunteers or elected by the Executive Management Team (EMT). Appointed members for both non-management and management representatives should be appointed based on qualifications such as experience, training, and interest in serving.

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The Committee will be comprised of two Chairpersons: one (1) employee representative and one (1) management representative. The Chairpersons shall serve at the same time with the same level of responsibility. The Chairpersons can be selected independent of one another.

The non-management Committee Members shall be selected from the following groups:

- Two (2) International Union of Operating Engineers (IUOE) Local 501 Representative
- Two (2) Orange County Employees Association (OCEA) Representative
- Two (2) Professional Group Representative

The management Committee Members shall be selected from the following groups:

- One (1) Executive Management Team (EMT) Member
- Two (2) Managers
- Three (3) Supervisors

The non-management and management Committee Members may delegate attendance with the Committee meeting to employees within their same group. The purpose of delegation is so both employees and management can always be equally represented at the Committee meetings when regular Members are not able to attend for legitimate reasons (sick time, vacation, conflicting meeting, etc.). Alternates are not permanent members of the Committee.

Committee members shall commit to serving a minimum three-year term. Member terms begin on January 1st of each year. If three consecutive Committee meetings are missed, membership will be evaluated by the Committee Administrator and Chairpersons. Members may be replaced as needed.

Chairpersons shall commit to serving a one-year term. The Chairperson term begins on January 1st of each year.

The Committee Administrator will provide technical assistance and updates on OC San's safety and health management system. The Committee Secretary will record minutes of the meetings and distribute necessary Committee documents.

IV. Extent of Authority

The Committee advises management about safety and health issues in the workplace. General recommendations on policy issues, safety concerns, and routine business will be submitted to Risk Management for follow up in the normal course of business. Recommendations that cannot be performed without consent from the EMT will be submitted in writing to the EMT. The Committee is also extended the option of submitting critical concerns and/or recommendations directly to the EMT with the expectation of a response within five working days.

V. Responsibilities

A. Committee Administrator – Safety & Health Supervisor

- Manage members and meetings of committees.
- Provide leadership and direction to the committee.

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- Ensure that the committee fulfills its responsibilities.
- Ensure effective communication of committee activities between employees and management.
- Prepare and assist Chairpersons with annual committee report.
- Establish and manage subcommittees.
- Provide technical assistance regarding OC San's safety and health program.
- Arrange for and update the Safety and Health Committee program, as needed.
- Appoint or recommend Chairpersons and Members to management.
- Work with Chairpersons to develop agenda and subcommittees.
- Provide specialized safety and health training for all Committee Members, based on level, participation, purpose, position, and area/division.

B. Committee Chairperson(s) – Management & Non-Management Representative

- Manage the committee meeting when Committee Administrator is not present or unable.
- Help to ensure meetings stays on topic and starts/ends on time.
- Meet at least two weeks prior to monthly committee meetings with Committee Administrator to develop the meeting agenda.
- Review previous minutes and materials for meetings.
- Identify and recommend specialized safety and health training for all Committee Members, based on level, participation, purpose, position, and area/division.
- Recommend subcommittees for special projects, topics, or events.
- Help or elect a Member for special safety events when needed.
- Perform presentations regarding committee status and performance, as needed.
- Prepare and assist the Committee Administrator with annual committee report.
- Reach out to committee members prior to scheduled meetings for comments, concerns, and new items.
- Ensure effective communication of committee activities to employees and management.

C. Committee Members (includes Chairpersons)

- Report unsafe conditions and practices.
- Attend committee meetings or assign alternate during absence.
- Review safety and health policies and procedures developed by Risk Management following Risk Management's policy schedule.
- Review incidents involving work-related fatalities, injuries, illness or near misses.
- Assist Risk Management with review of employee complaints, near misses, and injuries.

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- Participate in worksite inspections.
- Remain familiar with the charge, history, current agenda, and other members of the committee.
- Contribute ideas and suggestions for improvement of safety.

D. Committee Secretary – Administrative Assistant

- Responsible for documentation and communication of the activities of the committee.
- Arrange for meeting place and time of meeting.
- Email the meeting agenda to Committee Members at least one week in advance of the committee meeting.
- Distribute minutes to Committee Members within one week after the committee meeting.
- Post minutes for all employees.
- Maintain records of the committee and ensure effective management records.

VI. Procedure

In addition to the responsibilities listed in Section V, Safety and Health Committee Members may engage in the following:

- Review the results of investigations of occupational accidents resulting in occupational injury, illness, or exposure to hazardous substances.
- Review, determine, and/or recommend root cause analyses and corrective actions.
- Submit suggestions to management and/or Committee Administrator for the prevention of future incidents where appropriate.
- Review the results of investigations of alleged hazardous conditions brought to the attention of any Committee member. When determined necessary by the Committee Administrator, the Committee may assign two (2) members, one (1) Employee representative, and one (1) Management representative, to attend or conduct an inspection/investigation and assist in developing remedial solutions. Committee Members will not participate in personnel matters and disciplinary action assignments.
- The Committee shall give enough advance notice of an intended inspection to allow a division representative to accompany the Committee on said inspection. If the division does not choose to participate, the Committee members may make the inspection alone.
- Prepare recommendation as to feasibility and appropriateness of employee safety suggestions, to include anonymous safety suggestions.
- Evaluate and make recommendations for safety recognition.

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- Risk Management may request participation from the Committee during a Cal/OSHA worksite inspection. The Committee may participate in determining abatement action taken by OC San to abate citations issued by Cal/OSHA.
- Review and make recommendations on any new or revised safety policy. Copies of proposed changes to safety rules or regulations will be provided to the Committee at least thirty (30) days prior to implementation. In the event the proposed change(s) requires stakeholders to meet and confer prior to implementation, the established implementation and posting procedure will be followed which will include Committee review prior to implementation.
- Annually evaluate the effectiveness of OC San's safety and health program to determine what changes are needed to improve safety and health protection. The Committee will prepare a written report of the findings of the evaluation to be submitted no later than June 1st to the General Manager, Executive Management, Managers, and the Bargaining Units.
- Participate in the scope development, review, and development of recommendations on studies conducted by engineering and other departments that are principally focused on safety issues.

VII. Meeting Frequency

The Committee meetings are scheduled monthly. The proposed date, time, location, and duration of the next meeting will be confirmed during each meeting.

All Committee activities, meetings, field inspections, and authorized training will be completed during normal work hours. Overtime to perform Committee business must be authorized and approved by supervision in advance pursuant to established OC San procedure. Every effort will be made to conduct all Committee activities within the regular working hours of all Members to avoid incurring overtime.

VIII. Agenda

Committee Administrators and Chairpersons will jointly develop the meeting's agenda at least two weeks prior to the meeting. The meeting agenda will be distributed to all Committee Members at least one week prior to the meeting. If there are materials for read-ahead, those with responsibility for the material will attempt to distribute the material ahead of the meeting.

The agenda should include the following at a minimum:

- Date, time (starting and ending) and location of meeting.
- Roll call and introduction of visitors.
- Read/review minutes of last meeting.
- Approval of last meeting minutes.
- Discussion of unfinished business (reports held over, corrections, suggestions).
- Discussion of new business (incident investigations, welfare)
- Report on safety incidents
- Review of near misses and hazard recognition

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- Committee and Subcommittee reports
- Suggestions
- Miscellaneous (inspection reports, special speakers, etc.)
- Announcement of next meeting.

IX. Minutes

The Committee Secretary is responsible for documenting minutes of the meeting and recordkeeping.

Minutes from past meetings will be reviewed and approved during the Committee meeting. Risk Management will update minutes as needed or requested.

Risk Management will make available written records of all the issues discussed at Committee meetings. Meeting records shall be maintained for at least one (1) year. Confidential information will not be shared. Bargaining Units retain the right upon request to obtain confidential information only as agreed to in Memorandum of Understanding (MOU) or by law.

Committee documents will be retained on the Risk Management SharePoint site.

X. Rules of Operation

All members are responsible to review and commit to these rules.

Enhanced and effective communication is the primary objective.

Full and equal participation is required by all members.

Be punctual and come prepared.

Always maintain an atmosphere of mutual respect.

Concentrate on issues within our control.

Maintain confidentiality and respect.

Everyone will be allowed to voice opinions and concerns.

One person speaks at a time. No sidebar conversations.

Place phones in silent or vibrating mode while meetings are in session. If call is urgent, exit the meeting location and answer the call.

If a member is unable to attend the Committee meeting, inform the Committee Administrator, Chairperson, or Committee Secretary before the start of the meeting.

XI. Subcommittees

Subcommittees can be formed by the Committee at any time. Subcommittees can be permanent or temporary. Subcommittees must be overseen by the Committee.

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The Committee shall document the purpose, goals, objectives, and procedure in which the Subcommittee will be executed.

XII. Training

Committee Members will be provided training on hazard recognition and incident investigation with additional trainings as needed. A training plan maybe developed by the Committee and submitted to the OC San for approval. All training will be conducted at OC San facilities unless it is determined that a specific training program cannot be delivered at OC San due to cost, or the availability of an instructor.

XIII. Other Communication Methods

XIV. Recordkeeping

All records (i.e., inspections, recommendations, minutes) concerning Committee activities are maintained on the Risk Management intranet site in the Safety and Health Committee folder.

All records created or generated during this procedure shall be legible and stored in a way that they are readily retrievable in facilities or electronic document/content management systems that provide a suitable environment to prevent damage, deterioration, or loss. Records may be in the form of any type of media, such as hard copy or electronic media. The OC San Records Retention Schedule is the official procedure governing the retention, retirement, and destruction of OC San records. Document owners should use these schedules to determine the item and series that best fit their records. Document owners are responsible for ensuring that documents are properly marked, indexed, and filed for their projects or area of responsibility.

XV. References

Injury and Illness Prevention Program

XVI. Revision History

Version	Date	By	Reason
1.0	04/26/2010	Thompson, Rob	Initial Program
2.0	08/27/2012	Hernandez, Ken	Periodic Program Update
3.0	07/31/2020	Frattali, John	Periodic Update – Refer to Program Change Log
4.0	12/7/2021	Huynh, Brian	Annual Policy Review – Refer to Program Change Log
4.1	06/27/2022	Frattali, John	Roles and Responsibilities; change for Committee Administrator and Committee Secretary