

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**40.01.06**  
**OCCUPATIONAL SAFETY &  
HEALTH COMMITTEE**



Adopted: 12/20/16  
Reviewed: 11/18/21  
Revised: 11/18/21

Approved:

**Purpose:** To have a committee to insure health and safety in the Fire District.

**References:** WAC 296-24-045  
WAC 296-305-1507  
WAC 296-305-01505  
WAC 296-305-01509  
WAC 296-305-01511  
WAC 296-305-01513

**Procedure:**

1. Safety Committee.

- a) The Safety Committee shall be composed of six members as follows:
  - i. The District Health & Safety Officer.
  - ii. One member selected by the District Health & Safety Officer from Administration.
  - iii. One member selected by the District Health & Safety Officer from the Union.
  - iv. One elected representative from Local 3711, plus one alternate.
  - v. One elected representative from Teamsters 690, plus one alternate.
  - vi. One elected representative from the Residents, plus one alternate.
  - vii. One elected representative from the Volunteers, plus one alternate.
- b) The number of employer-selected members shall not exceed the number of employee elected members.
- c) The Safety Committee shall meet once a quarter in accordance with WAC 296.305-1505 (5).
- d) A quorum of four voting members must be present to conduct business at any time.
- e) The Safety Committee shall take action by majority vote.
- f) The Safety Committee has the option of electing a secretary to take minutes.

2. Elections.

- a) Representatives and alternates shall be elected by their respective group for a maximum term of one year and prior to December 15 of each year.
- b) Members are eligible for consecutive terms.
- c) Should a vacancy occur, the alternate will become the elected representative.
- d) If the alternate position is vacant, then an election will be conducted before the next scheduled meeting.

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A handwritten signature in black ink, appearing to read "James J. Paul", is written over a horizontal line.

- d) Approval of previous meeting minutes.
- e) Unfinished business.
- f) New business.
  - i. Review accident, investigations, reports and statistics.
  - ii. Review employee written suggestions or complaints.
  - iii. Reports by members or sub-committees.
  - iv. Set date, time, and location of next meeting.
- g) Adjournment.