

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: Lonnie J. Rash

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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- e) Alternates may not vote unless attending in place of a voting member of the committee.
3. Duties.
- a) Members of the Safety Committee shall:
 - i. Review safety and health inspection reports to assist in the correction of identified unsafe conditions or practices.
 - ii. Evaluate accident investigations conducted since the last meeting to determine if the cause of unsafe acts or unsafe conditions involved were properly identified and corrected.
 - iii. Evaluate the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
 - iv. Review and evaluate employee written suggestions or complaints.
 - v. Provide reports including recommendations for increased safety to the Fire Chief.
4. Chair.
- a) The Chair shall be elected by the committee and shall have the following duties:
 - i. Prepare and distribute the agenda.
 - ii. Chair the meeting and facilitate discussion.
 - iii. Solicit members to serve on sub-committees and write reports.
 - iv. Record minutes and distribute to committee members.
5. Minutes.
- a) Minutes will be prepared and distributed to committee members within one week of a meeting for review.
 - b) Attendance shall be recorded.
 - c) Subjects discussed and action taken or reports and recommendations shall be documented.
 - d) Once the committee has approved the minutes, they will be sent to the Fire Chief or designee for review and approval.
 - e) Following his/her approval, the minutes shall be distributed for posting on safety bulletin boards at all stations.
6. Agenda Format.
- a) Call to Order by Chair.
 - b) Roll call of members.
 - c) Introduction of visitors.

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- 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.