

## **Safety Committee Foundation**

Safety Committee meetings will be conducted in such a manner as to foster a productive working environment. The principal goal is to determine solutions to safety issues affecting our staff. The following ground rules apply:

1. Representatives from the following locations, facilities, departments, and job tasks will be represented as part of the committee: administration, front office, recreation, F.A.N., golf course, maintenance, beautification, Safety Coordinator, Executive Assistant Safety Coordinator.
2. The members of the committee shall be selected by the Executive Director.
3. The length of membership on the committee is designated by the Executive Director.
4. A chairperson of the committee will facilitate meetings and lead the committee. The chairperson shall be appointed by the Park Board of Commissioners.

The primary responsibilities of the chairperson include, but are not limited to:

- a. Create a meeting agenda and distribute one week prior to each meeting.
  - b. Coordinate and communicate meeting location and conduct orderly meetings.
  - c. Establish deadlines for committee actions.
  - d. Provide appropriate and timely follow-up to committee recommendations.
  - e. Provide a summary of committee actions and completed items.
  - f. Serve as the liaison between the committee and the Executive Director.
  - g. Promote safety and health by leading by example.
5. A vice-chairperson is designated by the Executive Director. The primary responsibilities of this position include, but are not limited to:
    - a. Ability to conduct business and hold the meeting in the absence of the chairperson.
    - b. Continuity of leadership within the committee should the chair leave the agency or position.
    - c. Assist with subcommittee activities.
    - d. Promote safety and health by leading by example.
  6. A secretary or minute taker is designated by the Executive Director. The primary responsibilities of this position include, but are not limited to:
    - a. Distribute minutes from meetings within 10 working days following the meeting to all safety committee members and department heads.
    - b. Post minutes on the public server.
    - c. Promote safety and health by leading by example.
  7. Each meeting will be for a one-hour time period. If necessary, time limits will be set on selected topics.
  8. Subcommittee action. Where there is an issue or topic that cannot be resolved within the business of the meeting, the committee will select a subcommittee and turn the issue over to the subcommittee. The subcommittee may include members from the Safety Committee as well as other employees within the agency. The committee should choose subcommittee members based upon experience, expertise, responsibilities, and capabilities. The subcommittee will bring its action back to the Safety Committee, shown under old business.

9. Old Business. Old business will be tracked until some sort of resolution has taken place.
10. Safety Topics. Topics covered and discussed at the meeting should address the nature of the potential safety hazard. Unsafe actions or conditions that pose serious or immediate harm should have priority in the discussion and on the agenda.
11. The committee shall meet on the last Wednesday of every month at 2:00 p.m.
12. If a committee member cannot make a meeting, he/she must notify the chairperson and send an alternate from the same department/facility.
13. Approved expenditures are to be taken from the appropriate department's budget.
14. All committee members receive the following minimum training:
  - a. Roles of committee.
  - b. Accident investigation.
  - c. What is PDRMA?
  - d. Accident reporting procedures.
  - e. Statements of Admission.
  - f. How to identify unsafe actions/behaviors.
  - g. How to respond to unsafe conditions or behaviors.
  - h. Other topics to support initiatives.

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Safety Coordinator

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Date

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Executive Director

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Date

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President Board of Commissioners

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Date

## Safety Committee Mission and Purpose

### **PDRMA**

The Frankfort Square Park District is dedicated to continually improving health and safety at its parks, facilities, and programs for residents, patrons, and employees. The park district is an active member of the Park District Risk Management Agency (PDRMA), whose mission is to advance a partnership of park and recreation agencies committed to providing a safe and healthy environment to work and play through effective management of human and financial resources.

### **Mission**

To develop and promote a healthy and safe environment for all employees, residents, and guests at Frankfort Square Park District facilities.

### **Purpose**

The Frankfort Square Park District Safety Committee comprises agency representatives working together to identify and resolve health and safety issues for program participants and in all park district facilities.

To be successful, the committee must operate in an atmosphere of cooperation and effectively promote and monitor a sound safety program.

While the agency is ultimately responsible for the overall safety program, the committee must identify and recommend solutions to problems as well as anticipate safety concerns.

The Safety Committee is in place to:

- Help reduce the risk of workplace and public injury.
- Help make safety activities an integral part of the organization's operating procedures, culture, and programs.
- Serve as a role model and champion for the safety program.
- Increase and maintain the interest of employees in safety and health.
- Provide an opportunity for free discussion of health and safety issues and provide possible solutions.
- Educate and communicate safety issues, programs, and topics to employees and supervisors.
- Help ensure compliance with state and federal law and PDRMA risk management recommendations.

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Safety Coordinator

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Date

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Executive Director

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Date

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President Board of Commissioners

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Date

## **Safety Committee Responsibilities**

1. Recommend short-term and long-term safety and loss control program goals and objectives.
2. Review all agency injuries, accidents, and incidents (near misses) to determine root cause and develop countermeasures for prevention.
3. Identify workplace hazardous conditions and work practices via discussions with staff, facility inspections, and job site visits.
4. Develop solutions and make recommendations to improve job tasks, correct safety problems, improve systems, and to modify, implement, or utilize workplace policy or procedures.
5. Develop recommendations and target dates (timelines) for loss control program improvement.
6. Recommend training topics, materials, and programs to address safety concerns.
7. Prepare for, and participate in, the PDRMA Loss Control Program Evaluation meeting.
8. Monitor the progress of recommendations and quality of the safety program activities.
9. Serve as a role model and mentor to staff in the implementation and marketing of safety programs by demonstrating proper safety practices, techniques, and by attending safety training programs.
10. Serve as a liaison between agency staff and the committee.

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Safety Coordinator

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Date

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Executive Director

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Date

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President Board of Commissioners

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Date