

10.0 BLOODBORNE PATHOGENS

10.1 BLOODBORNE PATHOGENS EXPOSURE CONTROL

(South Suburban Sanitary Districts Bloodborne Pathogens Employee Safety Handbook should be reviewed for detailed information on Bloodborne Pathogen exposure and control.)

11.0 DISTRICT SAFETY COMMITTEE

11.1 SAFETY COMMITTEE REQUIREMENTS

Oregon Occupational Safety and Health Division ("OR-OSHA") have adopted rules that require employers to establish and administer a Safety Committee. These results are mandated by the "Workers' Compensation Report Bill" passed by the Oregon Legislature in May of 1990. The general provisions of these rules are found in OAR 437, Division 40. The Safety Committee shall ensure that the committee carries out required functions and duties.

(South Suburban Sanitary District has an Employee Safety Handbook and it should be reviewed to make sure all employees are compliant with all Districts policies and safety rules.)

11.2 COMPOSITION OF SAFETY COMMITTEE

The Safety Committee shall consist of a minimum of at least 2 members to include but not limited to the following:

- A.** District Manager,
- B.** Director of Administrative Services or Utility Billing Clerk,
- C.** Two employees from Sewer Maintenance,
- D.** One employee from Wastewater Treatment,

The number of employee representatives on the Safety Committee will always be equal to or greater than the number of employer representatives on the committee. Employee representatives shall always be a majority over employer representatives when a vote is taken regarding a recommendation to be made to the employer.

- 1.** Employee representatives shall be volunteers or shall be elected by their peers. (The initial safety committee shall be appointed.)
- 2.** The District Manager may name the other members of the committee. Any employee who wishes to volunteer to be on the Safety Committee should notify the Director of Administrative Services or the District Manager for consideration.
- 3.** Employee representatives shall serve a continuous term of at least two (2) years. Length of membership shall be alternated or staged so that at least one experienced member is always serving on the committee.

11.3 SAFETY COMMITTEE DUTIES AND FUNCTIONS

- A. The duties and functions of the Safety Committee shall be directed at assisting the employer in developing and maintaining the essential elements of the employer's loss prevention efforts.
- B. The committee shall evaluate the employer's policies and procedures, which affect safety and health in the work place and may make written recommendations for change or adoption of new policies and procedures in order to enhance health and safety. The employer shall respond in writing to all safety committee recommendations within a reasonable time.
- C. The committee shall establish procedures for the review of corrective action taken on the committee's recommendations or for determining the reasons no corrective action was taken.
- D. The Safety Committee shall recommend to the employer ways to eliminate or reduce hazards and unsafe work practices in the workplace. The committee shall establish a team that conducts workplace inspections to locate and identify safety and health hazards. These inspections shall be made at least once every three months. The inspection team shall include employer and employee representatives and shall document in writing the location and identity of the hazards and make recommendations to the employer regarding correction of the hazards.
- E. The Safety Committee shall be involved in safety and health planning.

The Committee will review all safety and health inspection reports made by the committee and then make recommendations on the development of:

- 1. Safety and health plans;
 - 2. Employer safety and health rules;
 - 3. Written safe work procedures; and
 - 4. An annual review procedure for the employer's loss prevention effort.
- F. The Safety Committee shall review all safety related incidents that are work related for the purpose of recommending corrective action necessary to prevent similar events from reoccurring.
 - 1. These incidents shall include injury accidents, illnesses, and deaths.
 - 2. The Safety Committee shall act as the Traffic Accident Review Board for the District, provided that a **Police Report** is completed prior to Safety Committee review.
 - G. The Safety Committee will meet each month to perform its duties and functions.
 - 1. Committee meetings will be held on a monthly basis.

An agenda for the meeting will be prepared at least one week in advance of the meeting and distributed to all employees.

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- a. The format for the agenda will be:
 - (1) Minutes from the previous meeting;
 - (2) Old business; and
 - (3) New business.
2. Written records or minutes shall be made of each meeting.
 - a. The Director of Administrative Services will maintain a file of these records for a period of three years. This file is subject to inspection by OR-OSHA. Copies of these records will be sent to the Department Heads and the District Manager.
 - b. All reports, evaluations, and recommendations of the Safety Committee shall be made a part of the minutes of the safety committee meeting. Minutes of Safety Committee meetings shall be distributed to all employees.
 - c. The Safety Committee shall encourage all District employees to be involved in the elimination of safety hazards and unsafe work practices in the workplace. This promotes the objectives of the committee.
 - d. Any employee who notes a safety hazard or unsafe work practice in their work environment should notify a supervisor immediately, and a member of the Safety Committee of the situation. It is preferred that the member describes, in writing, the nature of the problem and gives the written statement to other committee members. If the member has a suggestion for a plausible resolution to the problem, that resolution should also be stated. Any Safety Committee member will accept anonymous reports. An anonymous report should be written or typed and placed in an envelope addressed to the Safety Committee and given to the Director of Administrative Services.
 - e. A Safety Committee member who receives notice from a District employee shall ensure that this topic is forwarded to the Director of Administrative Services and is discussed at the appropriate time during the next Safety Committee meeting.
- H. At a minimum, committee members shall be trained in:
 1. Safety Committee purpose and operation;
 2. Rules OAR 437-40-030 through OAR 437-40-055 and their application;
 3. Methods of conducting safety committee meetings;
 4. Hazard identification in the workplace;
 5. The applicable Oregon Occupational Safety and Health Rules, which apply to the particular establishment;
 6. Techniques regarding conduct of effective accident and incident investigation.