



Parks, Recreation & Facilities Management Department Standard Operating Procedure

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Title: Medford Parks, Recreation & Facilities Management Safety Committee Guidelines

Authorization and Review

[Signature]
Director Parks, Recreation and Facilities Management Director

Date: 1-24-17

[Signature]
Superintendent

Date: 1/25/17

PURPOSE

The purpose of the Department Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in our workplace.

INTRODUCTION

The Department is committed to accident prevention and the development of work practices and policies that promote a safe workplace for all employees.

COMMITTEE MEMBERS

The Department Safety Committee shall consist of six members as follows:

- (1) Facility Management Division - Supervisor or Superintendent
(1) Recreation/Santo Management Division - Supervisor, Superintendent or Office Administrator from the Santo Community Center
(1) Parks Management Division - Supervisor or Superintendent
(1) Facilities Full-time employee
(1) Parks Full-time employee from the Service Center or USCCP
(1) Recreation Division Full-time employee
Optional nonvoting member - (1) Part-time Recreation, Preschool or Santo front office employee

MEMBER RESPONSIBILITIES

Responsibilities of Department Safety Committee members include:

- Receive training in Safety Committee, Hazard Identification and Accident Investigation OROSHA training.
- Attend and participate each time the Safety Committee meets.
- Be a point of contact for other employees to identify potential hazards, unsafe work practices, policies, training needs, and to present such items to the committee for discussion.
- Report any unsafe conditions, work practices, or policies that may be observed and work to develop recommendations for effective solutions.
- Contribute ideas and suggestions for improvement of safety.
- Record meeting minutes when requested.
- Fill in for Chair in his or her absence when requested.

COMMITTEE CHAIR

Responsibilities of the chair include:

- Conduct meetings.
- Present written recommendations of the committee to management.
- Report back to the Safety Committee management's responses to the safety recommendations.
- Prepare monthly agenda and take minutes at the meetings.

TERM OF SERVICE AND SELECTION OF NEW MEMBERS

Each Department Safety Committee member will serve on the committee for a term of two years. The member's supervisor has the discretion to terminate term and determine length of service based on the needs of the department.

Division Superintendents will select the members to serve on the committee starting on January 1. If possible no person shall serve in back to back 2 year terms.

In even years the Facility Management Division, Recreation/Santo Management and the Parks full-time position members will be changed. In the odd number years the Parks Management, Recreation full-time and Facilities Full time position members will be changed

Every year the optional part-time recreation member will be changed.

Safety Committee Chair is selected by the committee during the January meeting each year. It is recommended that the chair person is changed every year.

EXTENT OF AUTHORITY

The safety committee advises and provides written recommendations to Division Superintendents and Department Head on issues that will promote safety and health in the workplace. In turn, Division Superintendents and Department Head will give serious consideration to the recommendations and one of these positions is requested to respond in writing to the safety committee within 14 days if possible.

FUNCTIONS

What the safety committee may do:

- Be an advisory body to the Departments management and City-Wide Safety Committee.
- Meet monthly and maintain minutes of every meeting.

- Evaluate all safety hazards that are identified and make recommendations to management regarding those hazards.
- Review all department completed Supervisor Incident, Accident and Near Miss reports with names redacted to assure the issue, not the specific person, is evaluated.
- Assist management in the development, maintenance, and review of safety and/or emergency policy and procedures.
- Assist management in the development and execution of department personnel safety training.
- Assist management in educating department personnel in the proper procedures for dealing with:
 - Potential hazards
 - Observed unsafe acts of department personnel
 - Observed unsafe acts of contractors on site
- Provide recommendations to management in the development of assignments for maintenance of department safety equipment.

What the safety committee **will not do**:

- Perform formal accident/incident investigations (these will be conducted by Department Management).
- Establish policies and/or procedures. The committee will make recommendations only.
- Provide recommendations or opinions on employee disciplinary actions for safety policy violations.
- Entertain any discussion that involves personal attack on individuals.
- Expect management to implement every recommendation that is made.

Meetings should be limited to one hour in duration.



City of Medford

**Human Resources Department
Risk Management Division**

City of Medford Parks & Recreation Safety Committee Members

**Sue McKenna, Chair/Secretary
Recreation Supervisor, Parks & Recreation Division**

**Steve Goetz
Parks Technician, Parks & Recreation Division**

**Jennifer Sparacino
Office Administrator, Parks & Recreation Division**

**Sandi Sherman
Parks Technician, Parks & Recreation Division**

**Amy Stonehill, Secretary
Executive Assistant, Risk Management / ADA Coordinator's Office**

**Bonnie Huard (Staff Resource)
Risk Manager / ADA Coordinator, Risk Management / ADA Coordinator Office**

Revised 06/02/16

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