

COUNTY OF RIVERSIDE STANDARD SAFETY OPERATIONS MANUAL

DOCUMENT NUMBER: 206

SUBJECT: COUNTY SAFETY POLICY (SAFETY REPRESENTATIVES)

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PURPOSE: To define and describe the structure and objectives of the County Safety Committee, Riverside County maintains a multi-disciplinary Safety Committee. The function of this committee is to assist in the implementation and maintenance of an effective and comprehensive Countywide safety program.

POLICY: The Safety Committee is responsible for making recommendations on how to improve safety and health in the workplace. The Committee will assist in identifying hazards and recommend corrective actions; help identify employee safety training needs, recommend safety policies and procedures, and respond to policy needs identified by:

- A. The results of monitoring, surveillance or report-review activities;
- B. Local, State or Federal legislation and applicable court decisions; and
- C. The Safety Division and Worker's Compensation.

OBJECTIVE:

- A. To assist in an awareness of loss prevention and safety for all Departments/Agencies and special Districts.
- B. To enhance loss prevention and safety communication networks for all Departments/Agencies and Districts.
- C. To provide assistance for safety programs for all Departments/Agencies and Districts.
- D. Access statistical analysis for incidents, injuries and vehicle accidents for the purpose of improving the County's safety programs
- E. To hear all appeals of accident determinations.

SCOPE: All County Employees

REFERENCE: California Code of Regulations, Title 8, General Industry Safety Orders, Section 3203.

I. SAFETY COMMITTEE FUNCTIONS

- A. A Safety Committee is generally regarded as an advisory body.
- B. The Safety Committee members should be able to gather and interpret data, suggest improvement ideas, assist in designing and implementing studies of those ideas and make conclusions based on the results.

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I. SAFETY & HEALTH COMMITTEE FUNCTIONS - continued

- C. The Safety Committee should offer a structured process to open and/or enhance lines of communication between management and employees, and to inspire cooperative efforts to address and solve safety issues countywide.
- D. The function of the Safety Committee is to help create and maintain a high level of interest in, and awareness of, safety among all employees at all levels. To do this, the committee should perform at least the following:
 - 1. Meet on the second (2nd) Monday of each month, except when it is a holiday, then the meeting will be held that Tuesday; oversee currently existing safety sub-committee's work and progress;
 - 2. Prepare and make available to the affected employee or supervisor, written records of the Safety and Health issues discussed at the committee meetings and maintained on file;
 - 3. Review results of periodic scheduled worksite inspections when inaction repeats itself for whatever reason on three (3) or more occasions;
 - 4. Review investigation results, determinations, and recommendations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, exposure to hazardous substances and vehicle accidents and incidents reported in the previous month to determine preventability on the part of the County employee. Preventability determinations are preventable, non-preventable, or operational, and are made, in order that recommendations may be made to avoid recurrences;
 - 5. Review, approve, and make decisions on assigned sub-committee findings concerning Accidents and/or Injuries;
 - 6. Upon request, submit recommendations to assist in the evaluation of employee safety suggestions.

II. SAFETY COMMITTEE MEMBERSHIP

Membership will consist of one permanent seat for each of the organizations below. These are voting members:

- | | |
|---------------------------------------|------------------------|
| Facilities Management | RSA |
| Department of Social Services (DPSS) | Information Technology |
| Environmental Health Department (CHA) | Animal Services (CHA) |
| Fleet Services | Flood Control District |
| Behavioral Health | Human Resources |
| Health Department (CHA) | SEIU |
| Probation Department | L.I.U.N.A. |
| EDA | Risk Management |

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II. SAFETY COMMITTEE MEMBERSHIP - continued

Regional Park and Open-Space District
Riverside County Safety Division Manager
Riverside University Health System (RUHS)
Transportation Department (TLMA)

Riverside County/CDF Fire
Sheriff's Department

Waste Resources Management District

For each allocated seat, the Department/Agency/District Head shall appoint a primary and alternate representative by letter to the County Safety Division Manager. Meetings will be attended by one of the designees. In the event that neither designee will be available to attend a meeting, they will ensure, in advance, that a representative from their organization attends the meeting to vote in their place.

A quorum is necessary to conduct business of the committee. A quorum is established when the majority of all the membership is present. A majority of the votes cast is sufficient for the adoption of any motion except for those motions that amend or suspend rules or to make a special order. These motions require two thirds of the votes cast.

A chairperson and a co-chairperson shall be elected by the members and serve a twelve (12) month term beginning each January 1st.

III. MEETING PROTOCOL

A. SAFETY COMMITTEE RULES & BYLAWS:

1. Committee members should come from critical segments of the County work force;
2. Strive for a good balance of employee and management representatives;
3. Keep meetings structured. Circulate the agenda in advance so that everyone knows what will be discussed. Keep discussions focused on workplace safety; avoid digressions to other topics;
4. The committee will elect members to fill various roles, such as chair, co-chair, sub-committees, etc.;
5. The committee is designed to serve the entire county, not just the members who participate in the meetings. Committee members should share the minutes of committee proceedings with supervisors and employees and encourage their feedback;
6. Make decisions fairly; strive for consensus whenever possible, if not possible, majority rules. If a tie occurs, the chairperson shall cast the tie-breaking vote;
7. When determined necessary by the committee chair, in conjunction with the County Safety Division Manager, a sub-committee may be selected to conduct it's own investigation to assist in remedial solutions; and
8. Know and work within all laws, local, state or federal governing workplace safety regulations.

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IV. SAFETY COMMITTEE MEETING PROCEDURES

To keep the meeting focused, productive and time efficient, an agenda for all meetings will be developed. The following agenda format is a sample for consideration as outlined in Roberts Rules of Order:

1. Roll Call;
2. Introduction of visitors (people interested in seeing how the committee functions, or persons who are making special presentations or announcements to the members);
3. Reading and approval of last meeting's minutes and discussion of old business;
4. New business (outlined and approved ahead of time by the secretary or his/her designee so as not to take up excess time);
5. Reports on programs or projects that the committee or sub-committees are currently engaged in;
6. Assignments for the next meeting; and
7. Adjournment.

After each meeting, within 7 working days, the meeting minutes will be completed and copies distributed to committee members and Department/Agency/District Heads.

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**APPENDIX A
VEHICLE/ACCIDENT/ INJURY REVIEW BOARD
(VARB)**

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V. VEHICLE ACCIDENT REVIEW BOARD

In order to establish fair and realistic standards for disposition of injuries and accidents involving occupational injuries and/or property damage, the Board of Supervisors created a Vehicle Accident Review Board (VARB).

A. Purpose

The purpose of the VARB is to prevent occurrence and recurrence of accidents/incidents involving County vehicles or County employees driving private vehicles on County business, and injuries or illnesses to County employees and clients. The VARB will review all mishaps reported in the previous month, individually to determine if the cause was preventable, non-preventable or operational, so that recommendations may be made to prevent recurrences.

The Riverside County Safety Committee shall constitute the Accident Review Board, meeting monthly, or upon the call of the Safety Division Manager.

1. The requirement for a Quorum or Adoption of Motion shall be the same as is set forth for the County Safety Committee.
 - a. All recommendations made shall become a part of the minutes.
 - b. Interested parties will receive notification of actions taken.

B. Ruling

It shall be the duty of the VARB to determine, on the basis of an investigation of the facts, whether a particular accident, injury or incident was preventable, non-preventable, operational, or undetermined on the part of the employee. The VARB shall notify the Head of the employee's organization of each outcome.

C. Specific Criteria

1. The VARB will consider the following in reaching its decisions:
 - a. Original accident, injury and incident reports and supervisor's reports as filed. This reporting will be accomplished on the forms that are approved by the County Safety Division Manager;
 - b. An investigation report by the County Safety Office, Human Resources or Organizational Safety Representative/Supervisors when conducted;
 - c. The recommendation from the supervisor, organization investigator and/or head of the organization, if given;
 - d. A California Highway Patrol Report, if available;
 - e. A Police/Sheriff Traffic Investigation Report, if available;

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V. VEHICLE ACCIDENT REVIEW BOARD - continued

- f. Any statements made by reliable witness(es), and/or a personal interview or telephone conversation with the employee(s) involved, as to the conditions associated with the accident; and
 - g. Training records, employee orientation, etc.
2. Violation of the following on the part of the employee(s) will normally indicate a preventable determination.
- a. Failure to heed safety instructions and/or procedures;
 - b. Disregard of rules;
 - c. Horseplay;
 - d. Removal of, or making safety devices inoperative;
 - e. Deliberate disobedience of a Supervisor's order;
 - f. An unsafe act;
 - g. Knowingly using unsafe equipment;
 - h. Not using approved PPE;
 - i. Poor judgment;
 - j. Recklessness;
 - k. Operating at unsafe speeds (unsafe operation of a County vehicle or personal vehicle authorized to be used in course and scope of employment);
 - l. Operating without authority;
 - m. Failure to yield (unsafe operation of a County vehicle or personal vehicle authorized to be used in course and scope of employment);
 - n. Improper operation (unsafe operation of a County vehicle or personal vehicle authorized to be used in course and scope of employment);
 - o. Disregard of signals (unsafe operation of a County vehicle or personal vehicle authorized to be used in course and scope of employment);
 - p. Following too close (unsafe operation of a County vehicle or personal vehicle authorized to be used in course and scope of employment);
 - q. Overloading, crowding;

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C. Specific Criteria - continued

- r. Loads not properly tied down or covered;
- s. Inattention to overhead structures, power lines, phone/TV cables;
- t. Any other violation of Federal, State, County or City regulation, code or ordinance (i.e., CFR Title 29, CCR Title 8, UVC, UFC, etc.); and
- u. The VARB will not be limited to the objective elements in a case, but may also consider any subjective elements in arriving at a determination with respect to any case.

D. Corrective Actions

- 1. The VARB may recommend corrective measures when indicated. These will be positive in nature, i.e., that personnel should be provided training before performing certain tasks, that a policy should be initiated for the conduct of certain operations to prevent accidents or injuries, that a driving test or physical exam be administered or that some other effort or procedure be accomplished to correct a specific situation. Recommendations may also include the repair/replacement or procurement of equipment.
 - a. The VARB will not involve itself with actions of a disciplinary nature. Disciplinary actions may only be directed by Department, Agency and District Heads; however, these recommendations may be made by the County Safety Division Manager.

E. Appeals

Employees shall have the right to appeal a determination made by the VARB. Department/Agency/Special District Heads shall also have the right to appeal a determination made on an employee of their organization.

- 1. All appeals will be heard by the County Vehicle Accident Review Board. An employee may appeal a preventable determination of his/her accident by submitting a written request for appeal, stating his/her objection within ten (10) working days following the date of receipt of the determination. The Organization Head may also request an appeal on behalf of the employee of his/her organization within the same time period or at the time of the hearing, either in person or in writing.
 - a. An employee is entitled to representation during the presentation of the appeal.
 - b. An employee is entitled to copies of any information that the VARB used, upon which it based its determination.
 - c. An employee may present any witness or other supporting evidence that may assist in presenting his/her case. The VARB shall provide all reasonable assistance to an employee to present facts that may help the committee in its final determination.

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E. Appeals - continued

- d. Employees will be released from work with pay for the actual time needed for his/her presentation. The employee is not entitled to pay for preparation time or payment of mileage. In cases where the employee is in an outlying area, a presentation may be made by a telephone conference call with the Vehicle Accident Review Board at the employee's option.
- e. If an appeal is not received within the stipulated time limit, the final notice of determination will be sent to the employee's department.
- f. All applicable provisions of MOU's and Salary Ordinance 440 are to be considered in conjunction with these procedures.
- g. A determination by the County Safety Committee made after an appeal is heard, is final and may not be appealed further. The Committee, however, may, with sufficient reason, reverse a determination.

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**APPENDIX B
SAFETY COMMITTEE RESPONSIBILITIES
ADMINISTRATION AND MANAGEMENT**

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I. SAFETY COMMITTEE RESPONSIBILITIES

Safety committees review, discuss, and recommend action on safety issues that are broad in scope or complex in nature. The primary mission of a safety committee is to instill and arouse the interest of all employees to share in the responsibility of maintaining an effective safety program. Safety committees should be proactive in that they look for and eliminate safety hazards, and reactive in that they respond to safety concerns that are brought forward by employees.

The Countywide Safety Committee, representing employees from various departments, agencies and districts, assists in the development of safety guidelines, reviews and evaluates the County's safety program and loss experience, reviews inspection reports and organizational safety committees, and helps to resolve issues that have not been resolved at the department/agency/district level. The County Safety Officer is responsible for management oversight, administration, and coordination of the Countywide Safety Committee.

A. Organizational Safety Committees

Effectively managed, safety committees can be an excellent safety communication tool. As such, each department/agency/district is encouraged to establish an organizational safety committee, or at the least, some method for discussing department/agency/district safety issues on a regular basis.

Organizations choosing to establish and maintain safety committees must follow all guidelines (minimum standards) for safety committee management as specified in this document. Employees at each work site should have the opportunity to be involved in these safety committees. Organizations with multiple work sites (particularly remote locations) may choose to establish a safety committee at each work site or direct that work site employees be part of the primary organizational safety committee.

Organizational and work site safety committees are not intended to replace or duplicate County Safety Division functions, but to augment County Safety's efforts through the establishment of safety support groups.

B. County Safety Division

The County Safety Division is responsible for providing leadership and guidance in the establishment and maintenance of effective organizational Safety Committees, support through active participation and the distribution of information and resource materials.

II. SAFETY COMMITTEE ADMINISTRATION AND MANAGEMENT

A. Communication and Training

1. Meet regularly to discuss safety issues. Monthly safety committee meetings are recommended. Safety committee meetings must be held no less than once each quarter.

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II. SAFETY COMMITTEE ADMINISTRATION AND MANAGEMENT - continued

A. Communication and Training – continued

2. Periodically attend safety information and training programs to keep abreast of safety issues and laws affecting County operations.
3. Ensure open discussion of safety matters, answer questions, clarify misunderstandings and obtain feedback from employees.
4. Strive to obtain results by vigorous encouragement of approved policies and practices.

B. Administration and Coordination

1. Establish committee organization (mission statement, committee structure, chairperson, etc.), define committee responsibilities and develop annual goals and objectives.
2. Review safety inspection reports and compliance status. Through the County Safety Division, follow up to ensure that safety concerns discovered during inspection are given proper attention.
3. Assist organizations in resolving safety-related disagreements.
4. Provide an opportunity for bargaining units and management to work together to improve workplace safety.
5. If needed, verify that a known hazard has been abated.
6. Develop and maintain meeting agendas, minutes, attendance records, and other information; forward to County Safety Division and Organizational Safety Representatives.
7. Ensure that pertinent safety information developed or received by the safety committee is distributed to all appropriate personnel.
8. Assist in the formulation of ideas, goals and objectives, which act to reduce and minimize financial, physical property and personal loss to the County, its employees and the public.
9. Committee members should attend at least 80% of safety committee meetings. Always arrange for an alternate when you are unavailable.

C. The Work Environment

1. Ensure that hazardous conditions brought to the committee's attention are investigated and resolved.
2. Review the investigation of accidents.

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II. SAFETY COMMITTEE ADMINISTRATION AND MANAGEMENT - continued

3. Review countywide accident experience records and reports. Evaluate County response and compliance to safety hazards and issue recommendations and minimum guidelines as may be necessary.
 4. Review and discuss severe and frequent accident and loss trends, historical loss reports and unsafe conditions and practices (employee injuries, property loss and public liability issues), Countywide and by area of responsibility (department/agency/district/division, etc.).
 - a. What happened?
 - b. How did it happen?
 - c. How could it have been prevented?
 - d. Discuss and recommend remedies.
 - e. Discuss operational and cost impact.
 5. Review safety violations
 - b. Identify nature of violation
 - c. Describe danger involved.
 - d. Critique the situation; make suggestions and recommendations.
 6. Review safety requirements and special concerns for new, major and unusual operations and activities, planned or in progress.
 - a. Identify hazards to watch for.
 - b. State procedures to follow.
- D. Personal Protection
Review personal protection issues as needed.
- E. Hazardous Materials
Review hazardous materials issues as needed.
- F. Inspections
 1. Review safety inspection programs.
 2. Critique the situation; make suggestions and recommendations.

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II. SAFETY COMMITTEE ADMINISTRATION AND MANAGEMENT - continued

G. Laws and Policies

Periodically review safe work practices and procedures and County compliance with published safety rules, regulations and standards.

H. Emergency Preparedness

Review emergency preparedness issues as needed.

I. Records

Publish attendance records and minutes of safety committee meetings.

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**COUNTY OF RIVERSIDE
SAFETY COMMITTEE MEETING REPORT**

COMMITTEE NAME: Countywide Safety Committee, or specify department/agency/district/division, etc.)

SUGGESTED ORDER OF BUSINESS:

(Check each item as it is completed)

- | | |
|--|--|
| <input type="checkbox"/> Attendance Sheet | <input type="checkbox"/> Discussion of accidents that have occurred since last meeting |
| <input type="checkbox"/> Reading of minutes from previous Meeting | <input type="checkbox"/> Recommendations as a result of such accidents |
| <input type="checkbox"/> Report on progress made on previous recommendations | <input type="checkbox"/> Report on safety information provided employees (bulletins, etc.) |
| <input type="checkbox"/> Reading and discussion of inspection reports | <input type="checkbox"/> Old business |
| | <input type="checkbox"/> New business and discussion of special safety projects |
-

DATE: _____ **LOCATION:** _____

COMMITTEE CHAIRPERSON: _____

GUEST(s), if any: _____

ADDITIONAL AGENDA ITEMS: _____

OLD BUSINESS: _____

NEW BUSINESS: _____

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**COUNTY OF RIVERSIDE
SAFETY COMMITTEE MEETING REPORT**

_____ (Meeting Date)

COMMITTEE NAME: Countywide Safety Committee, or specify department/agency/district/division, etc.)

ATTENDANCE ROSTER:

- | | | | |
|-----|-------|-----|-------|
| 1. | _____ | 11. | _____ |
| 2. | _____ | 12. | _____ |
| 3. | _____ | 13. | _____ |
| 4. | _____ | 14. | _____ |
| 5. | _____ | 15. | _____ |
| 6. | _____ | 16. | _____ |
| 7. | _____ | 17. | _____ |
| 8. | _____ | 18. | _____ |
| 9. | _____ | 19. | _____ |
| 10. | _____ | 20. | _____ |

MEETING MINUTES: _____

