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SUBJECT: Policy & Responsibilities Bargaining Unit Representatives

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## I. INDIVIDUAL RESPONSIBILITIES – BARGAINING UNIT REPRESENTATIVES

Bargaining Units represent a key element to effective safety program management. Through coordinated communication of health and safety information to employees, bargaining units provide an excellent system of support for the County's Safety Program.

### A. Communication and Training

1. Coordinate with and assist the County Safety Division, Departmental Safety Representatives, and Department/Agency/District Heads in articulating safety issues to employees.
2. Assist in the compilation of background information on various safety subjects as needed.
3. Help bargaining unit members understand the importance of workplace safety.

### B. Administration and Coordination

1. Periodically attend organizational safety committees and other committees that have an effect on workplace safety.
2. Meet with the County Safety Division and management on specific safety issues.

### C. The Work Environment

1. If needed, provide information that may benefit accident investigations.
2. Be alert for safety hazards and, if necessary, support communication that will help correct such hazards.

### D. Personal Protection

Help promote the use of personal protection.

### E. Hazardous Materials

1. Help educate bargaining unit members as to the precautions to be taken with hazardous materials.
2. Help educate members on the importance of personal protective equipment.

### F. Inspections

Help develop safety inspection programs.

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**I. INDIVIDUAL RESPONSIBILITIES – BARGAINING UNIT REPRESENTATIVES - continued**

G. Laws and Policies

Keep abreast of safety laws and policies.

H. Emergency Preparedness

Help promote an awareness of the importance of emergency preparedness.

I. Records

Keep records of bargaining unit's involvement with safety issues.