

**VILLAGE OF BLOOMINGDALE
EMPLOYEE SAFETY COMMITTEE PROCEDURAL GUIDELINES**

I. MISSION To address safety consciousness at three levels:

- A. To display the Village's commitment.
- B. To present uniform safety standards or "benchmarks" used to guide supervisors when working procedures are developed for daily duties and tasks.
- C. To serve as a constant reminder to all employees that safety-related issues will always be taken seriously and to promote the idea that the safest way is the only acceptable way to satisfactorily perform a job.

II. SIZE Each department/division should be served by at least one representative.

- A. Finance/ Administration Departments - One representative
- B. Police Department- Two representatives
- C. Village Services Department – Three Representatives consisting of one Supervisor from any of the following divisions.
 - 1. Building/Engineering Division - One representative
 - 2. Street Division - One representative
 - 3. Utilities Division - One representative.

III. LIAISON

The Assistant Village Administrator, while not a member of the Employee Safety Committee, shall serve as a liaison to the Executive Safety Committee and thus facilitate two-way communication of suggestions, concerns, and safety solutions among the two committees. (This does not preclude any member of the Employee Committee from ever contacting a member of the Executive Committee directly with comments/concerns)

IV. FREQUENCY

This committee shall meet once a month on a uniform day of the week.

V. CHAIRMAN

To be elected by voice vote upon a motion of nomination and second to that motion at the January meeting of each year.

VI. LENGTH OF TERM

Each committee representative is appointed by their relevant Department Head for a term of three years. No member shall serve more than one consecutive three year term on this committee. The Chairman shall serve for no longer than a three year consecutive term.

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VII. ATTENDANCE

Attendance at every meeting is mandatory, unless the absence has been approved by the employee's immediate supervisor, who in turn must advise the relevant Department Director and the Recording Secretary.

VIII. RESPONSIBILITIES

- A. To review and investigate accidents and to provide suggestions as to how each accident could have been avoided, and what actions would be beneficial to reduce the possibility of the same or similar type of accident in the future.
- B. To make suggestions on hazard reductions, safety policies/programs, safety communications programs and other safety issues.
- C. To sit jointly with the Executive Safety Committee to establish the annual safety goals and objectives.
- D. To encourage safety awareness by all employees.
- E. To work on all other projects/assignments as recommended by the Executive Safety Committee, or the Assistant Village Administrator.

IX. ACCOUNTABILITY

Each member of this committee is expected to fully contribute and participate with the Safety Committee and will be held accountable for their involvement by supervisors conducting their annual performance reviews. Performance evaluations shall make reference to involvement on the committee, as well as the common review of each member's safety record over the past year. Members of this committee shall be fully expected to share responsibility in the establishment and monitoring of implementation efforts for all programs and policies recommended or ordered.

X. RECOMMENDATIONS

This committee provides recommendations to the Executive Safety Committee as to how each accident could have been avoided, and what preventive measures, (safety equipment purchases, programs/policies) should be considered to reduce the possibility of the same or similar type of accident in the future.

XI. DISCIPLINE

This committee has no authority to discipline nor a right to know about any disciplinary action taken against an employee by a Department Head.

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XII. REVIEW

All accidents shall be reported to both the Employee and Executive Safety Committees, with the exception of property damage accidents not involving Village employees (i.e., graffiti, unknown damage to parked squad cars, etc.) and accidents whereby, due to limited or no damages and no injuries, an accident report was not filed by the Police. All personal injuries, regardless of the severity in which they are viewed, shall be considered by both safety committees as they involve workers compensation liability of the injury occurred on work time or as a direct result of a person's immediate job duties/responsibilities.

XIII. AMENDMENTS

Any substantive changes to these guidelines must be submitted in writing to the Safety Coordinator and approved by 2/3 of the membership (6 members) upon roll call vote. Then, the Executive Safety Committee has to approve the amendments.

XIV. VOTING PROCEDURES

A quorum (4 out of 7) of the committee members is required at each meeting in order to vote on accident recommendations, safety suggestions, etc. A simple majority (3 out of 4) of this quorum is needed to affirm a vote, unless voting on an amendment to these procedural guidelines. Each meeting should be governed by the standard Roberts Rules of Order.