RESOLUTION - ACTION REQUESTED 2017-556

MEETING: August 15, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve Mariposa County Safety Committee Bylaws

RECOMMENDATION AND JUSTIFICATION:
Approve Mariposa County Safety Committee Bylaws.

Mariposa County has a Safety Committee that is comprised of fifteen members, including a cross section of rank and file employees, management staff and members of the County Board of Supervisors.

In 2015, the Board re-energized this Committee after several years of dormancy by appointing new members and providing direction regarding the importance of this Committee’s role in the overall Safety of County employees.

Over the past two plus years, the Committee has been meeting regularly, with good success. During this time period, the Human Resources Director/Risk Manager has taken the lead in running the Committee on behalf of the County.

Staff is now returning to the Board to propose that the Board approve Safety Committee Bylaws that would govern the Committee’s operations. One of the major recommendations from these Bylaws includes electing a Committee Chair and Vice-Chair. The Chair would develop Committee Agendas, run the Committee meetings, and generally follow up on items raised during Committee discussions. The Vice-Chair would serve in the Chair’s absence.

Adopting these Bylaws would provide structure, consistency and decorum to the Safety Committee meetings.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has no history of approving Mariposa County Safety Committee Bylaws.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board could continue management of the Safety Committee through current, unwritten processes.

ATTACHMENTS:
Mariposa County Safety Committee Bylaws_August 2017 (DOC)
CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer 8/8/2017

RESULT:  ADOPTED [UNANIMOUS]
MOVER:   Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES:    Smallcombe, Jones, Long, Cann, Menetrey
Mariposa County
Safety Committee Bylaws

Name

The name of the committee is the Mariposa County Safety Committee ("Committee").

Purpose

The purpose of the Committee is to provide a forum for all Mariposa County employees to achieve and maintain a safe and healthful workplace.

Goal

The goal of the Committee is to reduce workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Representatives

The Committee will have up to 13 voting representatives. Seven of the representatives will represent rank and file employees, and six will represent management. There will be two representatives who will serve in an advisory capacity representing the Board of Supervisors. Management representatives, including advisory members of the Board of Supervisors, will be selected by the Board of Supervisors and rank and file representatives will be selected by the County Administrative Officer.

Management representatives are defined as those employees that typically have primary responsibility for full-time supervision of staff, including hiring/firing, corrective action, and completing and conducting performance evaluations.

Each representative will serve a continuous term of at least one year.

Chair and Vice-Chair

The Committee will have two officers: Chair and Vice-Chair. Eligibility to serve as Chair or Vice-Chair will be contingent on being one of the Committee representatives as described above.

Terms of Service

The Chair and Vice-Chair each will serve a one-year term. The Chair and/or Vice-Chair may be re-elected to the position for additional term(s).
Duties of the Chair:

- Schedule regular Committee meetings.
- Develop written agendas for each meeting.
- Conduct the Committee meeting.
- Approve Committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the Vice-Chair:

- In the absence of the Chair, assume the duties of the Chair.
- Perform other duties as directed by the Chair.

Election of Chair and Vice-Chair

The election of a new Chair or Vice-Chair will be held during the quarterly Committee meeting before the month in which the incumbent’s term expires.

If the Chair or Vice-Chair leaves office before the term expires, an election will be held during the next scheduled Committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in Committee functions.

Meetings

The Committee will meet quarterly, or as often as practical.

Attendance and Alternates

Each representative will attend regularly scheduled Committee meetings. Any representative unable to attend a meeting will appoint an alternate and inform the Chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.
Agenda

The agenda will prescribe the order in which the Committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last Committee meeting.

Minutes

Minutes will be recorded at each Committee meeting and distributed by e-mail to all Committee representatives. Minutes will be retained for three years. All reports, evaluations, and recommendations of the Committee will be included in the minutes. The minutes also will identify representatives who attended meetings.

Voting Quorum

Seven voting representatives constitute a quorum. A majority vote of a quorum of representatives is required to approve all Committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee Involvement

The Committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the Committee in writing; the Committee will review new concerns at the next regularly scheduled quarterly meeting.

Employee Concerns Log

The Committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response to Employee Concerns

The Committee will respond to employee concerns in writing and work with management to resolve them. The Committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the Committee indicating acceptance, rejection, or modification of the recommendations.
Incident and Accident Investigation

The Committee will review new safety or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work related near misses, injuries, illnesses, and deaths. When necessary, the Committee will provide written recommendations to management for eliminating or controlling hazards.