

I. Scope

This standard establishes the departments Occupational Safety and Health Committee. It was promulgated to:

- A. Establish and advisory committee for occupational safety and health.
- B. Establish guidelines for committee membership
- C. Assign duties and responsibilities to committee members.

II. General

- A. The Occupational Safety and Health Committee shall be responsible for conducting research, developing recommendations, and studying and reviewing matters pertaining to occupational safety and health
- B. The committee shall be composed of a minimum of four members, not including the chair. The Hiawatha Firefighters Association and the Fire Chief shall appoint members to the committee.

III. Responsibilities

- A. The department's safety officer shall serve as committee chair.
- B. The chair of the Occupational Safety and Health Committee shall schedule and hold regular meetings of the committee. Meetings shall be conducted at least quarterly. Special meetings may be held as required.
- C. The chair shall ensure that written minutes are kept of the meeting. Copies shall be made available to the fire chief and department members.
- D. Committee shall review all accident and injury reports and make recommendations concerning its findings.
- E. The committee shall attend scheduled meetings and assist the safety officer in the operation of the department's safety program.
- F. The committee shall maintain a working knowledge of applicable safety rules and regulations and shall recommend programs, practices, methodologies, and changes to reduce or eliminate accidents and injuries.