

CITY OF DOTHAN, ALABAMA

STANDARD OPERATING GUIDELINE – NO. 23

EMPLOYEE SAFETY COMMITTEE GUIDELINE

I. PURPOSE

The City of Dothan Employee Safety Committee is established to assist departments in reducing employee injuries, vehicle accidents and providing a safe operating environment for all City of Dothan employees.

II. RESPONSIBILITIES

- A. The committee will review all vehicle accidents and lost time injuries. The committee shall determine the cause of these accidents, determine chargeability and make recommendations to the Department Heads and City Manager for the prevention of these accidents in the future.
- B. Committee members will assist the Safety Officer in conducting incident/accident investigations in their departments.
- C. The committee will develop safety policies for the various city operations.
- D. The committee will review safety training and prepare recommendations to insure that all employees receive adequate safety training for their particular work environment.
- E. The committee will make recommendations to the City Manager, Personnel Board and Department Heads for resolving safety issues, establishment of safety programs and other issues as required or directed to insure that the employees of the City of Dothan are provided a safe work environment.

III. COMPOSITION OF THE EMPLOYEE SAFETY COMMITTEE

- A. Voting members of the committee will consist of the Safety Officer and one primary and one alternate member from each of the following departments:
 - 1. General Services
 - 2. Dothan Utilities –Water & Electric
 - 3. Dothan Utilities – Wastewater Treatment
 - 4. Fire
 - 5. Leisure Services
 - 6. Police

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7. Public Works - Street
 8. Public Works – Environmental Services
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- B. In addition to the voting members, the Personnel Director and Industrial Nurse shall be advisory members of the committee.
 - C. The Safety Officer will serve as the chairperson for the committee and be responsible for all administrative matters of the committee.
 - D. The voting committee members will be appointed in writing by the City Manager and will serve until replaced by the City Manager.
 - E. Voting members of the committee must be classified employees.

IV. MEETING PROCEDURES

- A. Should the primary member be unable to attend a meeting then it shall be the responsibility of the alternate member to attend in their place.
- B. A department representative shall abstain from voting on disciplinary recommendations regarding members of his/her department.

V. COMMITTEE RESPONSIBILITIES

- A. Vehicular Incident Investigation and Review – The Employee Safety Committee will review and if necessary investigate all incidents involving city vehicles in accordance with the City of Dothan Motor Vehicle Operations Guidelines, as approved and amended.
- B. Review and Investigation of Workers Compensation Injuries and Incidents –
 1. All lost time workers compensation accidents are reviewed by the Employee Safety Committee. It is the responsibility of the committee to determine the cause of the accident, chargeability and develop recommendations to prevent accidents from reoccurring.
 2. Employees are not required to appear before the committee when their accident is being reviewed but may appear if they so choose.

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3. After reviewing all the facts the committee shall determine the true cause of the accident and whether it was (1) Non-chargeable, or (2) Chargeable.

C. Workplace Safety – The Safety Committee will develop and recommend to the City Manager the implementation of safety inspection programs and safety/workplace training programs.

VI. REPORTING RESPONSIBILITIES

The committee shall report to the Department Head its recommendation and recommendations for preventative measures. The Department Head shall report back to the committee within 30 days on what actions have been taken regarding the recommendations.

VIII. RESERVATION OF AUTHORITY

The City Manager reserves the authority to change, amend or modify this operating guideline.

IX. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____.

ATTEST BY:

APPROVED BY:

CITY CLERK

CITY MANAGER