**12.01.05 HEALTH AND SAFETY COMMITTEE**

**1.0 REFERENCE**

 **Policy 1.1.3**

**2.1** The XXXXX will establish a Health and Safety committee to serve in an advisory capacity to the fire chief.

**2.2** The Health and Safety Committee will formalize an accident prevention program that will recognize and eliminate the cause of accidents.

**2.3** The frequency of Health and Safety meetings shall be determined by the Health and Safety committee, but shall not be less than one hour per calendar quarter Special meetings may be held at the request of either management or members as specified in the Health and Safety Committee's protocols.

**2.4** Minutes shall be taken of all Health and Safety meetings. After review by the chief or his/her designee the minutes shall be conspicuously posted at all stations.

**2.5** The number of employer-selected members shall not exceed the number of employee-elected members.

 **2.5.1** Employee members shall be elected by their peers.

**2.6** Employee submitted written suggestions or complaints shall be considered. Action recommendations by the committee shall be transmitted in writing to the fire chief. The chief or his/her designated agent will reply to the submitter.

 **2.6.1** The Chief or designee will respond to written suggestions or complaints within 21 days of receipt.

**3.0 DEFINITIONS**

**4.0 RESPONSIBILITY**

**4.1** The Health and Safety Committee shall:

1. Identify situations that may be a source of danger to members.
2. Investigate complaints of violations of the Health and Safety Policy.
3. Make recommendations to the Chief of the Department on matters reported to the committee and on rules and regulations promulgated by outside regulatory agencies.
4. Evaluate Health and Safety rules and regulations established by The XXXXX to comply with State mandates.
5. Review the Annual Injury and Illness report for trends.

**5.0 GUIDELINES**

**6.0 ADDITIONAL REFERENCES**

**7.0 APPENDIX**