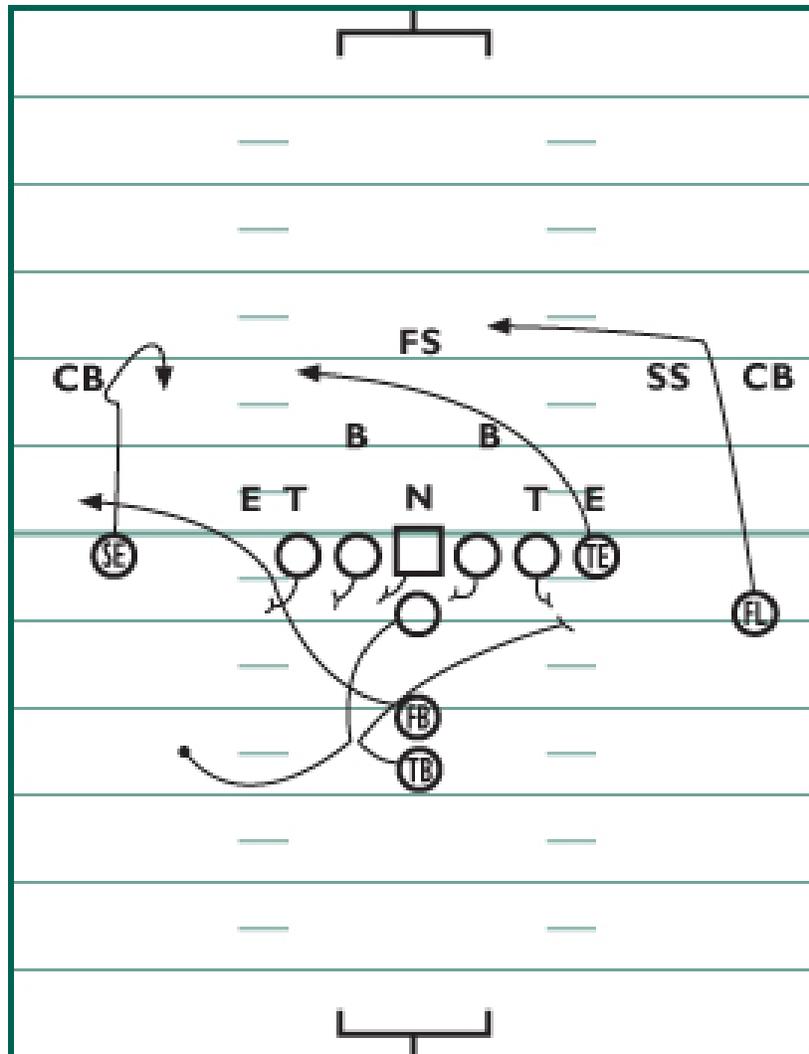




# NYMIR SAFETY COMMITTEE PLAYBOOK





## **NYMIR Safety Committee Playbook**

With shrinking budgets, municipalities find that minimizing or avoiding loss is a good strategy to reduce the cost of their insurance premiums, deductible expenses, uncovered losses, lost work hours by employees, and damage to equipment.

A *safety committee* is a tool that is inexpensive to establish and implement. As a member of the New York Municipal Insurance Reciprocal (NYMIR), you have our staff available to assist in the creation of this committee and to provide resources and expertise. For the committee to be effective, the municipal governing body must require attendance by the committee members. It is only with the commitment of the municipal governing body that NYMIR risk management field specialists can truly be effective in assisting our clients in reducing their losses.

The goals of a safety committee are:

- decrease risk of accidents to visitors, staff and others
- decrease claims and lawsuits against the municipality
- decrease the cost of insurance and self-insurance for the municipality
- decrease the risk of property losses as a result of fire, vandalism, theft, etc.
- establish or reinforce a formal safety program that includes: training; investigation and review of exposures; and a platform for receiving recommendations for improving safety.

Safety committees can take different forms. Ideally, management and labor should be represented as well as all departments and shifts. In a small community, it may be effective to have all employees attend a quarterly or monthly safety meeting during which safety issues and concerns are discussed and any recent incidents and injuries reviewed. Some organizations may elect to have a group (such as department heads) fulfill the functions of the safety committee.

Regardless of how your committee is structured, participation by management and employees is critical for an effective safety program. Careful consideration should be given in choosing employees who will serve on the committee. Distribute the committee members' names to all employees to enable them to communicate their concerns to the committee through a prearranged process.

To help you, an outline and structure of a typical safety committee, as well as some suggested agenda topics are provided.

## **Safety Committee Basic Plays Structure**

The chairperson should be selected from within the municipality; this person will maintain contact with the insurer and oversee the functions of the committee. An alternate chair will substitute for the chairperson in his/her absence. A secretary should be selected who will compile and distribute minutes of each meeting, and other duties as assigned.

The areas within the organization that should be represented are:

1. Executive's office or representative (such as the chief elected [same as executive] officer or administrative officer)
2. Business manager or administrator
3. Superintendent or representative from the highway department
4. Representative for or from police, fire, and ambulance departments
5. Member of board
6. Superintendent or representative from transportation
7. Supervisor or representative from purchasing & human resources
8. Recreation/seniors director
9. Shop/maintenance foreman
10. Code enforcement or public safety
11. Social services department representative
12. Nurse or health representative
13. Representative from waste/water treatment facility

Safety Committee Activities:

*Members' Accountability* – Provide an agenda to members of the group prior to the meeting.

Understand and share responsibility for accomplishing the goals, and be held accountable for safe workplace operations, conditions and practices. Address incident findings with a plan. Make recommendations to the administration for tasks or resources needed to remedy unsafe conditions or practices.

*Accident Review* – Develop procedures to be used by each department for investigating and reviewing the circumstances of an accident. These procedures will provide a department head with the opportunity to identify cause, contributing factor, and to give insight and expertise as to appropriate remedial or corrective action. Consider visiting the site of the accident(s).

*Hazard Identification* – Establish a schedule of regular walkthrough inspections of facilities with management and staff. Identify hazards and unsafe practices that could contribute to an injury or property damage. These reviews should be done during each quarter, prior to the meeting, with documentation of findings and recommended corrective actions.

*Recordkeeping* – Include staff/employee suggestions or concerns, committee reports, evaluations, recommendations and administrative responses to committee recommendations in the meeting's minutes. Follow municipal records retention policy.

*Motivation* – Stay functional and fresh. Consider inviting experts or vendors to share expertise on certain topics of concern. Publicize accomplishments of groups and individuals who have achieved loss reductions. Invite a neighboring municipal official(s) to a meeting when entering into a shared service contract. Collaborate in order to include ideas that benefit all parties. Meet in different locations to give a new and fresh perspective for the group.

**Special Teams**  
**Possible Areas for Safety Committee Review**

**I. FIRE**

- Fire Drills
- Location, maintenance and use of fire extinguishers
- Location, maintenance and use of alarms
- Fire Education (Local Fire Departments may be helpful)
- Arson Prevention
- Housekeeping and Storage
- Location and proper signage of fire doors

**II. HEALTH & LIFE SAFETY**

- Role of the nurse/first aid personnel
- Waste disposal program
- Incident reporting
- Chemical safety
- Community health issues (recent outbreaks)

**III. ATHLETICS and RECREATION PROGRAM**

- Sports instructor training
- Accessibility for disabled persons
- Adequate supervision of sporting events/recreational programs
- Periodic check of playground equipment
- Inspection of athletic fields
- Proximity of play areas to vehicular traffic
- Receiving and retaining medical background and parental consents for participants
- Inspection of pools, lakes, ice skating rinks
- Summer camp or recreation programs

**IV. GROUNDS**

- Elimination of tripping hazards
- Review of snow/ice removal programs
- Adequate traffic controls

**V. SHOPS**

- Instruction and supervision of staff
- Access, use, and maintenance of machine guards and other safety equipment
- Housekeeping and storage
- Right to Know (updates, record keeping)

**VI. COOKING FACILITIES**

- Use and maintenance of ANSUL System
- Location, maintenance and use of fire extinguishers
- Housekeeping and storage

**Special Teams**  
**Possible Areas for Safety Committee Review (Continued)**

VII. VEHICLES

- Periodic or random review of D.M.V. records
- Vehicle and equipment inspection and maintenance programs
- Vehicle and equipment training programs
- On premises traffic patterns
- Policies for seat belts and hand-held devices

VIII. ROAD SAFETY

- Inventory, placement, and maintenance of traffic control signs
- Visibility of road markings
- Compliance with Prior Written Notice Law
- Road maintenance programs
- Identification of dangerous intersections/turns

IX. POLICE/FIRE/EMS

- Training and recertification courses
- Review of mutual aid agreements
- Periodic review of procedures for Hot Pursuit/Use of Deadly Force
- Inspection and maintenance of jail/holding area
- Review of safety practices for firing range

X. COMPUTERS AND TECHNOLOGY

- Training and review of policies or procedures
- Review and back-up of important and sensitive information
- Procedure to control users of various systems and devices
- Policy for outgoing personal and sensitive information
- Storage of important and sensitive information back-ups

XI. EMERGENCY PREPAREDNESS

- Review of shelter issues and logistics
- Process for employee communications
- Assessment of community resources
- Procedure for resident notifications
- Mutual aid agreements

XII. MISCELLANEOUS

- Assignment of claim reporting and follow-up procedures
- Awareness of liability associated with contracts and agreements
- Review of policy for community use of facilities

## Team Inspection Checklist

**G** - GOOD    **F** - FAIR    **P** - POOR    **NA** - NOT APPLICABLE

### FIRE PREVENTION LIFE SAFETY

- |   |   |
|---|---|
| <input type="checkbox"/> Sprinkler systems                | <input type="checkbox"/> Egress                     |
| <input type="checkbox"/> Fire extinguishers               | <input type="checkbox"/> Exit lights                |
| <input type="checkbox"/> Combustible controls             | <input type="checkbox"/> Occupancy signage          |
| <input type="checkbox"/> Housekeeping                     | <input type="checkbox"/> Emergency lighting/ access |
| <input type="checkbox"/> Lighting/electrical deficiencies | <input type="checkbox"/> Handrails                  |
| <input type="checkbox"/> Boiler rooms                     | <input type="checkbox"/> Assembly rooms             |
| <input type="checkbox"/> Storage areas                    | <input type="checkbox"/> Portable equipment use     |

### COOKING FACILITY

- |  |   |
|--|---|
| <input type="checkbox"/> Fire protection       | <input type="checkbox"/> Fences           |
| <input type="checkbox"/> Fire extinguishers    | <input type="checkbox"/> Maintenance      |
| <input type="checkbox"/> Housekeeping          | <input type="checkbox"/> Signs            |
| <input type="checkbox"/> Cafeteria             | <input type="checkbox"/> Tripping hazards |
| <input type="checkbox"/> Deep fryer protection | <input type="checkbox"/> Night lighting   |

### SECURITY

- Parking lots
- Intrusion central/local alarm
- Interior/exterior

### MAINTENANCE & OPERATIONS FOR RECREATION FACILITIES

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency equipment cutoffs   | <input type="checkbox"/> Playground surface/ maintenance |
| <input type="checkbox"/> General housekeeping          | <input type="checkbox"/> Facility maintenance            |
| <input type="checkbox"/> Equipment condition           | <input type="checkbox"/> Equipment placement             |
| <input type="checkbox"/> Instruction/supervision       | <input type="checkbox"/> Lockers                         |
| <input type="checkbox"/> Storage areas/inventory       | <input type="checkbox"/> Bleachers in/out                |
| <input type="checkbox"/> Personal protective equipment | <input type="checkbox"/> Fields                          |
| <input type="checkbox"/> Fire prevention               | <input type="checkbox"/> Pool                            |
| <input type="checkbox"/> Emergency preparedness        |  |

### FLEET & HIGHWAY GARAGES

- |  |  |
|--|--|
| <input type="checkbox"/> Vehicles                | <input type="checkbox"/> Maintenance   |
| <input type="checkbox"/> Garage facility         | <input type="checkbox"/> Road markings |
| <input type="checkbox"/> Traffic controls/ signs |  |

### MISCELLANEOUS

- Annual Boiler Inspection
- Annual Fire Inspection
- Other - specify:**

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## Sample Resolution

Date

### Resolution to establish a Safety Committee

WHEREAS the \_\_\_\_\_ strives to insure the safety of employees and the public, to prevent damage to equipment and vehicles, and to achieve the most economical healthy environment for the community.

NOW, THEREFORE BE IT RESOLVED, the \_\_\_\_\_ establishes a Safety Committee to accomplish these goals.

BE IT FURTHER RESOLVED, the Committee will meet at least four times per year; will serve as a tool to seek input from all employees and create an open line of communication within the organization; will receive information and provide recommendations regarding compliance with various rules and regulations; will disseminate information and monitor the types of losses experienced by this organization; will identify ways to reduce losses; will investigate areas in the municipality to minimize exposures; will make recommendations to administration to minimize losses and will promote safety awareness.