

ATTACHMENT "B"**SAFETY COMMITTEE POLICY**

	Northeastern Illinois Public Safety Training Academy NIPSTA Safety Committee Policy	
Administrative Policy		
Effective Date: 8/2019	Revised:	Approved: <u>J. Ramaker</u> <small>Executive Director</small>

PURPOSE

The NIPSTA Safety Committee is an integral part of the NIPSTA Risk Management Plan. The Committee provides an opportunity for staff and committee members to collaborate in order to protect the safety and well-being of NIPSTA employees, instructors/contractors, students/participants and guests.

SCOPE

The Safety Committee is responsible for formulating clear and consistent policies governing the use and operation of training equipment, facilities, and props. The Committee provides information and recommendations to the NIPSTA Executive Committee. The committee will work to implement a risk management program that provides a safe working environment for its employees, volunteers, and visitors and will work to suggest ways to control the severity and frequency of injuries and property damage. The committee is tasked with promoting a culture of safety to all levels of the organization in a way that will ensure operational considerations align with the safety mission and goals.

ASSUMPTIONS

The Safety Committee is advisory in nature; the enforcement of safety and health rules within the organization is the responsibility of the Executive Director or their qualified designee.

PROCEDURAL GUIDELINES AND MEMBERSHIP

- The Committee shall be comprised of volunteer members, one of whom shall be the Committee Chairperson. The Committee shall also include a Vice Chairperson and Secretary. The Executive Director or their qualified designee shall serve as the administrative representative of NIPSTA. At the discretion of the Committee Chairperson, the Committee may include a representative of NIPSTA's Program Director or Program Management staff. Members shall be appointed from among the elected officials and representatives of NIPSTA member jurisdictions along with employees and/or other representatives of NIPSTA. Committee members shall serve two (2) year terms provided, however, that Committee members may be re-appointed. At least annually, the NIPSTA President, with the approval of the Executive Committee, shall appoint Committee members.
- The Committee shall meet at least quarterly or at an interval designated by the Committee Chairperson. All meetings shall be open to all other NIPSTA members and to the public.
- A quorum for the conduct of business at each meeting shall be a simple majority of the Committee members.

ROLES AND FUNCTIONS

The Safety Committee serves in an advisory role for NIPSTA's Risk Management Program. In that role, the Committee's functions include, but are not limited to, the following:

- Conducting regular meetings to review safety matters, safety initiatives, safety projects or upgrades being made to the NIPSTA Campus or its facilities and equipment, proposed and new applicable safety related laws and regulations that relate to NIPSTA's operations and training programs.
- Reviewing compliance and updating the NIPSTA Risk Management Policy Manual on a recurring cycle at least annually.
- Reviewing the results of routine and periodic safety inspections to identify and ensure hazards are corrected
- Recommending proper Personal Protective Equipment (PPE) and other personal safety devices and related policies that will adhere, at a minimum, to OSHA, NIOSH, ANSI and other industry standards
- Coordinating, establishing and implementing annual risk management goals and objectives designed to meet the needs of NIPSTA based on review of loss history.
- Contribute to the annual budget process regarding safety compliance matters.
- Reviewing all vehicle accidents, equipment or other property damage accidents, and injuries/illnesses which occur on campus or during mobile NIPSTA training programs.
- Reviewing all safety related statistical data, records, and reports provided by the Intergovernmental Risk Management Agency ("IRMA") and other sources for the purpose of making informed decisions with regard to risk management policies and procedures.
- Serving as an advisory body on issues of health and safety to the NIPSTA Board of Directors.
- Recommending to the Executive Committee, the Board of Directors and Executive Director actions or expenditures that need to be made or taken to preserve or enhance the operational safety of the NIPSTA Campus, its facilities and equipment for use by NIPSTA, its Members, Affiliate Members, Non-Members, NIPSTA's employees, its instructors/contractors, its students/participants and the public.

Responsibilities of the NIPSTA Safety Committee Chairperson include, but are not limited to, the following:

- Actively promote safety and risk management at NIPSTA.
- Act as a communication liaison between the Safety Committee and the Executive Committee/Board of Directors.
- Facilitate the Safety Committee meetings.
- Coordinate the assignment of activities to Committee members.
- Establish necessary deadlines as required.
- Schedule and develop an agenda for meetings based upon Committee member input.
- Ensure the meeting minutes are recorded, completed and distributed in a timely fashion. Distribute the agenda and the meeting minutes to Committee members in advance of the next meeting.
- Prepare an annual report of the Committee's accomplishments.
- Prepares a report of the Committee's goals and objectives for the next calendar year.
- Provide an orientation to new members.
- Ensure the effectiveness of the meeting by directing discussion to meet the Committee's mission and objectives.

Responsibilities of the NIPSTA Executive Director or other administrative representative(s) include, but are not limited to, the following:

- Actively promote a culture of safety throughout the organization.
- Allow time for Committee representative(s) to participate in meetings and complete assigned tasks and responsibilities.
- Lead by example.
- Provide timely feedback to the Safety Committee.
- Perform a thorough investigation of all injuries, accidents and near misses. Ensure that both internal and required external reporting forms are properly and fully completed.
- Submit all injury, accident or near miss reports to IRMA within forty-eight (48) hours of the event.
- Prepare injury reports for review by the Safety Committee.
- Maintain oversight of the NIPSTA incident report database. Provide an update to the Safety Committee as required.
- Disseminate information to Program Directors, Program Managers, Program Coordinators, Instructors/contractors and/or administrative representatives as is appropriate and necessary in order to ensure that operational considerations align with the organization's safety mission and goals.
- Consider and execute disciplinary action for NIPSTA employees and Independent Contractors as applicable and necessary.

MEETING MATERIALS DISTRIBUTION AND CONFIDENTIALITY

Sensitive information, such as medical conditions of the injured or details regarding the status of a claim progression, legal cases, etc. should not be provided to the general staff or public for review. Information and discussion regarding an individual injury or claim at Safety Committee meetings is considered privileged information and should not be discussed openly. Important updates, training opportunities, or changes in policy or procedure will be distributed to instructional and administrative representatives by the Executive Director or their qualified designee in a manner consistent with preserving private and/or personal information.

REFERENCES

Internal: NIPSTA Bylaws, approved April 2019

DATES

Origination: August 2019

Last Review: August 2019

Next Review: August 2021