

14.02 Safety Committee

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a proactive Safety Committee.

Procedure:

Goodwill's Safety Committee is responsible for protecting and promoting the rights, health and safety of employees and individuals receiving services. The Safety Committee ensures that facilities are located, constructed, equipped and operated to promote the safe and efficient conduct of programs and to protect the health and safety of persons served while promoting the integration of persons served into the community.

The Safety Committee systematically develops implements and monitors all safety programs. Members of the Safety Committee are representative of all divisions and departments.

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

- Arranging for comprehensive, externally conducted inspections of all facilities and operations in the areas of safety and health at a frequency consistent with applicable rules, regulations and standards.
- Scheduling, conducting and documentation of regular interval safety inspections for the purpose of eliminating unsafe conditions and practices before accidents occur, and to recognize positive conditions and practices.
- Conducting accident investigations and follow-up.
- Developing emergency procedures (fires, tornado, etc.) The Safety Committee will ensure procedures are tested and updated as necessary. All internal safety procedures will be in compliance with federal, state and local safety codes and regulations.
- Providing or arranging with the Director of Human Resources or Training Coordinator for on-going safety training for staff, employees and persons served (i.e. First Aid, CPR, fire prevention and suppression, bloodborne pathogen, etc.)
- Reviewing and revising emergency procedures a minimum of once per year and training staff on procedures and revisions.
- Making recommendations regarding the purchase and use of personal protective equipment and other safety devices.

The Safety Committee meets monthly. The CEO/President and all division/department heads are apprised of all committee activities. The Transportation and Facilities Supervisor will maintain records of all meetings, inspections, follow-up activities and correspondence.

All staff and employees are expected to support the safety program and to aid in making the work environment safe for themselves, co-workers and individuals receiving services.

Staff and employees working on site in a customer's facility while fulfilling contractual obligations will abide and adhere to the safety rules and regulations of that customer, as well as those established by Licking/Knox Goodwill Industries, Inc.