

**RESOLUTION 2011-011**  
**(amends Resolution 2009-33)**

**WHEREAS**, Jefferson County recognizes that its employees are its most valuable asset, and

**WHEREAS**, Jefferson County is dedicated to managing the risks of providing services for its citizens. Recognizing that injuries will inevitably occur, the County considers no injury to be acceptable and will make every effort to identify and address all loss exposures, and

**WHEREAS**, Jefferson County intends to carry out that statement by establishing a safety committee,

**NOW BE IT THEREFORE RESOLVED THAT**, a committee be established and governed by the attached bylaws. Such a committee shall be charged with operating based on the guidelines contained in the KWORCC Loss Prevention Manual until such time as the committee has drafted a local policy and procedure manual and presented the same to the County Commissioners for adoption. The Jefferson County Safety Committee shall begin its service as of January 1, 2010.

Dated this 2<sup>nd</sup> day of May, 2011.

/S/ Richard Malm, Chairman  
Lynn Luck, Vice-Chairman - Absent  
/S/ Roy Dunnaway, Member

Attest: /S/ Linda M. Buttron, County Clerk

(seal)

**COUNTY SAFETY COMMITTEE BYLAWS**  
**MEMBERSHIP**

Membership of the Safety Committee as established by the County Board of County Commissioners shall consist of the following. The six established positions are as follows (noting that Departments should have administrative capabilities to make decisions for county employee's safety):

1. County Safety Coordinator, as a member appointed by the Commissioners;
2. One courthouse employee appointed by the Board of County Commissioners;
3. One emergency medical service employee selected by the Emergency Medical Service Director.
4. One Sheriff's department employee selected by the Sheriff;
5. One highway department employee selected by the Road and Bridge Director;
6. One health department employee selected by the Health Department Director;
7. One Auxiliary Services department employee selected by the Auxiliary Services Director.

**TERMS OF SERVICE**

Safety Committee members shall serve two-year terms that will begin in the following manner:

Six members will be seated as of January 1, 2010. Positions 3 & 5 will serve an initial term of 1 year. Positions 2, 4 & 6 will serve an initial term of two years.

Following the initial appointment,

1. Subject to above, in January of odd years following, the individuals selected for positions 3 and 5 will assume their positions.
2. Subject to above, in January of even years, the individuals selected for positions 2, 4, and 6 will assume their positions.

No member for positions 2 – 6 shall serve more than 2 consecutive terms.

**SELECTION**

All employee members of the Safety Committee shall be chosen by the department head or elected official. Only those employees having completed an initial employment period of 6 months and who are covered by the county personnel program will be eligible to serve on the committee.

**OFFICERS**

Safety Committee officers will consist of the following:

1. Chairperson – appointed by the Board of County Commissioners;
2. Vice-Chairperson – selected by the Committee and
3. Secretary – selected by the Committee.

These officers will be selected at the first regular meeting each fiscal year and will serve a one – year term.

It will be the responsibility of the Chairperson to preside over all committee meetings, prepare an agenda for the meetings, to call any special meetings necessary and to carry out the duties normally assigned to a presiding officer.

It will be the responsibility of the Vice-Chairperson to assume the duties of the chairperson in times of absence or if otherwise prevented from carrying out the chairperson's duties.

It will be the responsibility of the Secretary to see that the minutes of each committee meeting are kept, a copy of all proceedings and correspondence is on file in the office of the Board of County Commissioners, and each department in the County receives a copy of the minutes within 10 days of each meeting date.

### **MEETINGS**

The safety committee is required to meet at least quarterly. Special meetings may be called as necessary by the chairperson or at the request of the Board of County Commissioners. The meetings will be held on the third Wednesday of April, July, October and January at a location designated by the chairperson. A quorum shall be constituted by four members present. The department head shall designate an alternate to assume the duties in case the member from that department is unable to be present at the meeting. Said alternate shall be an individual representing the same constituency.

### **INDIVIDUAL SAFETY MATTERS**

The safety committee will review individual safety matters and make recommendations to the department head and Board of County Commissioners if requested to do so. Requests for this type of review must be made in writing to the committee chairperson or any committee member prior to the next regularly scheduled meeting.

### **COMPENSATION**

Employee members who attend safety committee meetings while on regular duty shall be compensated by their department at their standard rate of pay. Elected and appointed members shall receive no additional compensation for serving on the committee.

### **AMENDMENT**

The Bylaws may be amended by a resolution of the County Commissioners.

### **PURPOSE OF THE COMMITTEE**

1. To prevent injuries and lower the costs of accidents;
2. To prevent possible liability actions against the county;
3. To help create and maintain all employees active interest in safety.