



## **Committee Description and Purpose**

- I. COMMITTEE NAME: Labor/Management Safety Committee
- II. TYPE OF COMMITTEE: Standing
- III. MEMBERSHIP (NUMBER OF MEMBERS, TERMS, AND TERM LIMITS):
  - a. Two non-voting Co-Chairs
  - b. Four represented and appointed by ICEA
  - c. One represented and appointed by each of the following DSA, ICCOA, or IPPOA
  - d. Four management employees, appointed by CAO or designee
  - e. Two from unrepresented classifications, appointed by Co-Chairs with Department Head recommendation

Though participation is open, membership is strongly encouraged from the following departments: Sheriff/Jail, Probation, HHS - Public Health, HHS – Social Services, Solid Waste, Parks, AG, and Public Works – Road. Term limits are subject to appointing body. Any member missing two or more meetings in a calendar year may lose their committee appointment. Any member may be called upon during an Occupational Safety and Health Administration (OSHA) investigation, so committee members are strongly encouraged to complete a ten-hour OSHA safety course (OSHA-10) to improve understanding applicable to this committee. Quorum is eight.
- IV. COMMITTEE CO-CHAIRS: Asst. Director of Risk Management & Asst. Personnel Director
  - a. Co-Chairs report in writing to the CAO (quarterly) and orally annually to the Board of Supervisors.
  - b. Co-Chairs set meeting agendas and post committee minutes.
- V. GOAL:

This committee meets as required to assist Inyo County in promoting a healthy workplace for County employees which is free of recognized physical and environmental hazards.
- VI. PURPOSE AND RESPONSIBILITIES:
  - a. A proactive approach to health and safety protects County investment in the lives of employees, employee productivity, and County reputation
  - b. Understand, discuss, and evaluate data on employee work-related injuries and illnesses to make recommendations on prevention of similar events
  - c. Understand, discuss, evaluate, and make recommendations on emergency procedures
  - d. Understand, discuss, evaluate, and make recommendations about the Injury and Illness Prevention Program (IIPP), including safety communications, facility safety investigations, and employee safety and compliance training
  - e. Discuss and evaluate outstanding PW projects related to health and safety
  - f. Review and make recommendations regarding the County's resource allocation related to health and safety
  - g. Fulfill committee obligations as set forth in Board goals
  - h. Convene meetings no less than quarterly.
- VII. MEETING DAY AND TIME:

Third Thursday at 11:00 AM - 12:00 PM in January (Bishop), April (Independence), July (Bishop), and October (Independence). May be held via Teams. Special meetings may be called for specific topics at the discretion of the co-chairs.