



since 1926

**HEAVY CONSTRUCTORS, INC.**

AND ITS DIVISIONS

**GUSTAFSON BUILDERS & EXCAVATING SPECIALISTS**

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# **SAFETY COMMITTEE**

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# **Safety Mission Statement**

Heavy Constructors, Inc. is committed to maintaining a safety program which actively involves all employees on identifying, preventing, and correcting workplace safety issues. This will be met by proper training, mentoring and holding all personnel accountable for their own safety and the safety of others around them. Our belief is that all injuries can be prevented. Responsibility starts with each one of us.

# **Safety Committee Positions**

The following positions are available to any member of the Safety Committee.

## **President**

The primary duties of this position are to:

- Develop meeting agendas.
- Coordinate and conduct orderly meetings.
- Establish necessary deadlines and sub-committee assignments.
- Provide appropriate and timely follow-up on problems and recommendations developed by the committee.
- Serve as a communication liaison between Management and the Committee.
- Promote health and safety by personal example.

The Chairperson will be elected by majority vote by members of the Committee.

## **Vice-President**

The primary duties of this position are to:

- Assume leadership of the Health and Safety Committee when the President is unavailable on a short-term basis, or for some reason, resigns from the Committee.
- Assist with the coordination and direction of the committee and subcommittee activities.
- Gather meeting minutes from Secretary and disburse viable information to the company.
- Serve on one or more subcommittees or task forces and take an active role in other committee activities.
- Promote health and safety by personal example.

The Vice-President will be elected by majority vote by members of the Committee.

## **Secretary**

The primary duties of this position are to:

- Maintain, record and disseminate minutes for each meeting.
- Serve on one or more subcommittees.
- Promote health and safety by personal example.

The Secretary will be elected by majority vote by members of the Committee.

## **General Members**

The most important element of a Safety Committee is the General Membership. This group will comprise of 9 members consisting of Administration, Management and Staff Personnel. The primary duties of this position are to:

- Help make Heavy Constructors, Inc. an outstanding example of safety and health.
- Regularly attend all committee meetings and activities.
- Participate in discussion and committee activities.
- Report all unsafe conditions and unsafe acts.
- Report all injuries and near misses involving yourself and other employees.
- Contribute ideas and suggestions for improvement of our safety program.
- Encourage safety related input from employees.
- Conduct safety inspections.
- Keep your fellow coworkers informed of any safety problems.
- Consider other viewpoints and options.
- Promote health and safety by personal example.

## **Subcommittees**

These Committees will be based around OSHA's top 10 most frequently cited violations. Preliminary Subcommittees will go as follows:

- Fall Protection
- Hazard Communication
- Scaffolding
- Ladders
- Powered Industrial Trucks

Each Safety Committee member will be required to join one subcommittee but may join as many as he or she likes. Each Subcommittee will be required to focus on one aspect of their category and present suggestions to improve on. Also, formation of new Subcommittees is greatly encouraged.

## **General Attendees**

Any employee of Heavy Constructors or other persons approved by the committee will be allowed to attend and participate in any given Safety Committee meeting. There will also be a designated agenda item in each meeting for any other business the Attendees may have. Attendees will not be voting members of the committee.

# **Membership/Terms of Service**

## **Membership Selection**

All employees of Heavy Constructors, Inc. with an accumulation of 52 pay periods or more will be eligible to become a Safety Committee member. Current Safety Committee members will decide by majority vote, which applicants will become part of the Safety Committee.

## **Length of Individual Terms**

Every 6 months, the Committee will rotate out a minimum of 3 of its members. This may also include the President, Vice President and Secretary. Current members will have the opportunity to stay on the Committee for an additional term if they choose. Additionally, a minimum of 3 members must stay on the Committee while rotating members. This assures that the Committee will have experience and guidance moving forward.

President, Vice President and Secretary positions may be put up to a majority vote at any time by the Safety Committee if they feel a change is necessary.

# Routine Agenda

When the safety committee meets there will be a routine agenda that will be driven through. This agenda will go as follows:

- Review of Unfinished Items
  - These items will be what were not covered in the previous meeting due to time constraints or other reasons.
- Current and Upcoming Events/Issues
- Review of Jobsite Inspections
  - Jobsite inspections with either exceptional performance or critical hazards noted will be reviewed and discussed by the entire Committee for future resolutions.
- Review of Incident/Accident Reports
  - Reviews of these reports are crucial for final determination of the cause of the incident/accident and how to further avoid such instances in the future.
- Review of Subcommittee Activities
- Review of High Risk Job Tasks
  - In the event that a jobsite will be conducting a high risk job task the safety committee will review and discuss best management and personal protective practices that will best suit the task.
- Review of Outstanding Recommendations
  - Safety recommendations from outside sources come to our attention on a constant basis. Such recommendations may be: over the phone first aid for injured workers, new pre-employment physical screenings, new and better PPE and so on.
- Review of Policy and Safety Program
  - Our Policy and Safety Program is a living, breathing document that needs to be reviewed for the ever changing government regulations and our work environment.
- Review of Other Business
  - Not all relevant discussion topics will be covered in the Routine Agenda topics list. This section is to cover those other relevant discussion topics.
- Sit-in Discussion
  - This time will be allotted for sit-ins to express any comments, concerns, or suggestions that they may have.

This Agenda can and inevitably will change as our Committee progresses.

# Quarterly Agenda

Every quarter, the Safety Committee should brainstorm creative ways to promote safety through our Company. Events, awards and programs could be assessed in a positive way to remind our workforce that safety is of the up most importance. Some Ideas may include:

- Safety Contests
- Safety Seminars
- Safety Recognition Awards
- Employee Suggestion Programs