

BRUNSWICK COUNTY ADMINISTRATION
COUNTY MANAGER'S OFFICE
BRUNSWICK COUNTY GOVERNMENT CENTER
www.brunsko.net



RESPONSIBILITIES OF THE SAFETY REVIEW BOARD

The Safety Review Board (SRB) is composed of department heads or their designees, for upholding compliance and review of activities to ensure safety. Responsibilities of the Safety Review Board are:

- Review and/or investigate all accidents and provide recommendations for corrective action.
- Create and maintain a high level of interest in and awareness of safety among all employees.
- Develop safety policies and procedures for the Brunswick County Employee Safety Manual.
- Conduct inspections of all County facilities and recommend corrections for areas of noncompliance, if any.
- Encourage feedback from all employees in every area of the County with regard to problems, ideas and solutions related to safety.
- Inform employees about new safety policies, training programs and other safety related matters.

Membership

In order to promote safety programs in all occupational work groups, the Safety Review Board (SRB) shall have management level representation from various departments throughout the County. Members are appointed to a two-year term, however, they can opt to serve longer, provided the entire SRB agrees, the work is focused on the goals of the SRB and representation is for the good of the organization as a whole.

When a member is failing to perform his/her duties, it is brought to the attention of the SRB and to the attention of other members to recommend improvement or replacement. When a member is rotating off the Board, they will do so at the end of each calendar year. All members serving on the Safety Review Board shall be approved by the County Manager.

The Risk Manager shall be a working, voting advisory member of the board. Meetings shall be the first Thursday of each month at 9:00 a.m. at an agreed upon location; special meetings may be called as needed. The assigned roles will be a facilitation style as follows: meeting leader, timekeeper, meeting coach, recorder, gatekeeper, scribe and ground rules judge. Each of the member duties are detailed in the assigned roles for team meetings. Annually, there will be an SRB retreat to informally evaluate each committee member and a review of the committee work during the past year, as well as identify goals for the upcoming year. This is to ensure the focus

remains and the team is a productive work group serving Brunswick County employees and citizens.

Order of Business

Each meeting will have an agenda as follows: review of prior meeting minutes, action item updates, new or ongoing business, guest speaker/new member, subcommittee reports and break out sessions for the work of the subcommittees. The subcommittees are: Loss Control Team, Inspection Team and Policy Review Team.

- The loss control team will review all accidents occurring within the last 60 day period. They will determine whether an accident was preventable or non-preventable based on the facts given. When questions arise that there is no information provided, the employee may be called in to provide a recount of the incident. The team will then make recommendations for corrective action. Copies of the determination and recommendations are forwarded to the Department Head and County Manager.
- The inspection team will conduct periodic site visits to perform safety audits of the most publicly frequented County owned facilities. The safety audit consists of visual inspections of conditions and processes at a location designated by the team. The safety audits are documented on a Brunswick County Safety Inspection sheet and a copy given to the responsible occupant, with a recommendation for correction of items that are known hazards.
- The policy review team is responsible for developing and implementing district wide policy, up to and including the Brunswick County Safety Manual. They must establish employee safety as the first priority and hold departments accountable for achieving safe environments and upholding established policies. When writing safety policy, the team must determine NC OSHA regulations required and other agencies having jurisdiction on said topic, and prepare drafts for the Safety Review Board and affected departments prior to going to County Manager for Board of Commissioner's approval.

To be most effective, the primary focus of Brunswick County's Safety Review Board will be accident prevention. Providing leadership in the field of safety to employees through training, education and benchmarking our performance leads to control of hazards throughout the organization, giving employees a safety culture where prevention is paramount.