

BRUNSWICK COUNTY ADMINISTRATION
OFFICE OF THE COUNTY MANAGER
BRUNSWICK COUNTY GOVERNMENT CENTER



RESPONSIBILITY OF THE SAFETY REVIEW TEAM

MISSION STATEMENT

Brunswick County's Safety Review Team will work to maintain a primary focus of accident prevention. By providing leadership in the field of safety to employees through training, education and benchmarking safety performance; accidents can be minimized. Controlling hazards throughout the organization give employees a safety culture where prevention is paramount and value is a workplace tool.

The Safety Review Team is comprised of department directors, employees and supervisors. They are charged with upholding compliance and review of activities to ensure safety for all employees of Brunswick County. Responsibilities of the Safety Review Team 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 OF THE SAFETY REVIEW TEAM

In order to promote safety programs in all occupational work groups, the safety committee 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 member group agrees and their work is focused on the goals of the Safety Review Team for the good of the organization as a whole. When a member is failing to perform the duties of the Team, it is brought to the full attention of the Team for recommendation of improvement or replacement. When a member is rotating off the Team, they will do so at the end of each calendar year unless extenuating circumstances prevail. All members serving on the Safety Review Team shall be approved by the County Manager.

The Risk Manager shall be a constant advisory member of the Team. Meetings shall be the first Thursday of each month at a location agreed upon by the Team; 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 duties is detailed in the assigned roles for team meetings. Annually, there will be a 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 FOR THE SAFETY REVIEW TEAM

Each meeting may consist of an agenda as follows: review of prior meeting minutes, action item updates, new business, guest speaker/new member, subcommittee reports and breakout sessions. The Team breaks out into the following subcommittees: Loss Control Team, Inspection Team and Policy Review Team. The work of each subcommittee shall be:

- 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 which warrants additional information not provided in the incident report, the employee involved in the incident may be called in to provide a recount of the incident in question. The team will then make recommendations for corrective action, if any. If needed copies of the determination and recommendation 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 Safety Procedure Team is responsible for developing and implementing organizational procedures, inclusive of this Brunswick County Safety Manual. They must establish employee safety as the first priority and hold departments accountable for achieving safe environments and upholding established procedures and/or policies. When writing a safety procedure or policy the team must determine NC OSHA regulations required and other agencies having jurisdiction on said topic, and prepare drafts for the Safety Review Team and affected departments prior to going to County Manager for Board of Commissioner's approval.

Department Directors are responsible for:

- Establishing and maintaining a safety program within their department.
- Promoting safe and healthful working conditions and practices within the department.
- Appointing a staff member or designee to coordinate safety efforts in the department.
- Ensure that safety procedures pertinent to their department's activities are developed and enforced.

- Observing safety conditions of the department on a regular basis and remove any recognized hazards.
- Assuring appropriate training for supervisors, safety coordinator and employees.
- Assuring that all supervisors/designees complete an employee attendance record for each training event and submit to the departmental safety coordinator.

Supervisors are responsible for:

- Obtaining a working knowledge of occupational safety laws as they pertain to the work of the employees they supervise.
- Work with Risk Management to identify safety sensitive occupations, work methods or locations.
- Providing adequate job training and instructions for their employees to perform daily work assignments in a safe and efficient manner.
- Observing and evaluate working conditions and equipment. (Use inspection forms in appendix).
- Correcting any unsafe conditions or unsafe acts found.
- Encouraging employees to report all unsafe conditions and practices.
- Promptly investigate all accidents and complete required reports forwarding them the Department Head.
- Providing counsel when necessary to encourage the safety culture of Brunswick County.
- Complete an employee attendance record for each training event and submit to the departmental safety coordinator.