

K. SAFETY COMMITTEE

The safety committee is an important part of the workplace safety and health program. It allows workers from every part of DGS to participate. Managers, supervisors, and union members meet together regularly in order to discuss issues and devise solutions based on their different experiences and opinions. DGS' safety committee members have identified hazards and provided valuable guidance on correcting them.

DGS has one safety committee that meets monthly. Less than half of the members are employer-representatives (ER), with the majority being employee-representatives (EE); a list of members is available upon request to the Safety Coordinator. Meeting agendas and minutes are prepared and provided to members in advance of meetings, and these documents are available for all managers and employees to review and kept on file for the current fiscal year and previous two. DGS safety committee can be contacted via email: GS-safetycommittee@pa.gov

The Safety Committee performs tasks that prevent injuries among DGS employees. For example, the Safety Committee may:

- Assist in the agency's annual goals and objectives for injury reduction, and monitor progress.
- Communicate the committee's accomplishments and status of goals to senior management and fellow DGS employees as opportunities arise.
- Assist in the identification and correction of workplace hazards.
- Provide ideas for corrective actions based on recent incidents.

New Safety Committee members receive safety committee training. Included in the training are subjects such as Safety Committee Operations, Accident Analysis, Hazard Identification and Drug-Free Workplace. Refresher training is encouraged annually.

Labor and management cooperation is essential to the success of a safety program and Safety Committees. To ensure employee involvement in the safety efforts, members of DGS management comprise less than 50% Safety Committee membership. All employee unions are offered representation and asked to appoint labor committee members. To obtain union representation, a letter is sent to each union to request members for the committee. If a response is not received, a second letter is sent to a higher level union official. If the union does not respond after two attempts, the agency appoints union members and notifies the union of the appointed representatives.

In addition to Safety Committees, employees are encouraged to become involved in the agency's other safety efforts. The primary opportunities for service in other safety areas are:

- Participation in building evacuation teams, and
- Providing suggestions or near-misses through the Accident and Illness Prevention Program, Element J form available on DGS' website by doing a keyword search "Accident and Illness Prevention Program" then clicking Safety Programs, then Accident and Illness Prevention Program, then Element J or by [clicking here](#).