

**CITY OF STOUGHTON  
SAFETY & HEALTH COMMITTEE GUIDELINES**

1. The Joint Safety and Health Committee is composed of equal numbers of employee representatives and management representatives. The Committee members will cooperate toward the objective of preventing accidents and eliminating occupational health hazards. Employee representatives are appointed by the Union.
2. Employee representatives on the Safety and Health Committee shall be granted time off with pay for, but not limited to:
  - a. one (1) committee meeting per month;
  - b. health and safety training;
  - c. accident investigations; and
  - d. employee complaint investigations.
3. Committee members will decide when meetings will be held.
4. Special meetings shall, at the request of the Union or management, be held within twenty-four (24) hours after the request to discuss urgent matters of safety and health requiring immediate consideration and action.
5. Accurate minutes of all Safety and Health Committee meetings shall be prepared by the secretary of the Committee. Copies of the minutes shall be given to the employee representatives on the committee and mailed to the Union within ten (10) days after the date on which the meeting was held. If a Safety and Health Committee member disagrees with the accuracy of the minutes, he or she shall submit reasons for such disagreement in a letter to the Committee, and it shall become part of the minutes of the meeting. A copy of the minutes shall be posted on the bulletin board in each bargaining unit workplace. The minutes shall include:
  - a. date and place of meeting;
  - b. names and positions of those present;
  - c. description of each safety and health subject discussed;
  - d. statement of employees' position;
  - e. statement of management's position; and
  - f. decisions on recommendations to be made, if any reached.
6. Walk-around inspections of all City facilities shall be done once a year, preferably in the early fall so that any corrections that need to be done can be done. Inspections must be done by teams and they need to inspect a workplace other than their own in order to be able to see anything that might be a safety hazard. Before any inspections are to be done, the minutes of the last Safety Committee are to be reviewed for dates of inspections.

7. Chairperson shall appoint an Accident Review Team to investigate any accident which may occur. The Accident Review Team then shall submit a report on the accident to the Chairperson. This will be for employee-related accidents only.
8. Procedures in filing employee complaints shall be as follows:
  - a. Employee notifies supervisor via complaint form.
  - b. Supervisor is to look into the complaint and make the necessary steps to correct the problem.
  - c. If a complaint is not solved by the regular chain of command, then it is up to the Safety & Health Committee to act.

\*If an employee goes to a Safety & Health Committee member first, it is up to him/her to notify employee's supervisor first. Every employee is to have access to a complaint form.

9. The guidelines of the Safety and Health Committee afford employee representatives on the Committee certain participatory rights relating to the safety and health of the City of Stoughton workforce. It is not the intention of the Safety and Health Committee, however, that these guidelines, or the employees' exercise of their rights under them, shall in any way diminish management's exclusive responsibility for the safety and health of its employees.

KM:cms

**APPROVED BY THE COMMON COUNCIL: December 14, 1999**

S:\Clerks Office\Policies Procedures and Emergency Plans\SAFETY AND HEALTH COMM.docx  
S:\Clerks Office\Policies Procedures and Emergency Plans\SAFETY AND HEALTH COMM.pdf  
LASERFICHE:\Stoughton\Policies Procedures and Emergency Plans\Safety and Health Comm