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MISSION STATEMENT

The mission of the Gallant Builders Safety and Health Committee is to develop and promote a safe and healthy environment for all employees, clients, vendors and visitors through the involvement of all individuals with regards to education, communication and safe work practices.

I. ACTIVITIES

The safety and health activities of the committee will include, but are not limited to, the following:

- Identify unsafe work practices and conditions and suggest appropriate remedies.
- Conduct safety and health inspections of both operations and facilities, identify safety hazards and recommend corrective measures.
- Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions.
- Assist in the development and implementation of effective safety and health awareness programs.
- Encourage feedback from all individuals with regard to safety and health related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss prevention and loss control program.
- Review written programs to ensure compliance with OSHA safety and health regulations.
- Serve as an advisory body to management on safety and health issues.
- Providing suggestions and recommendations for resolution of safety and health concerns.

II. MEMBERS

Committee members shall be appointed by the Safety Director and constitute a diverse group of employees. Members shall serve a staggered 2-year term.

III. OFFICERS

The officers of the committee will serve a staggered 2-year term (excluding the Safety Director). The officers will consist of a Chairperson, a Co-Chairperson, the Safety Director, and a Secretary. Officers will be elected by the committee membership in October of each year to begin their tenure the following January.

IV. RESPONSIBILITIES

MANAGEMENT'S RESPONSIBILITIES:

- Enforce all safety and health rules and procedures.
- Actively promotes the safety and health.

- Allow the time for committee representative participation in meetings and assigned responsibilities.
- Allocate the funds and resources necessary to implement safety and health committee activities.
- Lead by example in following all safety and health rules.
- Support committee decisions.
- Provide timely feedback to the committee.
- Perform the initial investigation of all injuries, incidents and near misses.

CHAIRPERSON'S RESPONSIBILITIES:

- Actively promotes safety and health.
- Act as communication liaison between management and the committee.
- Facilitate the safety and health committee meetings.
- Coordinate the assignment of activities to committee members.
- Establish necessary deadlines based on member input.
- Follow-up on assigned responsibilities.
- Schedule and develop an agenda for meetings based on member input.
- Prepare an annual report of the committee's accomplishments.
- Prepare a report of the committee's objectives for next calendar year.
- Introduce new members.
- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

CO-CHAIRPERSON'S RESPONSIBILITIES:

- Actively promotes safety and health.
- Facilitate the meeting in the absence of the Chairperson.
- Serve as a member of the various project teams or sub-committees.
- Facilitate meeting agendas and monitor meeting times.
- Assist with development of the agenda.

SAFETY DIRECTOR RESPONSIBILITIES:

- Actively promotes safety and health.
- Serve in the capacity as a resource to the committee on safety and health issues.
- Review all accident investigation reports.
- Conduct safety and health inspections and prepare reports.
- Assist with the development of the agenda.

SECRETARY'S RESPONSIBILITIES:

- Actively promotes safety and health.
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.
- Distribute the agenda with minutes to committee member's one week prior to each scheduled meeting.
- Take and record attendance.
- Make arrangements for the meeting room.

- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

COMMITTEE MEMBERS RESPONSIBILITIES:

- Actively promotes safety and health.
- Attend all safety and health meetings on time or arrange for an alternate to attend.
- Communicate committee activities to his/her department.
- Serve on appointed project teams or sub-committees.
- Bring safety and health concerns to committee meetings and/or to the attention of the affected employee's supervisor.
- Assist with the development of the agenda upon request.
- Serve as an example by following all safety rules and work practices.

EMPLOYEE RESPONSIBILITIES:

- Actively promotes safety and health.
- Bring safety and health concerns to his/her supervisor or committee representative immediately.
- Learn and follow all safety and health rules and procedures.
- Attend all safety and health training courses relevant to his/her job classification.

V. MEETINGS

- Meetings – TBD (see below example)
- Meetings will initially be held monthly, preferably on the third Wednesday of each month from 2:15 p.m. - 3:15 p.m. After six (6) months, regular meetings of the committee will be held at least every two months.
- Special meetings of the committee may be called by Chairperson upon his/her initiative, or upon the request of at least five (5) members.
- Special meetings will be counted as regular meetings when being applied towards quarterly meeting commitments.
- The minutes of the meeting will be given to each committee member, executive management and posted on bulletin boards throughout the facility (optional).

VI. QUORUM

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.