



Company Safety Mission Statement:

To create and maintain a safe and healthy working environment for all Destin Water Users employees and our guests.

Purpose and Scope of the Safety Committee:

The safety committee was formed to address health and safety related activities in the workplace. The committee discusses safety issues and concerns of the employees of Destin Water Users, Inc. Upon review, the committee recommends solutions and develops plans which are then implemented throughout the company. The safety committee members also serve as a conduit for the communication of safety information between each of the work areas.

These bylaws establish basic rules which govern the following:

- I. Safety committee
- II. Safety committee members
- III. Safety chairperson
- IV. Assistant safety chairperson
- V. Safety committee recorder
- VI. Managers and supervisors
- VII. Employees

*To serve the company's changing needs and to stay in compliance with the company mission statement, these bylaws may be amended with the approval of the safety committee and the general manager.

I. Safety committee.

A. Composition

1. The safety committee includes the safety coordinator who also serves as chairperson, assistant safety coordinator, the safety committee recorder, and members from each work area. The committee will meet monthly.
2. The safety committee members will be supervisors or designated *permanent* representatives from the following work areas:

Main office, human resources, facility ops, field ops, water ops, wastewater ops, lift station ops, engineering, and laboratory

The makeup of the committee may change periodically.

3. Each of the positions listed above, except the chairperson and recorder, will be voting members. The chairperson will only vote in the event of a tie vote among committee members.

B. Meetings

1. Safety committee meetings are open to all DWU employees who care to attend. Any employee may present an issue to the committee. However, resolutions will be voted on by the members of the committee only.
2. The safety committee will generally meet at 11:00am on the last Wednesday of each month. Changes to the normal meeting schedule will be announced in advance of the next scheduled meeting.
3. Each member of the safety committee will represent their respective department in issues which require a vote.



II. Safety committee members.

A. Term

1. The safety committee member will serve a minimum two-year term. The safety committee member will not be required to serve two consecutive terms.
2. In the event the safety committee member is unable to attend a meeting or finish their term, they will notify their supervisor to request a replacement.

B. Rotation

1. To maintain continuity within the safety committee, members may rotate as needed in December of each year.
2. Each December, the safety committee members will designate replacements as needed for not more than ½ of the total safety committee members.
3. The new committee will reside effective January of the following year.

Responsibilities

1. Representing concerns and communicating with the employees of their respective work areas regarding safety committee meetings.
2. Identifying potential workplace hazards and finding ways to reduce those hazards.
3. Developing, revising, and enforcing safety procedures to comply with federal, state, and company standards.
4. Developing, administering, and monitoring safety and health programs.
5. Coordinating, organizing and/or conducting monthly safety training as required.
6. Ensuring all work orders assigned to their departments are completed on time.
7. Assignment of monthly fire extinguisher and eyewash station inspections to personnel within their department as assigned.
8. Posting distributed safety meeting minutes in their respective work area and addressing questions or concerns of department employees pertaining to the safety meeting.
9. Recommending changes and additions to improve safety equipment and protective clothing.
10. Reducing accident frequency and severity rates by reviewing accident investigation results.

III. Safety chairperson.

A. Description

1. The safety committee chairperson will also serve as the company safety coordinator.

B. Term

1. The safety coordinator serves at the pleasure of the General Manager, tenure end date will be determined as required.
2. In the event the safety coordinator is unable to finish their term, they will notify the General Manager to request a replacement.

C. Rotation



1. To maintain continuity within the safety committee, the chairperson may rotate as needed in December of each year.
2. When rotating, the safety committee members will nominate no more than 3 potential candidates for review and final selection by the General Manager. The new safety coordinator will assume duties as safety committee chairperson.
3. The new committee chairperson will assume responsibilities effective January of the following year.
4. For continuity, the Safety Coordinator and Assistant Safety Coordinator should not rotate in the same year.

D. Responsibilities

1. Reminding members of the committee of a meeting in advance and calling additional meetings of the committee if necessary.
2. Organizing and presiding over the safety committee meetings and establishing the meeting agenda.
3. Reviewing, approving, and distributing the monthly “safety meeting minutes”.
4. Casting the deciding vote in the event of a tie vote among the committee members.
5. Managing the finances of the safety program to include approving all budgeted purchases made to that account. The safety coordinator will work with the general manager for approval of purchases not included in the approved safety budget.
6. Drafting the annual safety budget and reviewing it with the safety committee. Submitting the budget to the general manager for approval.
7. Enforcing the safety policies as outlined by the committee and in sections VI and IX of the employee handbook.
When a violation is observed or reported, the safety coordinator may notify the employee's supervisor either verbally or in writing. The supervisor must reply within ten (10) working days that the violation has been addressed and corrected. Failure of the supervisor to reply will result in a copy of the violation being forwarded to the general manager for corrective action.
8. Assuring safety committee recommendations are addressed and that appropriate actions are taken as needed.
9. Coordinating, organizing and/or conducting monthly safety training.
10. Ordering new/ replacing existing safety related equipment, literature, and signage.
11. Filing of all completed copies of confined space entry permits, trench inspection and entry authorization forms, hot work permits, and energized electrical work permits IAW the associated company safety programs.
12. Monitoring, the safety preventive maintenance program as required.
13. Coordinating scheduled and non-scheduled maintenance of company safety related equipment.
14. Investigating accidents to gather information for review by the safety committee.
15. Reviewing all accident investigation results with the safety committee and filing all reports in a central location.
16. Tracking employee safety records and coordinating safety awards and incentives.
17. Coordinating monthly fire extinguisher and eyewash station inspections.
18. Maintaining employee immunization program and scheduling required immunizations with the Health Department.



19. Reviewing company safety requirements and developing safety policies and programs as needed.
20. Addressing employee safety suggestions and concerns with the safety committee.
21. Maintaining a “safety meeting minutes” file with all associated pertinent data in a central location.
22. Scheduling and conducting safety program orientations for new employees and contractors as required.

IV. Assistant Safety Coordinator.

A. Description

1. The assistant safety coordinator will assist the company safety chairperson in performance of duties as company safety coordinator.
2. In the event the safety chairperson is unable to attend a meeting, the assistant chair will preside over the meeting.

B. Term

1. The assistant safety coordinator serves at the pleasure of the General Manager, tenure end date will be determined as required.
2. In the event the assistant safety coordinator is unable to finish their term, they will notify the General Manager to request a replacement.

C. Rotation

1. To maintain continuity within the safety committee, the assistant safety coordinator may rotate as needed in December of each year.
2. When rotating, the safety committee members will nominate no more than 3 potential candidates for review and final selection by the General Manager.
3. The new assistant safety coordinator will assume responsibilities effective January of the following year.
4. For continuity, the Safety Coordinator and Assistant Safety Coordinator should not rotate in the same year.

D. Responsibilities

1. Creating purchase orders and as outlined in the safety program budget to include approving all budgeted purchases made to that account. The assistant safety coordinator will coordinate with the safety chair before making purchases not included in the approved safety budget.
2. Providing input and guidance for the annual safety budget and reviewing it with the safety chair.
3. Enforcing the safety policies as outlined by the committee and in sections VI and IX of the employee handbook.
When a violation is observed or reported, the assistant safety coordinator may notify the employee's supervisor either verbally or in writing. The supervisor must reply within ten (10) working days that the violation has been addressed and corrected. Failure of the supervisor to reply will result in a copy of the violation being forwarded to the general manager for corrective action.
4. Assuring safety committee recommendations are addressed and that appropriate actions are taken as needed.
5. Coordinating, organizing and/or conducting monthly safety training as required.
6. Assisting with the maintenance and revision of company safety policies and programs.
7. Monitoring, maintaining, and updating the safety preventive maintenance program on a monthly basis.



8. Ensuring proper assignment and recurrence intervals of safety PM work orders.
9. Assisting with coordination for maintenance of company safety related equipment.
10. Investigating accidents, when the safety chair is unavailable, to gather information for review by the safety committee.
11. Assisting with and/or conducting safety program orientations for new employees; issuing required safety equipment.

V. Safety committee recorder.

A. Responsibilities

1. Recording all safety committee meetings and documenting them in writing (safety meeting minutes).
2. Preparing and submitting the “safety meeting minutes” to the Safety Chairperson for distribution.

VI. Managers and supervisors.

A. Responsibilities

1. Accepting and enacting the additional duties which may be required to achieve the goal of the safety committee in accordance with the company safety mission statement.
2. Coordinating, organizing and/or conducting monthly company safety training as required.
3. Conducting internal departmental safety training/ discussions at least monthly.
4. Providing the leadership and stimulation essential to assure and maintain employee interest and participation in company safety programs.
5. Planning and organizing all work area activities with safety in mind.
6. Developing techniques and procedures for specific operations to eliminate and/or minimize unsafe acts or conditions.
7. Training employees in all phases of work requirements.
8. Never requiring an employee to attempt a task they would not do themselves.
9. Training and evaluating employee safety performance and knowledge.
10. Investigating all accidents and injuries within their work area in coordination with the safety coordinator.
11. Submitting completed accident / incident investigation reports to the safety coordinator and providing a copy to the human resources director.
12. In the event of an accident within their work area, working with the committee members to identify necessary corrective actions to prevent this type of accident or injury from recurring.
13. Participating in and supporting the safety committee.
14. Ensuring maintenance of safety equipment is performed in accordance with the preventative maintenance program.

VII. Employees.



A. Responsibilities

1. Accepting additional duties which may be required to achieve the goal of the safety committee in accordance with the company safety mission statement.
2. Complying with federal, state, and company safety standards.
3. Analyzing the tasks involved in each job and always applying safe work practices.
4. Recognizing the hazards of the job and taking precautions to ensure their safety and the safety of those around them.
5. When any unsafe act is observed, immediately address the unsafe act directly with the employee responsible. If not corrected, notify the supervisor. If still uncorrected, notify the safety coordinator or assistant safety coordinator. Retribution against employees acting in the interest of safety will not be tolerated by DWU.
6. Informing their supervisor of hazards or unsafe acts and making recommendations as to how to eliminate or minimize those hazards.
7. Performing preventive maintenance inspections on safety equipment before each use.
8. Notifying supervisors of safety equipment needs and discrepancies.
9. Inspecting and maintaining workplace fire extinguishers and eyewash stations as required.
10. Actively participating and cooperating in the overall safety program and providing safety suggestions or concerns to their work area safety committee representative or the safety coordinator.