



**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 departments.*

These bylaws establish basic rules which govern the following:

- I. Safety committee.
- II. Safety committee members.
- III. Safety coordinator.
- IV. Managers and supervisors.
- V. 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.

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**I. Safety committee.**

**A. Composition**

1. The safety committee includes the safety coordinator who also serves as chairperson and members from each department. The committee will meet monthly.
2. The safety committee members will be supervisors or designated *permanent* representatives from the following departments:

*Main office, field ops, water/wastewater treatment plant ops, maintenance, and laboratory*

The makeup of the committee may change periodically.

3. Each of the positions listed above, except the chairperson, 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 department in issues which require a vote.

**C. Elections**

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



## **II. Safety committee members.**

### A. Term

1. The safety committee member will serve a 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. Responsibilities

1. Representing and communicating with the employees of their respective departments 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. Planning safety and first aid training for all employees.
6. Recommending changes and additions to improve safety equipment and protective clothing.
7. Reducing accident frequency and severity rates by reviewing accident investigation results.

## **III. Safety coordinator.**

### A. Description

1. The safety committee chairperson will be the safety coordinator.
2. In the event the chairperson is unable to chair a meeting the safety coordinator will appoint a member to chair the meeting.

### B. Responsibilities

1. Reminding members of the committee of a meeting in advance.
2. Calling additional meetings of the committee if necessary.
3. Organizing and presiding over the safety committee meetings and establishing the meeting agenda.
4. Preparing, reviewing and approving the "safety meeting minutes" prior to distribution.
5. Casting the deciding vote in the event of a tie vote among the committee members.
6. Controlling the finances of the safety department to include approving all purchase orders made to that account under the amount of \$2,000. The safety coordinator will work with the general manager for approval of purchases greater than \$2,000.
7. Drafting the annual safety budget and reviewing it with the safety committee. Submitting the budget to the general manager for approval.
8. 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 will notify the employee's supervisor 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.*

9. Assuring safety committee recommendations are enacted.
10. Coordinating, organizing and/or conducting monthly safety training.
11. Ordering new/ replacing existing safety related literature and signage.
12. Coordinating, organizing and/or conducting traffic closures when required for work performed by DWU.
13. Issuing confined space entry permits IAW the company confined space entry program.
14. Maintaining and updating company safety policies and programs.
15. Maintaining and updating the safety preventive maintenance program as required.
16. Performing preventive maintenance on safety equipment as indicated by maintenance due notices; issuing maintenance due notices for safety equipment maintained by other departments.
17. Coordinating scheduled and non-scheduled maintenance of company safety related equipment.
18. Investigating accidents in an effort to gather information for review by the safety committee.
19. Filing all accident investigation results as well as accident or injury reports in a central location.
20. Tracking employee safety records and coordinating safety awards and incentives.
21. Organizing monthly fire extinguisher and eyewash station inspections with company employees.
22. Maintaining employee immunization program and scheduling required immunizations with the Okaloosa County Health Department.
23. Researching company safety requirements and developing safety policies and programs as needed.
24. Addressing employee safety suggestions and concerns with the safety committee.
25. Recording all safety committee meetings and documenting them in writing (safety minutes).
26. Distributing copies of the minutes to all company employees in a timely manner.
27. Maintaining a "safety meeting minutes" file with all associated pertinent data in a central location.

#### **IV. 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. Providing the leadership and stimulation essential to assure and maintain employee interest and participation in company safety programs.
3. Planning and organizing all departmental activities with safety in mind.
4. Developing techniques and procedures for specific operations in order to eliminate and/or minimize unsafe acts or



conditions.

5. Training employees in all phases of work requirements.
6. Never requiring an employee to attempt a task they would not do themselves.
7. Training and evaluating employee safety performance and knowledge.
8. Investigating all accidents and injuries within their department in coordination with the safety coordinator.
9. Filling out accident or injuries reports and submitting the original to the safety coordinator, and a copy to the human resources director.
10. In the event of an accident within their department, working with the committee members to identify necessary corrective actions to prevent this type of accident or injury from recurring.
11. Participating in and supporting the safety committee.
12. Insuring maintenance of safety equipment is performed in accordance with the preventative maintenance program.

## V. 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. Knowing the tasks involved in each job and applying safe work practices at all times.
4. Recognizing the hazards of the job and taking precautions to ensure their safety and the safety of those around them.
5. Informing their supervisor of hazards or unsafe acts and making recommendations as to how to eliminate or minimize those hazards.
6. Performing preventive maintenance inspections on safety equipment before each use.
7. Notifying supervisors of safety equipment needs and discrepancies.
8. Inspecting and maintaining workplace fire extinguishers and eyewash stations as required.
9. Actively participating and cooperating in the overall safety program and providing safety suggestions or concerns to their department safety committee representative or the safety coordinator.