



# Board of County Commissioners Agenda Request

2F  
 Agenda Item #

**Requested Meeting Date:** 7/8/14

**Title of Item:** Personnel Policy Update: Subject 7.1, Safety Committee

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson, HR Director <i>Bobbie Danielson</i>		<b>Department:</b> Human Resources Department
<b>Presenter (Name and Title):</b> Bobbie Danielson		<b>Estimated Time Needed:</b> 0 / Consent Agenda Item
<b>Summary of Issue:</b>  The policy is being updated to reflect the Safety Coordinator assignment and participation of the Land Department, LLCC, and Sheriff's Office representatives.  Recommended updates attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b> None		
<b>Recommended Action/Motion:</b> Motion to update Section 7.1 of the personnel policy manual as presented.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## ARTICLE 7: SAFETY AND HEALTH

### SUBJECT 7.1 SAFETY COMMITTEE

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Effective: 7/8/2014

Deleted: 11/28/00

#### **PURPOSE:**

To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

The Human Resources Director is designated as the Safety Coordinator who oversees the Safety Committee. Members of the Safety Committee include a representative from the following departments:

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Administration  
Building Maintenance  
Courthouse  
Health & Human Services  
Road & Bridge  
Land Department  
Long Lake Conservation Center  
Sheriff's Office

The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- A. Accident frequencies and losses
- B. Overall compliance with the safety program
- C. Areas in the program that may require broader development
- D. Status of any outstanding safety recommendations

These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

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