

# RISK COMMUNIQUÉ

## ***BY-LAWS OF <INSERT NAME OF EMERGENCY SERVICES ORGANIZATION>***

### ***SAFETY COMMITTEE***

***Adopted <Insert Date>***

#### ***ARTICLE I - NAME***

**Section 1.** The name of this organization shall be <Insert name of Emergency Services Organization> Safety Committee.

**Section 2.** Hereinafter, the <Insert name of ESO> Safety Committee shall be referred to as the Committee

#### ***ARTICLE II - PURPOSES***

**Section 1.** The purpose of this Committee will be to promote and facilitate the advancement of safety among the volunteers and employees of <Insert name of ESO>.

**Section 2.** In fulfilling its purpose, the Committee shall have the following objectives:

- A. Promote accident-free performance of volunteers and employee tasks, duties and responsibilities.
- B. Disseminate technical safety material which will carry out the purpose of the Committee.
- C. Review and evaluate causes of accidents to prevent recurrence of similar injuries or property damage.
- D. Promote recognition and correction of unsafe acts and conditions which could contribute to employee injuries or property damage.
- E. To provide a forum for the interchange and acquisition of safety knowledge among the Committee members and ESO employees/volunteers.
- F. To assist <Insert name of ESO> in the selection of accident prevention controls, methods or equipment purchase/use.
- G. To serve as a resource and reference body to <Insert name of ESO> volunteers and employees as it pertains to their safety.

**Section 3.** In fulfilling both the purpose and objectives, the Committee shall be involved in the following activities:

- A. Meet at least quarterly.
- B. Review accident investigation reports.
- C. Complete and/or review Self Inspection reports.
- D. Compile statistical data on accident/injury cases.
- E. Discuss and review specific safety subjects at each meeting.
- F. Submit Meeting Minutes after each meeting to <insert name(s)>.
- G. Suggest changes, corrections or refinement in <Insert name of ESO> Policy or Procedures that could affect volunteer and employee safety.

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## **ARTICLE III - MEMBERSHIP**

- Section 1.** Qualifications for membership:
- A. The Committee shall be composed of active members or safety officers from each company comprising the <Insert name of ESO>.
  - B. Members of the Committee must be able to serve for at least 12 months.
  - C. Committee membership shall have no department boundaries.
  - D. Membership in the Committee is personal and non-transferable.
- Section 2.** Admissions
- A. Entry into the Committee shall be on an individual basis as outlined in these By-Laws.
  - B. Any person interested in Committee membership may apply by submitting an application to the Committee Chair or Officer of any company comprising the <Insert name of ESO>.
  - C. The Committee Chair shall select and notify each applicant of his acceptance/rejection, based upon a majority vote by the members.
- Section 3.** Membership on the Committee shall be terminated by:
- A. Resignation of membership in The Committee.
  - B. Termination of active duty status of the company they represent.
  - C. Successful completion of their term, not less than 12 months.
- Section 4.** The Committee shall maintain a membership of one from each member organization, within 12 months of the date its By-Laws are accepted.
- Section 5.** All members of the Committee are eligible to vote on all matters submitted to the membership and to participate in all activities of the Committee.

## **ARTICLE IV - ORGANIZATION**

- Section 1.** The Committee is a part of the <Insert name of ESO>, formed to carry out the objectives of <Insert name of ESO>. The Committee may not take any action to the name of the <Insert name of ESO> including, but not limited to, entering into contracts, without prior written approval of the <Insert name of ESO>.
- Section 2.** All Committee activities shall conform to the By-Laws.
- Section 3.** The headquarters of the Committee shall be <insert name and address>.
- Section 4.** The Committee activity year shall be from January 1 through January 1.
- Section 5.** Dissolution of the Committee.
- A. The committee may be dissolved by the <Insert name of ESO> in the following manner:
    1. A resolution to dissolve the Committee shall be acted upon at a meeting of the <Insert name of ESO>. The resolution shall set forth the reason(s) for dissolution.
    2. Within thirty (30) days following the <Insert name of ESO> action.

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3. Upon the adoption of the resolution to dissolve, the officers shall proceed to carry out the dissolution of the Committee in conformance with applicable laws.

## **ARTICLE V - OFFICERS**

**Section 1.** Appointed officers of the Committee shall be:

- A. Chair
- B. Secretary
- C. Accident Investigation Coordinator
- D. Inspection Coordinator
- E. Safety Training/Promotion Coordinator

**Section 2.** Each elected Committee officer shall be an active member of the company comprising the <Insert name of ESO>.

**Section 3.** Duties of the Officers

A. The Chair shall be the chief executive officer of the Committee and shall:

1. Preside at meetings of the Committee and at regular or special business meetings.
2. Provide leadership and guidance to all activities.
3. Supervise the functions of other officers.
4. Appoint members as appropriate.
5. Keep the Committee members and <Insert name of ESO> informed of Committee activities and future plans
6. Appoint subcommittees as are necessary to carry out the Committee's objectives and activities.

B. The Secretary shall:

1. Act for the Chair in his absence or inability to perform, and assist him at other times as requested.
2. Maintain Committee records and handle correspondence.
3. Record and distribute minutes of Committee membership and notify Committee members of dates of membership meetings in advance.
4. Assume the duties of Chair as necessary.

C. Accident Investigation Coordinator shall:

1. Receive and review Accident Investigation reports, presenting these reports at each meeting.
2. Compile regular Accident Analysis information, for presentation at each meeting.
3. Carry out such other specific duties as may be assigned by the Chair.

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D. The Inspection Coordinator shall:

1. Oversee Self Inspection activities.
2. Report on findings of Self Inspections at each Committee meeting.
3. Facilitate correction of hazards, identified by Self Inspections, as agreed to by the Committee.
4. Carry out such other specific duties as may be assigned by the Chair.

E. The Safety Training/Promotion Coordinator shall:

1. Identify resources, both within and outside the <Insert name of ESO>, which could be considered to educate Committee members or <Insert name of ESO> employees/volunteers in technical safety methods, procedures or promotion activities.
2. Present ideas for safety training or promotion as requested by the Committee or its members.
3. Coordinate Safety training or promotion campaigns selected by the Committee.
4. Carry out such other specific duties as may be assigned by the Chair.

## **ARTICLE VI - NOMINATION, ELECTION, REMOVAL OF OFFICERS**

- Section 1.** The members may submit one or more names of candidates for an Officers position annually between December 1st and 15th to the Chair.
- Section 2.** The members shall nominate one or more member for each elective office by December 30th of each year. The term of elected Committee Officers shall be one year beginning January 1st.
- Section 3.** Removal of elected Committee officers shall be by majority vote of Committee members at any regular or special membership meeting.

## **ARTICLE VII - COMMITTEES**

- Section 1.** Other committees may be established by the Committee or individual elected officers for the purpose of carrying out detailed activities which meet the Committee's objectives. Any committee which needs funding to support its work requires the approval of the <Insert name of ESO>.
- Section 2.** All committees, other than standing committees, shall have such terms and assignments as those appointing them determine. All such committees are accountable to the Committee through the specific officer(s) who appoint them.

## **ARTICLE VIII - MEETINGS**

- Section 1.** The Committee shall meet upon the call of the Chair or upon petition of a majority of its members, at least quarterly.
- Section 2.** A majority of Committee members present at a meeting shall constitute a quorum.
- Section 3.** The Committee shall hold a general meeting of its members at least quarterly to acquaint them with its activities and conduct necessary business.

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**Section 4.** Special meetings of members may be called by the Chair upon written notice to Committee members.

**Section 5.** At least *<insert number>* members in good standing shall constitute a quorum at any regular or special meeting.

## **ARTICLE IX - MISCELLANEOUS**

**Section 1.** The *<Insert name of ESO>* letterhead may be used by the Committee on correspondence, publications and other official documents.

**Section 2.** Words in these By-Laws which state the masculine gender are intended to include the feminine.

**Section 3.** The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meeting.

## **ARTICLE X - AMENDMENTS**

**Section 1.** Amendments to these By-Laws may be proposed by majority vote of the Committee or by any member Committee. Amendments proposed by members or committees shall be presented to the Committee for approval.

**Section 2.** Amendments shall be acted upon by members either at a regular or special meeting at which a quorum is present for which advance notification of at least five (5) days is made. A two-thirds (2/3) affirmative vote is required for approval.

**Section 3.** Properly approved amendments shall take effect immediately following final official action or on the date specified in the amendment.

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## *“Ten Essential Elements”*

“Ten Essential Elements” of an effective safety meeting are included as an important part of this lesson.

1. Prepare an Agenda  
Plan the entire program. Be ready with as many answers as possible. Have a clear purpose in mind and then try to accomplish it. Don't hold meetings just to see what will happen. Decide who will attend. Remind members of date and time. Present ideas in logical order. Plan for group participation.
2. Select Meeting Place with Care  
Provide proper ventilation, light, and darkness as required. Make sure everyone is seated comfortably (not too comfortably) and has clear view of speaker. Room should be quiet, at proper temperature. Members should not be called out by telephone or other means. Provide proper facilities for visual aids and make necessary connections and adjustments before meeting starts.
3. Start and Stop on Time  
This makes for businesslike meetings, minimize cost as well as interruption of production.
4. Summarize  
Clarify or summarize each decision as it is reached. Summarize the results at close of meeting, letting members know what has been accomplished, what is expected of them.
5. Encourage Group Participation  
Let members know they are contributing. Ask for ideas, opinion. Be patient. Don't be in a hurry to cover everything by sacrificing thorough treatment of important subjects. Don't override opinions because you are chairman. Don't do all the talking. Try to draw out the reserved and timid by making it ways for them to answer.
6. Maintain Interest  
Use visual aids, demonstrations, charts, blackboard, skits, outside speakers. Change the pace. Don't follow the same routine meeting after meeting.
7. Stick to the Subject  
Keep the discussion confined to the problem. Tactfully stop conversation groups. Follow the agenda. If new important subject comes up, make notes for later reference or discussions.
8. Follow Through With Results  
Let the group know what you did with decisions of previous meetings. Assign responsibility for future action before close of meeting.

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9. Tell Management What You Accomplished

Meetings are costly. They should not be merely social affairs or siesta hours. Let management know what they have gained from their investment of time.

10. Evaluate

After each meeting, review the events and decide how to improve the next one. Things you should consider are: was the meeting interesting, were the objectives accomplished, did everyone participate, and was the meeting beneficial to all concerned.

Occasionally ask the group for anonymous, written answers to those questions:

1. What did you like best about this meeting?
2. What did you like least about this meeting?
3. What did you suggest for our next meeting?

You are apt to be startled by some of the answers, and it will pay you to be guided accordingly.

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<Insert Date>

## MEMO

**TO:** Emergency Services Organization  
Safety Committee Members:

**FROM:** Secretary  
ESO Safety Committee  
Anywhere, PA

**RE:** Agenda,  
Safety Committee Meeting

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THE NEXT MEETING IS SCHEDULED FOR     /     /97. THE AGENDA FOR THIS MEETING IS ATTACHED. IF YOU HAVE NOT RECEIVED A COPY OF THE MINUTES FROM THE LAST MEETING (   /   / ), PLEASE CONTACT ME. WE LOOK FORWARD TO ANOTHER CONSTRUCTIVE MEETING.

## AGENDA

Review and Approve Last Meeting Minutes	Chair
Introduction of Guests	Chair
Review of Accidents Since Last Meeting	Accident Investigation Coordinator
Self Inspection Form Review	Inspection Coordinator
Unfinished Business	Chair
Safety Subject Discussion                      Group Discussion	
New Business	Each Member
Summary of Meeting	Chair
Adjournment	

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A technical reference bulletin by the Risk Control Services  
Department of the Glatfelter Insurance Group



# RISK COMMUNIQUÉ

## ABC Emergency Services Organization

### Safety Committee Meeting Minutes

**Meeting Date:**

**Members Present:**

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**Review of Old Business:**

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**New Business: (Review of accidents; Review of feedback from emergency services organizations on safety related issues.)**

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## **ABC Emergency Services Organization Safety Committee Meeting Minutes**

### **Items Requiring Further Action:**

<b>Item</b>	<b>Person Responsible</b>	<b>Target Date for Completion</b>
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### **Other Items Discussed:**

Reviewed and approved by management:

**Signature**

**Title**

**Date**

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