

Title: Safety Committee

ISSUED BY: Fire Chief Chris Swiger

RESCINDS: Policy 300 dated April 14, 2020

PREVIOUSLY KNOWN AS: 05-07, 03-03

SCOPE: All NWFR Personnel

PURPOSE: To ensure the health and safety of North Whidbey Fire and Rescue (NWFR) personnel, protect district equipment and property, and maintain full compliance with Washington state safety standards regarding safety committees and accident investigations.

CONTENT**1. Safety Committee Structure and Membership**

1.1. The North Whidbey Firefighters' Association is a separate, private non-profit organization. While sharing overlapping personnel, the association holds no operational, administrative, or safety governance authority over the district. All safety committee positions, elections, and proceedings are strictly functions of the fire protection district. Association meetings or private social functions shall not be utilized to conduct official district safety votes or dictate district safety policy.

1.2. The health and safety committee will consist of a minimum of four (4) voting members. To maintain compliance with state law, the number of peer-elected employee/volunteer representatives must always equal or exceed the number of management-appointed representatives [Reference: WAC 296- 305-01505].

1.2.1. A voting member is an individual formally appointed or elected to serve on the safety committee and is authorized to vote on committee recommendations, motions, and official business. Guests and subject matter experts may participate in committee discussions but shall not vote.

1.2.2. Management Representatives (Minimum 2)

1.2.2.1. The district safety officer (battalion chief of training and safety), serves as a fully active, voting member.

1.2.2.2. One (1) district representative appointed by the fire chief.

1.2.3. District Membership Representatives (Minimum 2)

1.2.3.1. A minimum of two (2) members (volunteer, part-time, or career personnel) elected directly by the district membership.

1.3. The committee size may expand dynamically beyond the four-member minimum to include additional interested personnel to assist with safety tasks (such as SDS binder updates), provided the legal labor-to-management ratio is maintained.

1.4. The committee will designate a scribe from among the active members to handle meeting documentation. The scribe's duties include:

1.4.1. Record who is present to prove the legal labor-to-management ratio is met.

1.4.2. Document reported safety hazards, recommended corrective actions, the individual assigned responsibility, and the target completion date. A corrective action plan shall be developed within thirty (30) days of the reported hazard unless the hazard presents an imminent danger, in which case immediate interim protective measures shall be implemented. Open items shall remain on the committee action log until resolved.

1.4.3. Ensure finalized meeting minutes are posted at all stations and online for the membership to review.

2. Terms and Roster Management

2.1. Peer-elected members will serve a two-year term with unlimited eligibility for re-election.

2.2. If a member misses two consecutive quarterly meetings without an excuse, their seat is declared vacant so the position may be filled to keep the committee active.

2.3. An updated list of safety committee members will be posted annually at all stations and online.

3. Meetings and Administration

3.1. The committee shall meet at least once each calendar quarter. Regular meetings are intended to last approximately one (1) hour. Special meetings may be convened by the district safety officer or by agreement of at least three (3) voting committee members.

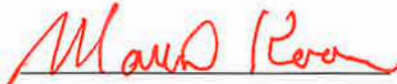
3.2. Meeting minutes shall be recorded by the designated scribe, reviewed by the fire chief, and posted at all stations and the internal district network [WAC 296- 305-01505].

3.3. The committee acts in an advisory role to the fire chief, reviewing safety suggestions from personnel and checking the Accident Prevention Program (APP) binder annually for needed updates.

4. Inspections and Investigations

- 4.1. Fire stations will be inspected monthly by station personnel to ensure they are free of recognized hazards, with records maintained digitally.
- 4.2. All employee/volunteer accidents and serious near-misses will be investigated per WAC 296-305-01503 utilizing Form 311_2 and Form 311_3. Reports go to the fire chief, and a summary goes to the committee to identify training needs.
- 4.3. The committee will routinely review the new member safety orientation checklist to ensure it stays compliant with current WAC standards.

Approved by:



Chairman Marvin Koorn



Fire Chief Chris Swiger