

## Quarterly Safety Meetings

Each covered entity shall appoint a “Risk Control Committee” that shall meet *at least* once each quarter. Administrative Rule R37-1-7(3)

### WHO SHOULD BE ON THIS COMMITTEE?

- Risk Coordinator
- Human Resources
- Department Directors
- Facilities Director
- Civil Rights Coordinator
- Fleet/Motor Pool
- Legal Counsel
- Safety Personnel
- Employee Representative
- Other Appropriate Staff

### DUTIES OF THE COMMITTEE:

- Identifying, evaluating and resolving entity risk exposures.
- Review inspection and other reports identifying potential hazards.
- Develop effective plans to eliminate known hazards.
- Review and analyze investigation reports and recommendations regarding all claims, accidents, workers injuries or near accidents, and making recommendations to entity management at appropriate levels on methods for reducing accidents or claims.
- Accident Review Committee, review reports and recommendations from subcommittees and others regarding the driving and accident records of employees.
- Develop policies related to risk reduction and accident prevention and recommend their adoption by entity management.
- Conducting appropriate evaluations or audits of entity operations and developing findings and recommendations for resolution of identified problems or risk exposures.
- Conducting an annual review or evaluation of the entity's risk reduction efforts and providing the State Risk Management with a copy of this evaluation.

### OTHER DUTIES AND/OR SUB COMMITTEES:

- Emergency Preparedness Planning
  - Natural disasters, fires, bomb threats, sabotage and civil disorder.
- Employee Safety Training Program.
- Safe Driving Program.
- Any other “*safety*” related needs of the entity.