

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL**

ITEM 5.43 WORKPLACE SAFETY PROGRAM

A. A Safety Committee shall be composed of three persons: the Trustee assigned to Safety, the Trustee assigned to Buildings/Grounds/Maintenance, and the Maintenance supervisor. The Safety Trustee shall serve as chair. The B/G/M Trustee shall serve as secretary.

B. Meetings. The committee shall meet at least quarterly, or more often as needed. Minutes shall be kept of all committee meetings and activities, and a copy filed in Tri-Par office to enable review by insurance company representatives upon request. The chair shall report to the Board of Trustees at their next meeting following Safety Committee meetings or activities.

C. Duties:

1. Review any incidents or safety issues occurring since the prior meeting.
2. Plan and conduct safety training sessions for employees at least annually.
3. Conduct a formal safety inspection of all facilities at least annually.
4. Assure that first aid equipment and supplies are monitored and maintained.
5. Committee members shall keep alert and observant of any safety concerns, and make corrections if possible, or report to chair for committee action.

D. Maintaining this Workplace Safety Program entitles Tri-Par Estates to a credit on Worker's Compensation insurance. An application for the credit must be signed and submitted to FMIT each year at time of renewing insurance policies.

Adopted by Trustees – 10/20/2015