

**MENOMINEE TRIBAL ENTERPRISES
SAFETY PROGRAM**

SAFETY COMMITTEE

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I. Mission Statement

This committee with the support of management makes a commitment to promote safety throughout our operation. By establishing safety rules and regulations, our goal is to have an incident-free work environment for our employees, their families and the community.

II. Purpose

The function of the safety committee is to create and maintain each employee's active, positive interest in safety. This goal can be accomplished by providing open, two-way communication between management, its representatives, and employees. Ideally, the Safety Committee should provide an open forum where personnel can take part and discuss safety concerns, review safety policies and review accidents. By discussing accident causes and possible solutions, the committee can effectively use a broad spectrum of experience to help resolve deficiencies in the most practical, cost effective manner.

III. Benefit

A benefit of the open forum approach is the generation of a positive attitude by getting personnel at all levels involved in the decision making process. An effective Safety Committee can influence safe behavior. These will result in reduced injuries and accidents and in turn, higher quality products and lower costs, as well as healthier employees, and healthier community.

IV. Responsibilities

The Safety Committee will be responsible for administering the Safety Program, including:

- **Safety Planning** – identifying the goals of the safety program and putting together a comprehensive plan for accomplishing them.
- **Safety Policies and Handbooks** – developing safety policies and procedure handbooks, recommending their adoption, and keeping current safety policies and procedure handbooks. Developing and recommending adoption on appropriate safety programs to supplement a general program.
- **Safety Management, Evaluation, and Review** - reviewing the program in general and ensuring that it is carried out. Reviewing inspection and investigation reports to ensure that appropriate action is taken

- **Safety Communication** – keeping everyone in the company informed about new safety policies, training programs, accident causation, and other safety related matters. Encourage feedback from all levels of employees in all areas of the company with regard to problems, ideas and solutions related to safety.
- **Safety Training** – developing and implementing effective safety training program.
- **Safety Meetings** – encouraging and scheduling meetings, providing materials and suggestions, and presenting at meetings.
- **Hazard Identification, Safety Auditing, and Inspection** – identifying unsafe work practices and conditions and suggest appropriate remedies.
- **Hazard Control** – engaging in accident investigation and developing appropriate recommendations. Identifying specific safety-related problems that seem to be recurring and developing cost effective prevention measures.

V. **Committee Membership**

A. **Membership**

The Safety Committee will be composed of ten members, selected or appointed, from representative divisions of the company.

B. **Representation**

The committee shall include representatives from the following areas:

- Five employee safety committee representatives from the Production Division to include:
 - ◆ One employee safety committee representative from the Log Yard/Machine Shop Division.
 - ◆ Two employee safety committee representatives from the Sawmill Division, one from each shift when two shifts are in operation or two from the single shift.
 - ◆ One employee safety committee representative from the Planing Mill/Lumber Yard Division.
 - ◆ One employee safety committee representative from the Maintenance Division
- Two representatives from the Forestry Division, to include the permanent membership of the Forester/Harvest Safety Officer
- One safety committee representative from management.
- One employee safety committee representative from the Administrative Division
- The Safety Coordinator
- Safety Coordinator and Harvest Safety Officer are permanent members of the Safety Committee

C. Selection

1. Selection Criteria

Members will be selected on the basis of the following

- Ability to work with others toward a common goal
- Knowledge in particular areas of expertise
- Projection of positive attitude
- Willingness to tackle and complete difficult tasks
- Ability to communicate and motivate others.

2. Selection Process

Each Division shall select employee safety committee representatives by and from among themselves. The process is as follows:

- A posting for volunteers for safety committee membership will be made in each area, including productions divisions, administration, forestry, and management.
- From the list of volunteers, employees from each division shall select employee safety committee members.
- If no employee volunteers, the division manager/supervisor shall appoint employee safety committee members or select employees to be considered for the safety committee with the employees in the division selecting a representative from the division manager/supervisor listing of potential appointments.

D. Terms

Members will serve a one-year term, with the terms running from July 1 to June 30. If a member misses three consecutive meetings, the member will be replaced.

E. Officers

The committee officers will include a chairperson. The chairperson will be the Safety Coordinator and in the absence of the Safety Coordinator, the Harvest Safety Officer.

F. Role of Safety Coordinator

The Safety Coordinator will be present to make notations of the meeting and offer advice. He/she will act as Chairperson.

G. Department Representation

Whenever deemed necessary, a department or division head will sit in on the committee. (For example: if a major hazard or change is to be considered that is in a certain department, then the department head should be present.)

If a hazard is to be corrected through engineering or maintenance methods, then the Plant Engineer or similarly skilled person should be on the committee to give his/her professional advice.

VI. Meetings

The Safety Committee should meet on a regular basis. Regular meetings add to the organization of a Safety Committee.

A. Purpose of Meetings

The purpose of Safety Committee meetings is to:

- Communicate policies
- Deliver training
- Discover problems
- Solve problems
- Handle departmental matters.
- Review accident and injury reports and assure measures are taken to correct the conditions that may have caused the accident
- Review any and all safety inspections and submit to departments for necessary corrections

B. Meeting Schedule

The Committee will meet on a regular monthly schedule with additional meetings when needed. Meetings will take place every 2nd Wednesday of the month, commencing at 2:00 p.m. at a designated location.

C. Meeting Agendas

The Committee shall operate according to a written agenda to:

- to keep discussion on track
- allow members to prepare for the meeting
- serve as written documentation efforts
- ensure that important issues are not forgotten

The Committee Chairperson shall be responsible for preparing and distributing the meeting agenda.

D. Meeting Minutes

The Committee shall maintain minutes of its meetings. Minutes are an effective means of communicating committee activities to management and other employees. The Human Resource Department and/or Production Department Secretary/Administrative Assistant shall record the minutes of every meeting, as well as distribute the minutes to committee members, managers, and supervisors and post on employee bulletin board.

VII. Safety Committee Representatives Responsibilities

A. Management's Responsibilities

- Allow time for committee representative participation in meetings and assigned responsibilities
- To actively promote safety and health

- Provide necessary funds/resources to implement safety committee activities
- To follow all established safety and health issues
- Give recognition where appropriate
- Back committee members if necessary

B. Chairperson's Responsibilities

- Communication liaison between management and committee.
- Conduct the safety committee meeting
- Delegate activities to committee members
- Establish necessary deadlines
- Follow-up on assigned responsibilities
- Develop agenda for meeting
- Actively promote safety and health
- Follow all established safety and health rules
- Introduce new members

C. Recording Secretary/Administrative Assistant's Responsibilities

- Records the minutes of the meeting
- Distributes the minutes to committee members and managers and supervisors, and posts on employee bulletin boards
- Distributes the agenda to committee members
- To actively promote safety and health
- To follow all established safety and health rules
- Monitor time frame of meetings

D. Department Representative's Responsibilities

- Attend all safety meetings
- Communicate committee activities to employees
- Serve on appointed task force or sub-committee
- Carry out assigned responsibilities
- Actively participate in safety committee discussions
- Bring safety and health concerns (when necessary) to committee meeting
- To actively promote safety and health
- To follow all established safety and health rules
- Recommend improvements

E. Safety Coordinator/Harvest Safety Officer's Responsibilities

- Attend all safety meetings
- Communication liaison between management, committee, employees, and public regarding safety
- Communicate safety activities to committee and employees
- Serve on appointed task force or sub-committee
- Carry out assigned responsibilities
- Actively participate in safety committee discussions
- To actively promote safety and health
- To follow all established safety and health rules
- Act as Chairperson for the Safety Committee

VIII. Committee Authority

Each committee member has the responsibility of documenting any substandard condition and practice that is observed and justifies an emergency corrective action. Notification shall immediately be given to all supervisor/management personnel responsible for that area.

In the event a substandard condition or practice is observed that may result in death or a serious injury, a committee member, with notification to the Supervisor/Manager, shall have the authority to stop that operation immediately.