

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
SAFETY COMMITTEE POLICY

BOARD POLICY NO. 221

Purpose: Mora-San Miguel Electric Cooperative, Inc. (MSMEC) establishes a MSMEC Safety Committee as an effective means of creating and maintaining employee interest in safety and risk control issues. Every MSMEC employee is encouraged to convey risk control concerns or suggestions to Managers, Supervisors or Safety Committee.

- A. The main function of the Safety Committee is to create a risk control culture, enhance risk control awareness throughout the company service territory, yards and office settings and develop and maintain an active interest in risk control to reduce accidents, injuries and unsafe practices. The mission of the Safety Committee:
1. The Safety Committee shall develop and recommend policies aimed at reducing accidents, injuries and losses.
 2. The Safety Committee shall recommend training to assure employees are knowledgeable of applicable OSHA, MSHA and other regulations and critical tasks pertinent to assigned tasks.
 3. The Safety Committee shall review losses and/or accidents and make determinations as to preventable and or non-preventable.
 4. The Safety Committee shall review and recommend other risk control measures the committee deems necessary.

Make up of MSMEC Safety Committee/Membership Guidelines:

- A. **Chairperson:** The primary duties of this position is to approve monthly agendas, conduct and control orderly meetings, designate sub-committee assignments and deadlines, serve as a communication liaison between the CEO/General Manager, the Safety Committee and the Board of Directors. The Chairman is elected annually by the majority of the vote of the Safety Committee in January of each year.
- B. **Vice-Chairperson:** The primary duty of the Vice-Chairperson is to assume the Chairperson responsibilities in the absence of the Chairperson. The Vice-Chairperson shall serve as a member on sub-committees assigned by the Chairperson and coordinates such meetings with the General Manager and report on findings to the Safety Committee. The Vice-Chairperson is elected annually by the majority vote of the Safety Committee in January of each year.
- C. **Human Resource Administrative Assistant:** Organizes dates, times and places for Safety Committee Meetings. Develop monthly agenda based on occurrences (accident/incidents) training needs, training compliance and any other safety related topics (i.e. inspections, employee concerns). Serve as communication liaison between Chairpersons, Vice-Chairperson, CEO/General Manager and Board of Directors. Maintains records and disseminates correspondence such as corrective actions, achievement letters, notices,

documentations requiring confidentiality as produced by the committee actions. The Human Resource Administrative Assistant is a permanent position on the Safety Committee and is a non-voting member.

- D. **General Committee Member:** There will be 6 members of the Safety Committee which consists of (1) Systems Operations Manager, (2) Journeymen, (1) Apprentice, (1) Meter Tech, and (1) Member Service Representative. These individuals shall serve for a one year period (12 months). Human Resource Administrative Assistant shall select replacements for these positions in January.
- E. **Safety Committee Meetings:** Meetings shall be held monthly and scheduled and arranged by the Human Resource Administrative Assistant. Meetings may also be scheduled based on occurrences (accident/incidents), training needs and any other safety related topics.
- F. **Safety Committee Review of Fleet Accidents/Incidents:** The Safety Committee establishes a standard procedure for reviewing and classifying fleet accidents in a fair and consistent manner and reducing frequency, severity and cost of fleet accidents to the Company. The Safety Committee shall utilize nationally recognized guidelines for classifying preventable and non-preventable accidents. This guide, while it is designed to assist in determining the preventability of accidents, cannot list every possible accident scenario. Therefore, the Safety Committee will use the same principles identified in the guidelines when making decisions.
 - 1. **The Safety Committee shall serve in an advisory capacity having no disciplinary authority. The Safety Committee determinations and recommendations include, but not limited to:**
 - a. Classifying accidents and incidents as either "Preventable or Non-Preventable"
 - b. Recommendations to Managers may include but not be limited to:
 - 1. Remedial or refresher training of the vehicle operator
 - 2. Review and/or modification of Company driver training or tactics
 - c. Recommend modification or re-evaluation of Company Vehicle and/or Equipment
 - d. Review or modification of Company Policies and Procedures and common work practices

The Safety Committee's determination will be forwarded to the Human Resource Administrative Assistant for distribution to the Company Supervisors or Managers for appropriate action.

- G. **Employee Safety Suggestion/Complaint Procedure:**
MSMEC is committed to achieve a risk control culture, hence; employees may have a means of recommending safety and risk control measures.
- H. **Company employees can recommend improvements to the safety or risk control policy to their immediate supervisor, Human Resource Administrative Assistant, Safety Committee or CEO/General Manager. Recommendations shall be considered by the Safety Committee in the course of performing its role to create a safe work place.**

MSMEC Safety Committee Accident/Incident Form

Accident/Incident Date: _____

Accident/Incident Company ID: _____

Summary of Accident/Incident: _____

(Attach Accident/Incident Report)

Damages incurred to Company (Value in \$ if available): _____

Damages to other(s) (Value in \$ if available): _____

Root cause of Accident/Incident as determined by the Company (investigative report if available): _____

Determination by Safety Committee: Preventable or Non-Preventable

Recommended Actions by Safety Committee: _____

Date Delivered to Manager: _____

xc: MSMEC Accident/Incident Review File

MSMEC Accident and Incident Investigations and Reporting

Human Resource Administrative Assistant's review and/or Investigation of Accidents and/or Incidents for Mora-San Miguel Electric Cooperative, Inc. (MSMEC):

A. Reporting Accidents/Incidents for MSMEC:

Employees of MSMEC shall report all Accidents and/or Incidents occurring while performing work on behalf of MSMEC to the Human Resource Administrative Assistant. Reporting shall be accomplished on the proper forms identified by MSMEC as Accident and Incident Reporting Forms. Verbal notification in circumstances of dire circumstance shall be acceptable, although reporting forms shall be filled out subsequent to such notification.

B. Investigations of Accidents/Incidents:

Human Resource Administrative Assistant shall arrange for Managers to conduct an investigation of Accidents/Incidents that involves injury to employees and/or damage to Cooperative equipment and/or Private Property. Outside agencies may be called in to perform investigations as determined by the CEO/General Manager.

C. Investigation Reports:

Investigation Reports shall be provided to the CEO/General Manager. The CEO/General Manager shall submit report to Safety Committee for review and rendering a decision as to Preventable or Non-Preventable. Names of Employees involved shall not be revealed when provided to Safety Committee for review.

D. Preventable Accidents findings:

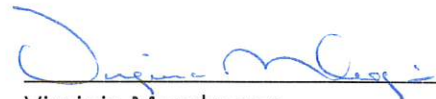
Shall include a Root Cause as determined by the Safety Committee and reported as such to the Supervisor or Manager.

E. Non-Preventable Accident Findings: Shall be determined by the Safety committee and reported as such to the Supervisor or Manager.

Presented to Board: September 23, 2019

Final Approval: October 24, 2019

Effective: October 24, 2019



Virginia Mondragon
Board Secretary