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## State of Oregon LEGISLATIVE BRANCH PERSONNEL RULES

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### Legislative Branch Personnel Rule 30: Safety and Wellness Committee

**APPLICABILITY:** This rule applies to legislative agencies and parliamentary offices where not in conflict with an applicable collective bargaining agreement or law.

(1) **Policy.** It is the policy of the Legislative Branch to promote health and safety for all employees, volunteers and visitors. Employee involvement in accident prevention is desired to promote a safe and healthy workplace. To accomplish this task, a Safety and Wellness Committee (SWC) is established, consistent with ORS 654.182.

(2) **Purpose.** The SWC shall seek to eliminate risks and identify opportunities to educate and engage the employees of the Legislative Branch on health and safety issues in the workplace.

(3) **Committee membership.**

(a) The SWC shall consist of:

(A) Safety Coordinator and the Human Resources Director as permanent members;

and

(B) At least one representative from:

- (i) The Legislative Administrator's Office;
- (ii) Financial Services;
- (iii) Committee Services;
- (iv) Information Systems;
- (v) The Legislative Counsel Office;
- (vi) The Legislative Fiscal Office;
- (vii) The Legislative Revenue Office;
- (viii) The Commission on Indian Affairs;
- (ix) The Legislative Policy and Research Office;
- (x) The Legislative Equity Office;
- (xi) Office of the Secretary of the Senate;
- (xii) Office of the Chief Clerk of the House of Representatives;
- (xiii) A member of the bargaining unit from the House
- (xiv) A member of the bargaining unit from the Senate
- (xv) At least one or equal number as represented staff of employer-selected member(s) from each chamber; and
- (xvi) Other Capitol building tenants, including the Oregon State Treasurer, the Secretary of State and the Governor's Office.

(b) No interested party may be excluded from participation in the SWC.

(c) A balanced membership must be maintained between management personnel and staff.

(d) Representatives on the SWC may be volunteers or elected by their peers.

(e) Representatives on the SWC shall serve a continuous term of one year (January 1 through December 31).

(4) **Committee meetings.** The SWC shall meet during regular business hours. All representatives on the SWC shall be compensated at their regular hourly wage while they are engaged in SWC training or are attending SWC meetings.

(5) **Duties and functions.** The duties and functions of the SWC include, but are not limited to:

(a) Conducting an annual review of existing procedures and approving modifications to or adopting written procedures for:

(A) Reporting and investigating health and safety incidents, accidents, illnesses and deaths;

(B) Tracking and reporting incident statistics;

(C) Safety and wellness training for SWC members and legislative employees; and

(D) Conducting workplace safety and health inspections by the SWC.

(b) In March of each year, conducting an annual review and evaluation of those records that are required to be maintained by the Occupational Safety and Health Administration, including those that reflect the prior year's incidents, accidents, illnesses and deaths, for the purpose of recommending corrective action necessary to prevent similar events from occurring.

(c) Evaluating current Legislative Administration policies and procedures that may impact health and safety in the workplace and making written recommendations to the Legislative Administrator for modifying or adopting policies and procedures as necessary.

Approved: DRAFT