



SCE SAFETY COMMITTEE VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS

SCE Bylaw Description

Section I. Safety Committee

The Safety Committee shall review Association matters related to the health, safety and security of the Community and advise and recommend to the Board actions to be taken.

Purpose of the Committee

The purpose of a health and safety committee is to promote and develop health & safety recognition and hazard prevention and also recommends training of members and staff about safety conduct, safety inspections and the development and maintenance of safety & security policies and procedures for the Association.

The function of the Committee is to:

- Regularly meet to discuss safety issues, investigate association conditions and report to Management and Board suggestions about improving safety;
- Provides advice on safety and health standards;
- Advises Board of Directors on all aspects of safety and security programs;
- Suggest and implement safety checklists;
- Review and develop safety policies, procedures and safety-training programs for possible implementation to promote a safe environment;
- To help make health and safety activities an integral part of the association's organization's procedures, culture and programs;
- Creates procedures, analyzes data and makes recommendations; advises Board of Directors on problem correction;
- Responsible for having an effective emergency preparedness plan in place;
- Assist in developing safety procedures for committees & volunteers;
- Recommends hazard and safety training;
- Develop and recommend safety rules, policies and procedures

Eligibility for appointment

- Working knowledge of health and safety regulations as pertains to a private community
- Be familiar with the general principles and concepts of health and safety management
- Set clear meeting agendas, publish them in advance and follow them

Safety Committee members require effective oral and written communication skills and the ability to develop effective working relationships with residents, staff and community partners. Strong organization skills, problem-solving skills and judgment are desired. Formal education in the field is not necessary, but some demonstrated experience or involvement in safety.