

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1289
Issued: 6/29/12
Post until: 7/29/12

SUBJECT: SAFETY COMMITTEE

This Directive establishes the Probation Department Safety Committee.

PURPOSE

The purpose of the Probation Department Safety Committee is to facilitate and encourage a safe working environment within Department work locations by evaluating and making recommendations for change regarding occupational safety and health concerns identified by the Committee or brought to its attention by others. The Safety Committee serves to facilitate and encourage employee knowledge about safe work practices and accident prevention.

COMMITTEE MEMBERSHIP

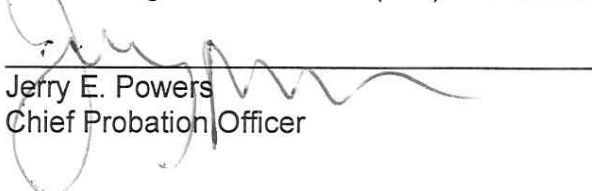
The Safety Committee shall be comprised of Department office/facility heads. The committee will consist of no fewer than twenty (20) members. Reasonable efforts shall be made to ensure that members are representative of the major work activities of the Department. Committee representatives shall serve a continuous term that runs concurrent with their assignment as the office/facility head.

DUTIES AND FUNCTION

Duties and functions of the Safety Committee may include, but not be limited to:

- Developing written agenda
- Holding regular quarterly meetings
- Developing minutes of the safety committee meeting
- Establishment of sub-committees as warranted
- Make recommendation for improvement of Department safe work practices

Questions or concerns related to this Directive may be addressed by contacting the Risk Management Office at (562) 940-2670.



Jerry E. Powers
Chief Probation Officer