

## K. SAFETY COMMITTEE

The safety committee is an important part of the workplace safety and health program. It allows workers from every part of DGS to participate. Managers, supervisors, and union members meet together regularly in order to discuss issues and devise solutions based on their different experiences and opinions. DGS' safety committee members have identified many dangerous hazards and provided valuable guidance on correcting them.

DGS has one safety committee of 11 members at present that meets monthly. Less than half of the members are employer-representatives (ER), with the majority being employee-representatives (EE). Meeting agendas and minutes are prepared and provided to members in advance of meetings, and these documents are available for all managers and employees to review.

### The DGS Safety Committee Members:

ER - Tim Burke, (Chairman)	Fire Safety & Environmental Div.	(717) 346-1526
EE - Todd Arnold	Fire Safety & Environmental Div.	(717) 772-4545
EE - Margaret Beckley	State Surplus Property Division	(717) 772-5447
EE - Thais Boland	Real Estate Services Division	(717) 214-6613
ER - Darrin Collins	Ctrl Op Region 2	(717) 982-5109
EE - Twyla Jones	Bur of Supplies & Srpls Ops	(717) 787-9038
EE - David Morrison	HVAC Division	(717) 787-8041
EE - Jeremy Mutzabaugh	State Surplus Property Division	(717) 772-2300
ER - Joe Stevick	Bureau of Publications	(717) 743-3198
EE - Clarence Stokes	Sergeant, Capitol Police	(717) 787-8636
ER - Randall Tomlinson	Vehicle Mntn Op Division	(717) 787-6282

DGS safety committee group email address: [GS-safetycommittee@state.pa.us](mailto:GS-safetycommittee@state.pa.us)

The Safety Committee performs tasks that prevent injuries among DGS employees. For example, the Safety Committee:

- Reviews and discusses the activities of the Safety Coordinator and his staff as outlined on each meeting's agenda.
- Reviews and approves the agency's annual goals for injury reduction, and monitors progress on an ongoing basis.
- Communicates the committee's accomplishments and status of goals to senior management and fellow DGS employees as opportunities arise.
- Assists in the identification and correction of workplace hazards.
- Reviews injury reports presented by the Safety Coordinator and considers actions needed to prevent recurrence.

New Safety Committee members receive thorough, in-person training. Included in the training are subjects such as Safety Committee Operations, Accident Investigation, and Hazard Identification. Refresher training is provided annually.

Labor and management cooperation is essential to the success of a safety program and Safety Committees. To ensure employee involvement in the safety efforts, members of DGS management comprise less than 50% Safety Committee membership. All employee unions are offered representation and asked to appoint labor committee members. To obtain union representation, a letter is sent to each union to request members for the committee. If a response is not received, a second letter is sent to a higher level union official. If the union does not respond after two attempts, the agency appoints union members and notifies the union of the appointed representatives.

In addition to Safety Committees, employees are encouraged to become involved in the agency's other safety efforts. The primary opportunities for service in other safety areas are:

- participation in building evacuation teams, and
- using the DGS Suggestion / Near-Miss Reporting form to report hazards, ideas, or near-misses. This can be done electronically at [DGS.PA.gov](https://DGS.PA.gov): click on "Fire & Safety Programs" – then, under the heading "SUGGESTIONS / NEAR-MISS REPORTING (ELEMENT J)," click on "Safety Suggestion / Near-miss Report Form."