

CHAPTER 2
OCCUPATIONAL SAFETY BOARD, COMMITTEES, AND
ADMINISTRATIVE SUPPORT STAFF

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CHAPTER 2

OCCUPATIONAL SAFETY BOARD, COMMITTEES, AND ADMINISTRATIVE SUPPORT STAFF

1. PURPOSE. This chapter defines the purpose, organizational structure, and function of departmental safety committees.

2. DEPARTMENTAL OCCUPATIONAL SAFETY BOARD.

a. Purpose.

(1) The Departmental Occupational Safety Board (DOSB) is the policy-level occupational safety organization within the Department. The DOSB is the departmental arbitrator in interpreting rules, standards, policies, procedures, and definitions relative to departmental safety programs. The DOSB may consider any matter relevant to the safety of personnel or the protection of departmental assets from accidental loss. These include, but are not limited to, management policy, standardized procedures, training, facilities, and equipment.

(2) The DOSB may call upon headquarters and/or field personnel through the appropriate command structure to provide advice and specialized information.

(3) The DOSB shall make recommendations to the Office of the Commissioner on safety issues requiring departmental policy, intervention, or action and may recommend safety activities for implementation at the Division, Area, or section level when such activities would normally be initiated at that level. These recommendations shall be optional with local commanders.

b. Membership. The membership of the DOSB shall include:

(1) The Chief of the Departmental Affairs Division (DAD) shall serve as Chairperson and be responsible for conducting DOSB meetings to ensure continued emphasis on occupational safety issues.

(2) The Vice Chairperson shall be a field Division Assistant Chief and serve a minimum of one year, unless otherwise directed by the Chairperson. The Vice Chairperson will be appointed by a majority vote of the DOSB, with the Chairperson casting the deciding vote in the instance of a tie.

(3) The Division Assistant Chief who serves as the chairperson of each Division Occupational Safety Committee (DOSC).

(4) A representative from the Academy.

- (5) The commander of the Office of Air Operations.
 - (6) A director of the California Association of Highway Patrolmen who shall serve as an ex-officio member.
 - (7) A representative from the Office of Employee Relations.
 - (8) The commander of the Employee Health and Wellness Section (EHWS).
 - (9) A representative from the EHWS, Occupational Safety Unit (OSU), who shall serve as a nonvoting member. The EHWS, OSU, representative shall provide administrative support and serve as the departmental occupational safety coordinator for a minimum term assignment of one year.
- c. Frequency. The DOSB shall meet at least quarterly upon notification by the chairperson. Meetings shall be scheduled by the EHWS, OSU, staff who shall inform members of the date, time, and location in advance, as well as prepare the meeting agenda.
- d. Meeting Minutes. Minutes shall be prepared in accordance with General Order (GO) 1.5, Meetings and Briefings, by the EHWS, OSU, staff who shall also be responsible for distribution of the minutes. A copy of the minutes will be forwarded to each DOSB member within ten working days following the meeting. **Action items shall be highlighted in the meeting minutes.**
- e. Subcommittees.
- (1) Purpose. Subcommittees are an integral component to the DOSB. The DOSB will identify relevant safety topics and create corresponding subcommittees to provide innovative ideas to address safety issues and concerns. These subcommittees will be evaluated by the DOSB and changed as needed. Subcommittees will meet at the direction and frequency established by the DOSB.
 - (2) Motorcycle Safety Subcommittee.
 - (a) Purpose. The Motorcycle Safety Subcommittee (MSS) is a standing component of the DOSB and will not change unless directed by Executive Management. The MSS assists the DOSB in identifying and addressing safety issues specific to departmental motorcycles.
 - (b) Membership. The membership of the MSS shall include:
 - 1 A chairperson appointed by the DOSB Chairperson, biennially. The subcommittee chairperson shall be an Assistant Chief selected from a field Division which has a motorcycle enforcement program.

- 2 An Area commander from a field command which has a motorcycle enforcement program.
- 3 A riding motorcycle supervisor.
- 4 A riding motorcycle officer/sergeant from each Division with a motorcycle enforcement program, with concurrence from the Division Assistant Chief who serves as the chairperson of the DOSC.
- 5 A representative from the Academy Motorcycle Training Unit who also participates on the Motor Vehicle Advisory Board (MVAB) for motorcycle issues.
- 6 A representative from the Fleet Operations Section (FOS) who also participates on the MVAB for motorcycle issues.
- 7 Frequency. The MSS shall meet at least quarterly upon notification from the sub-committee chairperson.

(b) Motorcycle Subcommittee Meeting Minutes. Minutes shall be prepared in accordance with GO 1.5 and distributed to the committee members, with a copy to both the DOSB Chairperson and the EHWS, OSU, within ten working days following the meeting. **Action items shall be highlighted in the meeting minutes.**

3. DIVISION OCCUPATIONAL SAFETY COMMITTEE.

a. Purpose.

(1) The DOSC is the occupational safety committee of Division operations and assists the Division Chief in administering occupational safety responsibilities. The DOSC shall identify failures in systems, procedures, management services, programs, and procedures that relate to prevention or reduction of accidents, injuries, occupational illnesses, and exposures to hazardous substances at the Division and local command levels. Measures to correct these deficiencies shall be implemented through the DOSC, preferably at the lowest command level.

(2) The DOSC shall monitor the safety activities of commands to ensure adequate review of accidents, injuries, illnesses, exposures, and proper application of safety principles and motivational factors. The DOSC shall identify and implement appropriate measures to correct deficiencies in systems, policies, procedures, and equipment which have the potential for accidents, injuries, or losses to the Department.

(3) The DOSC shall advise the Division Chief and recommend modifications to the Division safety program. When suggestions affect departmental policy or procedures, recommendations shall be forwarded to the DOSB, either summarized in minutes of the DOSC meeting or submitted in accordance with Paragraph 7 of this chapter. Recommendations also may be made to local commands for operational implementation.

b. Motorcycle Subcommittee Membership. Committee members are to be appointed by the Division Chief.

(1) The chairperson shall be the Division Assistant Chief who is also a member of the DOSB.

(2) Other members may be recommended by the chairperson, but it is suggested at least some chairpersons of local command occupational safety committees, be included. This will provide a management-oriented control unit.

c. Frequency. The DOSC shall meet at least quarterly upon notification by the chairperson. The DOSC meetings should be held within 30 calendar days following a DOSB meeting.

d. Meeting Minutes. Minutes shall be prepared in accordance with GO 1.5 and distributed to the committee members with a copy to both the DOSB Chairperson and the EHWS, OSU, within ten working days following the meeting. **Action items shall be highlighted in the meeting minutes.**

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE.

a. Purpose.

(1) The Command Occupational Safety Committee (COSC) is the occupational safety committee which assists the commander in achieving compliance with occupational safety requirements and resolving health and safety issues in the local command. The COSC shall identify accident-producing errors which stem from departmental or Division policies or procedures, as well as those which originate at the command level. Participative management techniques are highly productive in accident prevention at this level and operate on the highest plane when proactive, rather than reactive.

(2) All commands, including Executive Offices, Division administrative offices, Areas, sections, commercial vehicle enforcement facilities, and communications centers, shall establish a COSC.

(a) With the approval of the appropriate Assistant Commissioner, commands sharing a common workspace may create a combined COSC as long as all the criteria listed in this section are met. Proposals for a combined COSC shall be forwarded through Divisions to the appropriate Assistant Commissioner with a copy to the EHWS, OSU.

(3) The COSC shall review vehicle accident, injury, occupational illness, and exposure to hazardous substances reports to determine errors in skills, procedures, equipment, or motivation. The COSC does not determine "preventability" which is the responsibility of the commander. If an employee appeals the commander's determination, the commander shall refer the report to the COSC for recommendation on preventability.

(4) The members of the COSC shall conduct periodic inspections, at least semiannually, of facilities and equipment to identify potentially unsafe work conditions, practices, or situations. This does not relieve a commander of the responsibility for a safe place of employment. The CHP 113A, Safety Inspection Checklist, shall be completed and included as part of the committee minutes.

(5) The COSC shall make recommendations to the commander applicable to local operations. If Division or Department policy requires development or modification, recommendations should be referred directly to the DOSC with recommendations summarized in the minutes of the COSC meeting.

b. Membership. The members of the COSC shall be appointed by the commander. The commander will normally serve as the chairperson and shall recommend personnel for committee membership who represent all collective bargaining units, as well as local management, appointed for a minimum of one year.

c. Emphasis on Skills and Procedures. The nature of the CHP function requires personnel to work in an environment largely uncontrollable by departmental action and with minimum supervision. Therefore, a major emphasis of the COSC must be on skill techniques and procedures which minimize operational hazards, and which must be utilized by personnel who perform a wide variety of tasks under difficult, stressful conditions.

d. Frequency. The COSC shall meet at least quarterly upon notification by the chairperson. The COSC meetings should be held within 15 calendar days following a DOSC meeting.

e. Meeting Minutes. Minutes shall be prepared in accordance with GO 1.5 and distributed to the committee members with a copy to their respective Division within ten working days following the meeting. **Action items shall be highlighted in the meeting minutes.**

5. DIVISION SAFETY COORDINATOR.

a. Responsibilities. The coordinator shall be responsible for carrying out the directions of the Division commander in support of the Division's occupational safety program. The duties may include:

- (1) Assist in developing, implementing, administering, and maintaining the Division's safety program.
- (2) Ensure Division policies and procedures are current, appropriate, and adequate.
- (3) Coordinate injury and illness claims with State Compensation Insurance Fund.
- (4) Review and reconcile the following documents from Areas, sections, commercial vehicle enforcement facilities, and communications centers:
 - (a) CHP 208, Collision Prevention Report.
 - (b) CHP 121, Employer's Report of Occupational Injury or Illness.
 - (c) CHP 113, Injury and Crash Report
 - (d) Cal/OSHA Form 300, Log of Work-Related Injuries and Illnesses.
 - (e) Cal/OSHA Form 300A, Annual Summary of Work-Related Injuries and Illnesses.
- (5) Preparing Division reports for submission to the EHWS, OSU.
- (6) Act as the Division liaison in response to departmental inquiries regarding health and safety issues, as well as accurate completion of CHP 208, CHP 121, CHP 113, Cal/OSHA Form 300, and Cal/OSHA Form 300A.
- (7) Act as the Command Safety Coordinator (CSC) for the Division administrative office.

b. Tenure. The coordinator shall be appointed for a minimum term assignment of one year and shall be at the rank of supervisor or above.

6. COMMAND SAFETY COORDINATOR.

a. Responsibilities. The CSC shall be responsible for carrying out the directions of the commander in support of the command's occupational safety program. The duties shall include assisting the commander in developing, implementing,

administering, and maintaining the command's safety program. This includes responsibility for ensuring local command policies and procedures are current, appropriate, and adequate. A newly appointed coordinator shall conduct a command self-inspection utilizing the CHP 680T, Command Inspections Program Inspection Checklist, Chapter 7, Command Injury and Illness Case Management and the CHP 681I, Command Inspections Program Inspection Checklist, Chapter 23, Command Occupational Safety, within 30 days of their appointment.

b. Tenure. The CSC shall be appointed for a minimum term assignment of one year and shall be at the rank of supervisor or above.

7. SUBMISSION OF SAFETY SUGGESTIONS. Safety suggestions from an individual should be channeled through their COSC for consideration. When such recommendations have departmental application, they should be forwarded through the appropriate Division chairperson to the DOSB. It is expected most recommendations will be reviewed by the appropriate DOSC before submission to the DOSB. As each level committee comments on a problem, more insight is obtained.

a. Safety Recommendations. This does not preclude submission of safety recommendations directly to the DOSB or DOSC by any individual or group. Employees wishing to submit safety recommendations in an anonymous fashion may submit the suggestions directly to the EHWS, OSU. The EHWS, OSU, will then forward the anonymous suggestions to the appropriate Division or occupational safety committee as needed.

b. Relationship. Suggestions should include sufficient data and analysis, so the problem and proposed solution show a clear relationship to the Department's safety program. It is recommended suggestions be submitted on a CHP 51, Memorandum, and include the following information:

- (1) Complete statement of the issue.
- (2) Proposed recommendation and estimated cost of implementation.
- (3) Description of research and analysis conducted, including statutory mandate, regulatory authority, and departmental policy.
- (4) Alternatives which were considered.
- (5) Anticipated impact on the Department, including policy, fiscal, legislative, and personnel.

(6) Photographs, drawings, supporting literature, and/or a sample of the proposed item.

8. EMPLOYEE HEALTH AND WELLNESS SECTION, OCCUPATIONAL SAFETY UNIT.

a. Purpose. The EHWS, OSU, is responsible for developing, implementing, and administering the Department's safety programs which are designed to reduce the risk of employee accidents, injuries, and illnesses, and to lower the costs associated with these accidents, injuries, and illnesses.

b. Responsibilities. The EHWS, OSU, is responsible for:

(1) Regularly provide the chairperson of the DOSB with information to give relevancy and direction to the safety program.

(2) Coordinate safety and health activities of the Department with the requirements of the California Occupational Safety and Health Act, California Labor Code, California Code of Regulations, etc.

(3) Provide staff resources to DOSB and participate on other committees as requested.

(4) Provide information to management and DOSB on trends, equipment, training, motivational efforts, etc., as they affect the safety and health of employees.

(5) Increase employee awareness of the Department's safety programs and general safe work practices through communication, recognition, and training programs.

(6) Ensure programs, policies, and procedures are current, appropriate, and adequately meet federal and state requirements.

(7) Implement safety and health programs to motivate personnel toward effective safety efforts (e.g., newsletters, recognition, performance evaluations, safety awards).

(8) Assist commands in the development and maintenance of occupational safety programs; prevention and mitigation of accidents, injuries, illnesses, and exposures; and improved effectiveness in operations by reviewing procedures and inspecting equipment and environments to ensure the safety and health of all personnel.

(9) Contact Department of Industrial Relations, Division of Occupational Safety and Health; Department of General Services, Office of Risk and Insurance Management; Department of Health Services; National Safety Council, Sacramento Safety Center; and other federal and state organizations to obtain accurate and current information related to safety and health issues.

(10) Prepare statistical reports regarding injuries, illnesses, exposures, and accidents; analyze those factors which result in or contribute to employee injuries, illnesses, exposures, and accidents; and making recommendations for resolution of those contributory factors.

(11) Analyze safety and health legislation to determine the impact on the Department.

(12) Conduct safety training courses.

(13) Assist in the maintenance of current Safety Data Sheets for immediate access by all departmental personnel.

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