



## ADMINISTRATIVE PROCEDURES

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### 60.02 Safety Council

Revised: February 16, 2024

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#### 1. GOVERNING REGULATIONS

The Safety Council (Council) is governed by System Policy [24.01 Risk Management](#), System Policy [34.01 Environment, Safety and Security](#), System Regulation [34.01.01 Health and Safety Programs](#) and Executive Order [GWB 95-8](#) Relating to Workplace Safety and Health of State Employees, Citizens Served, and Preservation of State Property.

#### 2. PURPOSE

The purpose of the Council is to assist the agency with developing and maintaining a comprehensive and energetic program in risk management, employee safety and environmental stewardship.

#### 3. MEMBERSHIP

The Council is composed of a group that represents a broad cross-section of employees across the agency who are appointed by their respective Associate Director to provide fresh insight. Sixteen employees serve on the Council as voting members. The Environmental Health and Safety Officer and a Program Coordinator from Planning and Preparedness Training Division serve as non-voting members of the Council.

##### 3.1 Members appointed by the Associate Director for Forest Resource Protection:

- Field Operations Department Head (Chair)
- Planning & Preparedness Department Head
- One Area Operations Chief
- Two Regional Operations Chiefs
- One Fire Coordinator
- One District Forester
- One Task Force Coordinator
- One Law Enforcement Department representative
- Two experienced Resource Specialist
- One Mitigation & Prevention Department representative
- One Fleet Specialist or Facilities Maintenance representative
- One Planning & Preparedness Department Line Medic Program Specialist

##### 3.2 Members appointed by the Associate Director for Forest Resource Development:

- One Program Leader
- One experienced Resource Specialist

#### 4. RESPONSIBILITIES

The Council does the following:

- 4.1 Provide a forum for the exchange of ideas and information regarding employee health, general industry safety and environmental stewardship.
- 4.2 Serve as a clearinghouse to review information for publication and presentation to agency personnel with the objective of keeping employees fully informed about safety standards, risk issues and sound environmental practices.
- 4.3 Identify high-risk events and activities that require Executive Team knowledge and concurrence.
- 4.4 Administer an employee safety recognition program.
- 4.5 Make recommendations to the Executive Team regarding environmental health and safety issues.
- 4.6 Review and approve special training programs on environmental health and safety topics.

#### 5. REPORTING

The Council provides annual reports to the Executive Team. Interim reports may be provided to the Executive Team as needed or requested. The Associate Director for Finance and Administration serves as the Executive Team's liaison with the Council.

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