DPPEA Safety Committee and 
Sub-Committee Roles and Responsibilities

Division Director's Safety Committee

The division director’s Safety Committee is chaired by the division director. It includes section supervisors and non-supervisory members. (Up to a maximum of 12 total members.) This Safety Committee meets on a Quarterly basis and shall submit a written summary of its findings to the Secretary's Safety Subcommittee.

Subcommittees

To aid the division director’s Safety Committee, a system of subcommittees is established. These subcommittees will be chaired by division director’s Safety Committee members and shall consist of DPPEA employees.

1) Incident and Injury Investigation
Meets on a Quarterly basis, as needed.
Reviews incident investigations, statistics and monitors trends and compliance with recommendations from incident investigations. Focuses on the facts surrounding an incident and on ways, such as engineering, administrative and safe work practices, training and/or the use of personal protective equipment, to prevent future ones from occurring. Recommendations for corrective actions, as noted on incident investigative reports, are reviewed to ensure that they are reasonable and do not denote disciplinary actions.

2) Safety Audit Review
Meets on a Quarterly basis, as needed.
Reviews safety audit reports. Compiles and analyzes data relating to the conditions and corrective actions noted therein. Verifies that deficiencies and corrective actions noted on audit reports are being addressed in a timely manner.

3) Safety Programs/ Special Activities
Meets on a Quarterly, as needed.
Develops safety awareness programs, safety awards and incentive programs and guides its division办公室/program's effort to increase awareness regarding occupational safety and the DENR Safety Program.

4) Off-the-Job Safety
Meets on a Quarterly basis, as needed.
Plans, develops and promotes material for off-the-job safety programs and issues. (On average, injuries that occur off-the-job contribute to more lost work time than those on the job.)
5) **Policy and Procedures Review**  
Meets on a **Quarterly** basis, as needed.  
Periodically reviews policies, practices, rules and operations to ensure that necessary written safety precautions are in place. Peer reviews locally proposed modifications, additions or new safety policies or safe operating practices prior to submission to safety risk management and Secretary's Safety Subcommittee.

6) **New Equipment Safety Review**  
Meets on a **Quarterly** basis as needed.  
Reviews and assesses requests for new equipment, machinery, chemicals and biological agents; as well as requests for new or renovations to equipment/maintenance facilities. Ensures that the specifications note applicable safety design features, and safety issues relevant to the location, use and operation are considered, assessed and provided where necessary. The chairperson certifies that a safety review has occurred prior to submission for purchase.