



Safety and Wellness Committee Charter

Approved 8/13/2020

The City of Mandan's Safety and Wellness Committee Charter is intended to set guidelines for operations of the committee.

Mission Statement: Recognize, eliminate, or mitigate occupational health and safety risks. Educate and promote positive attitudes regarding safety and wellness. Develop and promote a healthy and safe environment for all employees and visitors through education, communication, and safe practices.

Committee Responsibilities:

- Make Safety and Wellness policy recommendations to Department Directors and/or City Commission.
- Implement, educate, and communicate policies and procedures.
- Provide oversight for safety and health-related investigations and discuss corrective actions.

Committee Details:

- Representatives shall be composed of a mixture of Department Directors, Supervisors, and Employees. Each department shall be represented on the committee. This may consist of designating a primary and a secondary committee representative from each department. Smaller departments located in the same building may join together in providing representation on the committee.
- The Committee will meet monthly. In the absence of the designated primary committee representative, the designated secondary committee representative shall attend to represent their department(s).
- Voting and motions made by a designated secondary committee representative is assumed to be in concurrence with the designated primary representative and the department(s).
- If the primary representative or secondary representative are unable to attend a meeting, the primary representative shall touch base with the Committee Chair or Vice Chair to provide their input on agenda topics.
- Committee members representing more than one department shall have a general understanding of each department's functions/operations, relay information to the respective departments and obtain input on agenda topics.
- A representative from the Board of the City Commission will serve as an ex officio member of the committee. They will not be included in the count when determining the number needed for a quorum, nor counted when determining if a quorum is present. Ex officio members may discuss, propose, and debate ideas, along with participation in voting when present.

Brittany Cullen

Brittany Cullen (Sep 30, 2020 15:29 CDT)

Brittany Cullen, HR Director and Committee Chair

Jim Neubauer

Jim Neubauer (Sep 30, 2020 16:17 CDT)

Jim Neubauer, City Administrator