



The County of Beaufort experiences nearly 95 employee injuries/ incidents each year. Most of these incidents could have been prevented. When an injury occurs we have failed as an organization to protect our employees. This failure may be the result of a previously unidentified hazard, the lack of standard operating procedures for the task, no supervisory enforced expectations to follow procedures or the lack of use, or availability of the proper personnel protective equipment. When these injuries occur they are golden opportunities to protect the next employee who is exposed to the same or similar situation for potential injury.

**THE MISSION:** To identify the cause of the injury and if preventable, the training that needs to occur or the process that needs to change to prevent the injury from occurring to a fellow Beaufort County employee who is exposed to the same or similar risk. Communicating this message to all employees will be a critical factor in the success of this committee.

**THE GOAL:** To reduce employee injuries by learning from these opportunities.

**COMMITTEE MEMBER EXPECTATION:**

1. You or your division/department designee will attend monthly review meetings
2. Actively participate in meaningful dialogue
3. Meetings are intended to last no longer than 60 minutes and will move quickly. We will not meet if not needed and will only meet to the extent the time is required to complete our mission
4. Make decisions on what training or process needs to occur to prevent the injury from reoccurring
5. Take personal charge of insuring, when appropriate, that **your** division's/department's fellow employees receive the training required to protect them
6. Provide a brief report on the training/solutions that have been "**implemented**" since the previous month's meeting to protect our employees

**MEMBERS:** (Supervisors and Managers are preferred to serve as division/department representatives and designees) Directors are welcomed to attend.

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|---|---------------------------------|
| 1. Chair/ Facilitator – Risk Management | 2. Public Works General Support |
| 3. Parks                                | 4. Solid Waste                  |
| 5. Storm Water                          | 6. EMS                          |
| 7. Facilities                           | 8. DSN                          |
| 9. Detention                            | 10. Mosquito                    |
| 11. Grounds                             |                                 |