



The Mayor & Council of Boonsboro

Resolution 2019-07 Boonsboro Safety & Risk Committee

A RESOLUTION establishing the Boonsboro Safety & Risk Committee for the Town of Boonsboro, Washington County, Maryland.

WHEREAS, the Boonsboro Safety & Risk Committee will serve as an advisory body to the Mayor & Council to Town Administration and the Mayor & Council in their corporate governance of the following supervisory responsibilities:

- Accurate and reliable safety/risk identification, mitigation, and reporting.
- Develop and maintain a Safety/Risk Register.
- Develop/update a Risk Management and Disaster Preparedness Plan, annually.
- Continually evaluate the adequacy and appropriateness of the Town's current health and safety practices in the workplace and update/amend the Town's Employee Health & Safety Handbook, as necessary.

NOW THEREFORE, be it enacted and resolved by the Mayor & Council of Boonsboro that the Boonsboro Safety & Risk Committee be established as follows;

Membership:

The Committee shall have six (6) members. The department heads of Administration, Public Works, Water/Sewer, and Police shall all serve on the Committee. The Chair of the Committee shall be the Town's Safety & Risk Manager and a Council Member shall serve as liaison to the Mayor & Council.

Duties & Responsibilities:

The Safety & Risk Committee is empowered to investigate any matter regarding matters/risks to the health and safety of Town employees. The Committee operates principally as a review advisory body and makes recommendations to Town Administration and the Mayor & Council. Town Administration and the Mayor & Council are ultimately responsible for risk, health and safety in the workplace, and ensuring that employees are using best practices to mitigate potential injury and loss.

Meetings:

The Committee will meet quarterly, with additional meetings scheduled as required. Minutes must be kept of each meeting and formally approved at the subsequent meeting. Non-members and industry experts may be invited to attend specific meetings to provide consultation and guidance.

ATTEST:

Mayor and Council of Boonsboro

Heather Slough, Town Clerk

Howard W. Long, Mayor

[SEAL]

Rickard Byrd, Assistant Mayor

Marilee Kerns, Council Member

Anthony Nally, Council Member

Terri Hollingshead, Council Member

Ricky Weaver, Council Member

Date of Introduction: September 9, 2019

Date of Passage:

Effective Date:

Raymond Hanson, Council Member