

PERSONNEL SERVICES BULLETINS (PSBs)

500-6

Subject: Agency Health and Safety Labor Management Committees: Procedures for Establishment and Operation

Supersedes: Personnel Policy and Procedure No. 740-77h

Source: 1990-1992 Citywide Agreement, Article XIV, Section 2 (d)

Date: June 30, 1997

I. Policy

Each agency covered by the 1990-1992 Citywide Agreement, Article XIV, Section 2 (d), is required to have a health and safety labor management committee.

II. Procedure

1. The committee is to be constituted in accordance with the Citywide Agreement. Not less than three nor more than five labor representatives and the equivalent number of management representatives, for a total of six members, shall be designated. The management representatives shall be designated by the Agency Head and should include the agency Safety Coordinator as one of the members. In addition, it is suggested that certain other interested persons be invited to serve as non-voting members: representatives of other employee organizations, a representative of each major organizational unit in the agency, and a representative from the Citywide Office of Occupational Safety and Health.
2. The committee shall meet at least quarterly, or at the written request of the three labor or three management representatives, to discuss occupational safety and health programs and procedures in the agency. The committee's specific functions are: to discuss safety and health problems; to make recommendations to the City on safety and health matters; to discuss agency safety policy; to make recommendations to the Agency Head on matters affecting the safety of the employees of the agency; to be a source of information on good safety practices and procedures; to develop a cooperative approach to agency safety programming; to recommend schedules and target dates for abatement of hazardous conditions and to attempt to gain agency approval for such recommended schedules and target dates; and to report annually to the Agency Head and the Executive Director of District Council 37 on the status of the employee safety program in the agency.
3. The chairmanship of the committee shall be rotated between a labor representative and an agency representative.
4. A written request for a meeting shall indicate the specific condition for which the meeting is being called.
5. In addition to the above described committee, subcommittees may be established on an ad hoc basis upon agreement of the parties.

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Commissioner

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