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## **POLICY**

Kaw Nation has health, safety rules, policies and procedures, designed to ensure each job and area of the workplace will be as free as possible from hazards. To establish procedures which identify existing and potential hazards, and to remove or guard against these dangers, Kaw Nation empowers an active Emergency Management Team.

All employees have the responsibility to report unrecognized or potential hazards in their jobs or the area in which they work to their respective supervisors. The Emergency Management Team's purpose is to identify the Kaw Nations health and safety needs, recommend corresponding rules and procedures to the Chair, and provide a centralized body to which employee's can address their health and safety concerns.

### **Emergency Management Team Membership:**

The Emergency Management Team will be appointed by the Chair and shall consist of the Emergency Management Director (chair of team), Workers Compensation Coordinator, and other Kaw Nation employees and others as appropriate to maintain or improve program safety. This team shall meet as needed, but at least quarterly.

### **Safety Committee Responsibility:**

- Investigating accidents and Workers' Compensation claims to determine preventability and propose corrective measures.
- Reviewing employee safety and health complaints, suggestions and recommendations.
- Recommending changes to the Chair, or additions to improve safety.
- Conducting periodic job and workplace safety assessments (including on-site visits) and making recommendations.
- Insure emergency drills are conducted and make recommendations.
- Following up on evaluation results.
- Planning and initiating activities to stimulate and maintain employee interest in efforts to improve safety and health in the workplace.