

Supp.

OUTLINE
of
JOB LEVEL SAFETY COMMITTEE

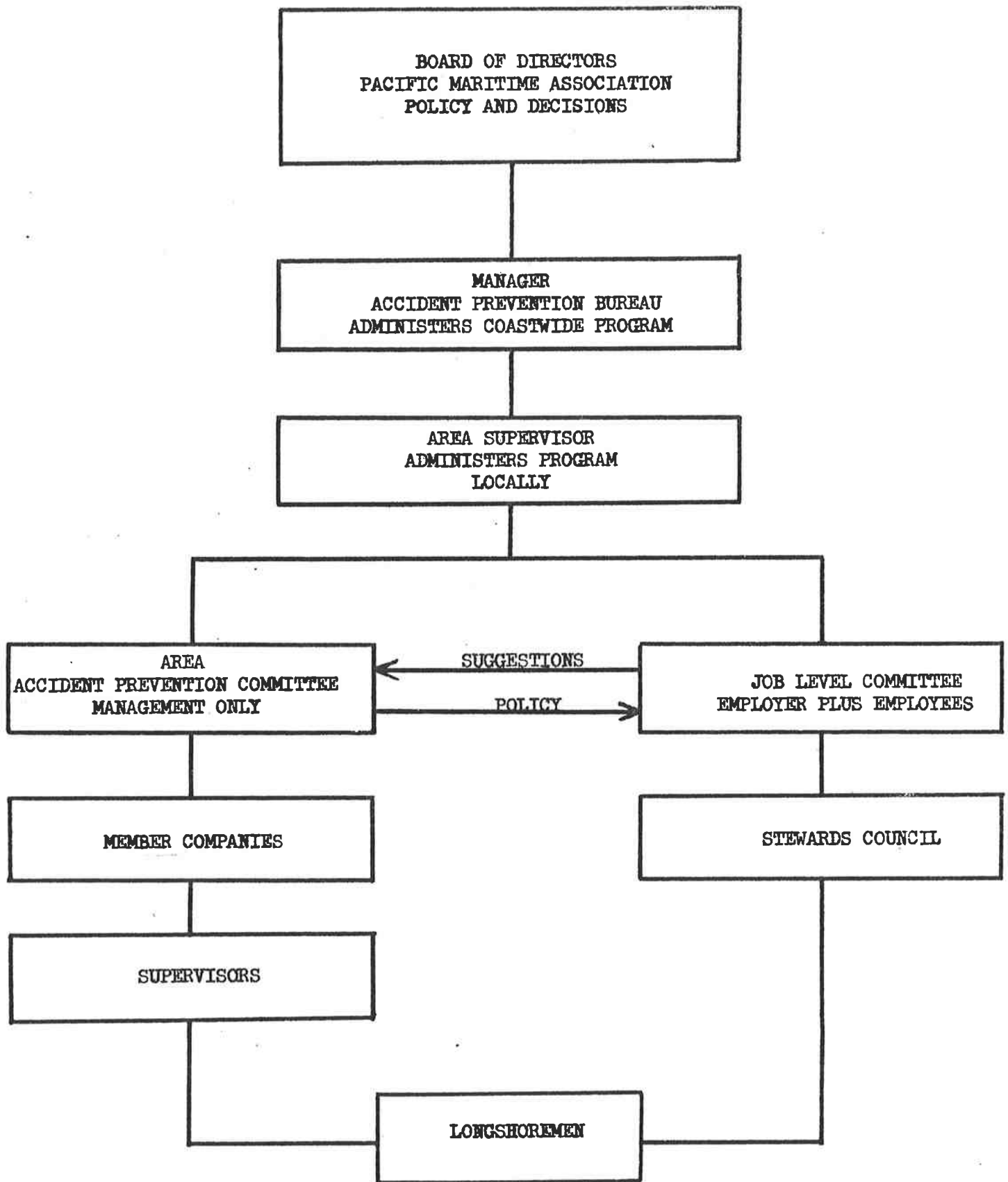
As called for in
Paragraph 13-B Longshore Contract

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Accident Prevention Bureau



RELATIONSHIP OF JOB LEVEL COMMITTEES TO AREA ACCIDENT PREVENTION COMMITTEES

AREA ACCIDENT PREVENTION COMMITTEE

With the inauguration of the Job Level Safety Committee program, the Area Accident Prevention Committee will have additional responsibilities and duties which are outlined below.

Function of Committee:

To formulate policy recommendations regarding accident prevention program for submission to Board of Directors, PMA.

To direct the operation of the program within their area in accordance with the policies established by the Board of Directors.

To receive recommendations from Job Level Committee and take the necessary action thereon; -- if the Committee agrees and the necessary action is within the policy laid down by the Board of Directors, then such action should be taken forthwith. If not within their powers, should be referred to Board of Directors through Manager of A.P.B.

Keep Job Level Committee advised of the action taken on their recommendations.

In conjunction with Job Level Committee, to sponsor first aid training, safety meetings, etc.

JOB LEVEL SAFETY COMMITTEE

I.

POLICY STATEMENT

Purposes:

To interest men in accident prevention by letting them feel they are a part of the program;

Through this interest, to direct attention to practices and acts which are the main source of accidents;

To develop a sense of accident prevention responsibility in committee men;

To provide a means of making practical use of the intimate knowledge of working conditions and practices of the working man.

Primary Function of the Committee:

To discuss and make practical and effective recommendations to management regarding corrections of outstanding accident-producing circumstances and conditions.

Duties of Committee:

To receive and discuss accident prevention suggestions made to it and to formulate practical recommendations based on these suggestions for transmission to the Area Accident Prevention Committee;

To review accidents which have occurred in order to recommend practical preventives;

To make such analyses and study of work methods in certain operations as may be needed in order to develop accident-reducing methods of work;

To develop means of transmitting to the men information on accident prevention;

To sponsor first aid training for longshoremen;

To sponsor safety meetings -- gang boss, hatch tender, etc.;

To make recommendations to management re revision of PCMSC.

II.

COMPOSITION

a. Employee members. Four, to be selected by the union. One each, deck man, hold man, dock man, jitney/lift truck operator.

b. Employer members. Equal in number to employee members. Area Accident Prevention Supervisor, with advice and consent of the Area Accident Prevention Committee and the company concerned, will select the representatives from supervisory level (stevedoring superintendents, assistant superintendents, walking bosses, general foremen). Contracting stevedores, steamship companies doing their own stevedoring, and terminal companies should be represented on the Committee in rough proportion to each group, in the port. Consideration should also be given to any cargo requiring special handling such as steel, lumber, etc. so that there is one representative on the Committee familiar with the problems involved.

c. Accident Prevention Bureau Supervisor, Secretary to the Committee.

The above is applicable to the major ports. In the smaller ports it may be necessary to vary this setup to meet local conditions. This variation should be worked out by the Area Accident Prevention Committees.

III.

FUNCTION OF ACCIDENT PREVENTION SUPERVISOR RE COMMITTEE

To act as secretary, inspirational leader, technical advisor, liaison between Committee and Area Accident Prevention Committee, and as follow-up man for details of work being done by Committee.

IV.

PAY

a. Employee members. Employee members of the Job Level Committee to be paid by the Pacific Maritime Association for attendance at the meetings, the cost to be included in the Accident Prevention Bureau's budget. Each employee member to be reimbursed in the amount of \$8.00 per meeting for "expenses incident to attending safety meeting". This is the equivalent of four hours' base pay and handling of it in this

manner will greatly simplify the bookkeeping involved. In order to protect the employees, a record of attendance at meetings will be furnished the Central Records Office for the purpose of crediting the hours of each individual for vacation purposes.

b. Employer members. To be paid by the companies by whom they are employed.

V.

TERM OF SERVICE OF COMMITTEE

One year, except that one-half of the first group to be selected and serve for six months only, and one-half for twelve months. At end of first six months period, replacements will serve for one year.

VI.

OFFICERS

The Job Level Committee will select from its membership co-chairmen, one each employer and employee, to preside at alternate meetings. Term of office of the officers to be one year.

VII.

MEETINGS

a. Place. Conference room in hiring hall or other mutually desirable place as determined by the Area Accident Prevention Committee.

b. Frequency. One meeting per month in major ports. In smaller ports, probably once in two months, the details to be worked out by the Area Accident Prevention Committee concerned.

c. Duration. Not to exceed two hours.

VIII.

MINUTES OF MEETING

Prepared by the Accident Prevention Bureau Supervisor as Secretary. Copies to each member of Committee, Chairman Area Accident Prevention Committee, Union Local, Area Accident Prevention Bureau office, Head Office Accident Prevention Bureau. Minutes of the Area Accident Prevention Committee showing action taken or recommended on suggestions of Job Level Committee should go to each member company.

IX.

AGENDA FOR COMMITTEE

In order to obtain uniformity, the following Agenda should be used by all Job Level Committees:

1. Roll call.

2. Approval of previous Minutes. (Minutes should be distributed

to members prior to meeting so that time is not wasted in reading them at the meeting).

3. Unfinished Business. Reports on matters held over from previous meeting. Reports from any subcommittees. Reports from Area Accident Prevention Committee on action taken on Job Level Committee recommendations.

4. New Business.

a. Resume by Area Supervisor of current accident situation. Discussion of any outstanding accidents occurring since last meeting.

b. Topic for special discussion at meeting.

c. Accident prevention suggestions from committee members.

d. Any other business.

5. Adjournment.

X

ATTENDANCE

Chairman of the Job Level Committee to be invited to attend the Area Accident Prevention Committee meetings in order to present the recommendations of the Job Level Committee. Likewise, Chairman of the Area Accident Prevention Committee should be invited to attend the Job Level Committee to report on actions taken.

XI

ON-THE-JOB SAFETY DISPUTES

The Job Level Safety Committee is not a grievance committee. It is intended to be a collective planning committee for accident prevention. On-the-job safety disputes should be handled through normal grievance procedures as outlined in the longshore contract. When on-the-job safety grievances occur the local representative of the Accident Prevention Bureau should be called in by the company involved for technical advice and recommendations on the problem which should be given to the company representative, but the settling of the grievance should be done by the company through the steps outlined in the contract for grievance procedure, not by the Accident Prevention Bureau representative.

After having been called out on a safety dispute, the Accident Prevention Bureau representative should then make a written report on the incident to the Port Manager for transmission to the Port Labor Relations Committee.

XII.

INITIAL PRESENTATION OF THE PROGRAM TO UNION

The initial presentation of this program to the Union should be made by the Chairman of the Area Accident Prevention Committee through the Area Labor Relations Committee.

Excerpt from "Accident Prevention Bureau Policy" as approved by the Pacific Maritime Association Board of Directors:

AREA ACCIDENT PREVENTION COMMITTEE

Within each Area there shall be established an Area Accident Prevention Committee. Each Committee should be composed of representatives of at least seven Member Companies. They should be representatives of steamship companies, contracting stevedores, and terminal companies (where a portion of the work is done by terminal companies). The Bureau Manager shall be a member ex-officio, without power of proxy, of each Area Committee.

Each Committee shall select its own officers annually, at the January meeting, who shall consist of a Chairman, 1st Vice Chairman, and 2nd Vice Chairman. The Chairmanship should be rotated between steamship representatives, contracting stevedore representatives, and terminal representatives.

The Bureau Area Supervisor shall serve as secretary of the Committee without voting privileges.

The Area Accident Prevention Committee shall meet at regular intervals, preferably monthly. Its duties and functions shall be as follows:

To formulate policy recommendations regarding the accident prevention program for submission to Board of Directors, PMA.

To direct the operation of the program within their area in accordance with the policies established by the Board of Directors.

To receive recommendations from the Job Level Committee and take the necessary action thereon; --if the Committee agrees and the necessary action is within the policy laid down by the Board of Directors, then such action should be taken forthwith. If not within their powers, it should be referred to Board of Directors through the Manager of A.P.B.

Keep Job Level Committee advised of the action taken on their recommendations.

In conjunction with the Job Level Committee, to sponsor first aid training, safety meetings, etc.

The Chairman, 1st and 2nd Vice Chairman and the immediate past Chairman of the Area Accident Prevention Committee shall constitute an Advisory Committee to the Area Supervisor.

Notes

1. The Committee in the Southern California Area is comprised of nine permanent stevedoring members, and six steamship representatives who serve approximately one year on a rotational basis.

2. For a basic description of the Job Level Committee mentioned above, see the Pacific Coast Longshore Agreement, Section 15 (b).