Centralized Safety Committee Policy

Benco requires a representative, this can be the manager or a Direct Support Professional staff, from each Benco location to attend safety meetings each month.

Benco requires the manager of each Benco location to go over the safety committee meeting minutes with each employee at a staff meeting each month. This is documented in the meeting minutes of the staff meeting for each Benco location. The employees have the opportunity to express safety concerns at that time and are encouraged by the manager to report safety concerns at any time they see a hazard or safety concern. Employees are to report safety concerns or hazards to the manager or the Personnel Director.

Benco holds managers and employees accountable for safety and health by consistently talking about safety at our safety committee meetings and at each Benco program location staff meeting each month. If an employee sees a safety concern or hazard and does not report it Benco will take corrective action with that person. If a hazard or safety concern is not resolved in a reasonable timeframe Benco will take corrective action with the person responsible for resolving the safety concern.

Benco consistently reminds each representative at the safety meeting of the identifying hazards to look for at each location. Those hazards are listed on the quarterly inspection checklist. Benco uses an online platform that managers use to put in safety concerns and any other concern that needs resolved. This online platform is looked at daily by the Personnel Director and responded to by the maintenance department and Personnel Director daily.

Benco's Quality Assurance Coordinator writes an annual review of the committee's activities to determine effectiveness.

Approved by: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26