

Southern Tioga School District Workplace Safety Committee By-laws

Purpose

The purpose of the Southern Tioga School District Safety Committee is to promote a safe and healthy working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

Goal

The goal of the Southern Tioga School District Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The Southern Tioga School District Safety Committee has five major objectives.

1. Involve employees in achieving a safe and healthy workplace
2. Promptly review all safety –related incidents, injuries, accidents and near misses
3. Conduct, at a minimum, bi-annual workplace inspections
4. Monitor accident/incident trends and plan prevention
5. Annually evaluate the District safety program and recommend improvements to management.

Committee Formation and Membership

Formation

The Southern Tioga School District Safety Committee is formed as a single Safety Committee for the entire District, with representatives from each of the following primary work groups:

- Administration
- custodial/maintenance
- food service
- paraprofessionals
- professional staff/teachers
- secretaries

The committee shall be composed of a minimum of two employer representatives and a minimum of two employee representatives.

Employee representatives may volunteer or be elected by their peers. Management will select employer representatives.

Committee members shall:

- Be permitted to take reasonable time from work to perform committee duties, without loss of pay or benefits.
- Join the committee for a continuous term of 1 year from the date of first meeting attended.

Officers

The committee shall consist of three officers to each serve a 1-year term:

- Chairperson
- Vice-Chairperson
- Secretary

Election of Officers

- The election of a new chair, vice-chair or secretary, shall be held during the monthly committee meeting before the month in which the incumbent's term expires.
- If the chair, vice-chair or secretary leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

Duties of the Chair

- Schedule regular committee meetings and notify members
- Develop written agendas for conducting meeting
- Approve committee correspondence and reports
- Conduct meetings in an orderly fashion and ensure all members are heard.
- Hold meeting time to 1 hour
- Report monthly committee activities to senior management

Duties of the Vice-Chair

- In the absence of the chair, assume the duties of the chair
- Perform other duties as directed by the chair

Duties of the Secretary

- Record, prepare and distribute (post) meeting minutes
- Conduct meeting in absence of Chairperson and Vice-Chairperson
- Maintain a current membership list
- Maintain training records

Duties of Committee Members

- Report and discuss unsafe conditions and practices
- Attend all meetings regularly
- Review all accidents/incidents, injuries and near misses
- Contribute ideas and suggestions for improvement of safety
- Influence others to work safely
- Sponsor or develop programs related to safety

Employee Involvement

The committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing. The committee will review new concerns at the next regularly scheduled monthly meeting.

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modifications of the recommendations.

The committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved.

Workplace Inspections

The committee will conduct annual workplace inspections of all company facilities for the purpose of locating and identifying health and safety hazards. The location and identity of hazards shall be documented in writing, and the committee shall make proposals to management regarding correction of the hazards.

Training

All committee members will receive annual training in the following topics;

- Hazard Detection and Inspection
- Accident prevention and investigation
- Safety committee structure and operation

Training will be conducted by individuals who meet the PA Bureau of workers Comp Health and Safety Division requirements for accident and illness prevention services providers.

Written records of safety committee training shall include:

- names of committee members trained
- dates of training
- training time period
- training methodology,
- name and credentials of person conducting the training
- the training location, and
- training topics.

Committee Meetings

Meeting schedule: The committee will meet on a monthly basis.

Quorum: Fifty-one (51)% of regular committee members constitute a quorum. A quorum must be present for each monthly meeting.

Conducting meetings:

The written agenda will be used as the order of business to be conducted at all safety committee meetings and will include at a minimum:

- Call to Order
- Attendance—*roll call*
- Minutes – *review and approval*
- Accident/Near Miss Reports
- Safety Inspection Reports
- Committee Discussion and Recommendations
- Next Meeting Date
- Adjournment

Voting: Motions considered by the committee shall require a simple majority vote of the regular committee members present to be adopted.

Committee record retention

The Secretary will be responsible for record retention. The following records will be maintained for a period of 5 years:

- Meeting minutes
- Accident/Incident, near misses and injury investigations
- Documentation of annual committee member training
- Safety related recommendations to management
- New safety programs and policies implemented

Committee Approval:

By motion of Sandra Worden and second of Deborah Rausher, the By-Laws were approved by the Southern Tioga School District Safety Committee on April 13, 2010.

Penny L. Crowell
Committee Chairperson