

No. 705-AR

Adopted:

**EAST STROUDSBURG AREA SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS FOR SAFETY
COMMITTEE**

NO. 705-AR

Safety Committee Bylaws

Name of Committee

East Stroudsburg Area School District Safety Committee

Purpose

The purpose of the East Stroudsburg Area School District Safety Committee is to provide an avenue for all East Stroudsburg Area School District employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

Goal

The goal of the East Stroudsburg Area School District Safety Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

Objectives

The East Stroudsburg Area School District Safety Committee has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct ~~monthly~~quarterly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards by the appropriate person or authority
- Annually evaluate the East Stroudsburg Area School District Safety Committee workplace safety and health program and recommend improvements to management.
- **Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.**

Representatives

The committee shall consist of members representing employees and the administration. The initial employee representative members shall be selected by the administration from those employees who volunteer to serve on the committee. The initial and subsequent administration representative member shall be chosen by the administration. Subsequent employee representative members shall be chosen by a vote of a majority of the committee members then in place at the meeting immediately preceding the end of a committee members' term from those employees who volunteer to serve on the committee.

There shall be a minimum of four committee members in place at all times, consisting of at least ~~one~~two administration representative members and ~~three~~two employee representative members. The number of administration representative members shall never exceed the number of employee representative members. The initial composition of the committee shall consist of one administration representative member and one employee representative member serving a term of two years, and two additional

employee members serving a term of one year. Thereafter, all terms of membership shall be for one year. The committee may increase the number of members of the committee at the committee discretion, according to the terms of these Bylaws. There shall be no limitation on the number of terms an individual may serve on the committee.

Committee Chair and Vice-Chair

The committee shall elect a committee chair and vice-chair. Committee officers may rotate on an annual basis, or may be elected as the committee so determines.

Duties of the Committee Chair

- Schedule monthly committee meetings.
- Develop and distribute written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

Duties of the Committee Vice-Chair

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

Election of Committee Chair and Vice-Chair

The election of the committee chair and vice-chair will be held during the monthly committee meeting the month before the incumbent officer's term expires. If the chair or vice-chair leave 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.

Committee Member Training

All committee members will be trained annually during East Stroudsburg Area School District's annual workers' compensation policy period in the topics of safety committee operation, hazard detection and inspection, accident and illness prevention and investigation (including substance abuse awareness and prevention training) and health and safety concerns specific to the business. Additional committee/employee training topics will be determined by any identified anticipated workplace hazard and exposure. The committee will submit a copy of the training records to the East Stroudsburg Area School District personnel office, and the personnel office will retain the training record for five years.

Meeting Agenda

The agenda will prescribe the order in which the East Stroudsburg Area School District Safety Committee conducts its business. The agenda will also include the following, when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review.
- A review of all workplace near-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting.

Safety Committee Meetings

Monthly schedule: The East Stroudsburg Area School District Safety Committee will meet on the third Thursday at 8:00 a.m. of each month. A quorum of committee members, being one more than half of

official committee members, must be present to conduct the meetings. If, for any reason the meeting must be canceled, the committee will reschedule at a later date in the same month.

Meeting Attendance

Each representative will attend the monthly safety committee meeting and participate in monthly hazard identification inspections, as well as other committee functions as requested by the committee.

Meeting Minutes

Minutes will be recorded at each committee meeting and distributed to each committee member. Minutes of each committee meeting will be made available to all employees by email. The committee will submit a copy of the meeting minutes, agenda and attendance list to the East Stroudsburg Area School District ~~Safety Committee personnel~~ Business Office. The ~~personnel~~ Business Office will retain the committee records for five years. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

Employee Involvement

The East Stroudsburg Area School District Safety Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to the committee, recorded in the meeting minutes, documented in the safety log and reviewed by the committee.

Voting

The committee shall make decisions by a majority vote of those committee members present.

Safety Log

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

Identified Concern/Issue Response

The committee will respond to employee concerns in writing and work with management representatives to resolve them. The committee will present written recommendations for concerns/issue resolution to management. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance of, rejection of or modification to the proposed.

Incident and Accident Investigation

The East Stroudsburg Area School District Safety Committee will review all safety and health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include: work-related near-miss incidents, injuries, illnesses and deaths. A determination of the root cause of the reviewed incidents will be the focus of the investigations. Resolution of identified issues will be presented to management representatives.

Workplace Inspections

Members of the East Stroudsburg Area School District Safety Committee will conduct workplace inspections of all company facilities. Committee members are encouraged to include all employees in discussions relating to safety concerns in their respective work areas. The committee will provide a written report/form to the administration that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance of, rejection of or modification to the proposed resolution.

Committee Goal and Objectives

The Safety Committee shall develop a five-year safety strategic plan that will include the committees' annual safety goals and objectives. The safety strategic plan will detail the existing status of the employer safety program and the committee's vision on the status of the program in five years. The plan will outline how to reach future status, timelines, goals and objectives in support of the safety strategic plan.