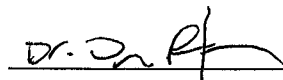


OFFICIAL USE ONLY:



William R. Riker  
Superintendent

1/19/23

Effective Date

No. 705-AR  
EAST STROUDSBURG AREA  
SCHOOL DISTRICT  
ADMINISTRATIVE REGULATIONS

## 705-AR Workplace Safety Committee Bylaws

### **Name of Committee**

East Stroudsburg Area School District Workplace Safety Committee (herein referred to as the Committee)

### **Purpose**

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

### **Goal**

The goal of the Committee is to eliminate workplace incidents and illnesses by involving employees and administration 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 Committee has five objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, accident reports and investigation reports for all injuries, accidents, illnesses and deaths.
- Conduct quarterly, or as needed, workplace inspections, identify/document 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 Committee's workplace safety and health program and recommend improvements to administration.
- 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.

The committee shall be composed of a minimum of four (4) Committee members in place at all times, consisting of at least two (2) district administration representative members and two (2) employee representative members. If the number of members on the committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. All terms of membership shall be for one year. 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 Committee meeting. The elected officer will serve for the remainder of the term.

### **Committee Member Training**

All Committee members will be trained annually during the workers' compensation policy period in the topics of 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 district. 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 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 Committee will meet on the third Thursday at 8:00 a.m. of each month. 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 Committee meeting and an Inspection Sub-Committee participate in quarterly 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. The Committee will submit a copy of the meeting minutes, agenda and attendance list to the personnel office. The personnel 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 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 administration, administration's response and the date the concern was resolved.

### **Identified Concern/Issue Response**

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

### **Incident and Accident Investigation**

The 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 administration.

### **Workplace Inspections**

Members of the Inspection Sub-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 Inspection Sub-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, administration responds in writing to the Committee indicating acceptance of, rejection of or modification to the proposed resolution.

### **Committee Goal and Objectives**

The Committee shall develop an annual safety strategic plan that will include the Committees' annual safety goals and objectives.