



ELIZABETH FORWARD *School District*

Workplace Safety Committee Bylaws

Purpose

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

Goal

The goal of the Workplace 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 Workplace 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, and deaths.
- Conduct monthly, 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.
- Annually evaluate the Workplace Safety Committee program and recommend improvements to management.

Representatives

The Workplace Safety Committee will have committee members representing employees and employer. The committee will be comprised of eleven (11) members at all times and shall not contain more employer representatives than employee representative at any time. Employee representatives can volunteer for committee service. Employer representative can be appointed by the employer. Employee representatives will serve a continuous term of at least one year and up to three years. A term is July 1 through June 30. An interim appointment will be filled to the end of that term. An interim member may be appointed to a subsequent term upon expiration of the interim term. Employee terms will be staggered to assure membership stability and committee consistency. Employer representatives can be rotated onto the committee at all times, it may be advisable to stagger the terms of members.

Committee Chair and Vice-Chair

Employer representatives will maintain committee chair and vice-chair.

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 Committee Vice-Chair

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

Committee Member Training

All committee members will be trained annually during Elizabeth Forward School Districts 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 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 Elizabeth Forward School District personnel office, and the personnel office will retain the training records for five years.

Meeting Agenda

The agenda will prescribe the order in which the Workplace 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 Workplace Safety Committee will meet on the first Monday of each month at 11:30 a.m. in the District Office Board room. A quorum of committee members, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond the control of the committee, 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 hazard identification inspections, as well other committee function as requested.

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 posting them to the Elizabeth Forward School District website: www.efsd.net The committee will submit a copy of the meeting minutes, agenda and attendance list to the Elizabeth Forward School District 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 Workplace 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 virtue of a majority vote of regular committee members.

Safety Log

The committee will maintain a log of all employee concerns, including the date received, the date recommendations were made to management, management response 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 concern / issue resolution to management. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indication acceptance, rejection or modification to the proposed resolution.

Incident and Accident Investigation

The Workplace 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 investigation Resolution of identified issues will be presented to management.

Workplace Inspections

Members of the Workplace Safety Committee will conduct workplace inspections of all company facilities. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work area. The committee will provide a written report form to the committee and management that documents the location of all health or safety hazards. It is suggested that within 30 days of receiving the written recommendation, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

Committee Goals and Objectives

It is suggested that the Workplace Safety Committee develop a five year safety strategic plan that will include the committee's annual safety goals and objectives. The safety strategic plan will detail the existing status of the employer's safety program and the committee's vision on the status of the program in five years. The plan will outline how to reach the future status, time lines, goals and objectives in support of the safety strategic plan.