

# **Jersey Shore Area School District**

## **SAFETY COMMITTEE BY-LAWS**

### **ARTICLE ONE**

#### **Section One: The Purpose**

The purpose of the Safety Committee shall be to develop and maintain positive attitudes, awareness and practice regarding safety and health. The Safety Committee shall serve as an open forum for discussion of topics and issues relevant to the safety and health of all employees.

#### **Section Two: Membership**

The Safety Committee shall be composed of a minimum of two employer and two employee representatives. Members shall represent all service areas and buildings in the district.

The Safety Committee shall:

1. Be comprised of the Business Manager as well as volunteers from other sectors of the district.
2. Make all decisions by majority vote.
3. Meet at least monthly.
4. Develop a written agenda for each committee meeting.
5. Take and maintain minutes of each committee meeting.
6. Conduct a safety inspection at each district-owned building once per year, with follow-up inspections as necessary.

A list of members shall be developed and shall be made available to any employee upon request.

#### **Section Three: Member Terms**

Employee representatives of the committee will be appointed by the chairman of the safety committee and will serve a minimum of twelve consecutive months.

**Section Four: Use of Company Time**

Committee members shall be permitted to take reasonable time from work to perform committee duties, without loss of pay or benefits.

**Section Five: Selection of New Members**

New members of the Committee shall be appointed by the chairman of the safety committee.

**Section Six: Election of Committee Chairperson**

The appointment of the Safety Committee Chairperson shall take place annually during the safety committee's first regular meeting of the fiscal year.

**Section Seven: Election of Recording Secretary**

The appointment of the Safety Committee Recording Secretary shall take place annually during the safety committee's first regular meeting of the fiscal year.

**ARTICLE TWO**

**Section One: Meeting Requirements**

The Safety Committee shall meet on the second Thursday of each month, unless it is a recognized holiday. If the regular meeting should fall on a recognized holiday, the Committee will select an alternate date that is mutually acceptable to a majority of the Committee members. Additional meetings and safety inspections shall be scheduled as needed. Regular monthly meetings shall be at least one hour in length. The length of additional meetings shall be determined by the Committee. Meetings shall begin promptly at the scheduled time. The Safety Committee Chairperson shall preside over all meetings. Should the Chairperson be unable to attend a meeting, the Chairperson shall appoint another Committee member to conduct the meeting. In the event of an extended absence, a new chairperson shall be appointed by consensus by the Committee. This election shall be procedure as the regular election of a Chairperson.

**Section Two: Agenda**

An agenda shall be prepared by the chairman prior to each meeting. The agenda shall outline the topics and issues to be addressed by the Committee. Additional items may be added by other members at any time prior to the day/date of the next meeting. Copies of the proposed agenda should be given to all Committee members along with the minutes of the last meeting.

**Section Three: Meeting Minutes**

The minutes of each Committee meeting shall be recorded and maintained by the secretary. Minutes shall include meeting attendance. Minutes from each meeting shall be posted so that all employees will be able to review them. The minutes of the previous Safety Committee meeting shall be approved by voice vote of the Committee. Any changes, corrections, or additions to the minutes shall be made prior to Committee approval.

## **ARTICLE THREE**

### **Section One: Duties and Responsibilities**

Article Three outlines the specific functions, duties and responsibilities of the Safety Committee and its members.

### **Section Two: Goals and Objectives**

It shall be the responsibility of the Safety Committee to establish safety missions; goals and objectives based on Federal, State and Local Regulations and within recognized standards of practice in the fields of workplace and safety. The Committee shall research, discuss and develop plans, procedures, best practices, etc. to accomplish the missions, goals and objectives established by the Committee. All mission goals and objectives must have approval from the superintendent before any actions are taken.

### **Section Three: Program Review**

The Safety Committee shall be responsible for reviewing safety programs. Evaluation of programs for effectiveness shall be completed in a professional and objective manner and shall be documented by and for the Committee. Recommendations to the superintendent resulting from these evaluations shall be prepared in writing and include supporting documentation.

### **Section Four: Workplace Health and Safety Inspections**

Workplace safety and health inspections shall be planned and performed by Safety Committee Members. These inspections shall be conducted at each district-owned building at least once per calendar year, with follow-up inspections to be conducted on an as-needed basis. It shall be the responsibility of the Committee members performing the inspections to locate and identify safety and health hazards present within the workplace. The location and identity of hazards shall be documented in writing. The Committee shall review all inspection data and make recommendations for removal and/or correction of the hazards. The Committee shall also conduct follow-up on all recommendations generated by previous inspections.

### **Section Five: Reviews and Evaluations**

Review of incident reports and investigations shall be performed by Committee members to monitor thoroughness of the reporting and investigative systems. The Committee shall also review development and completion of corrective actions and their processes. The Committee shall conduct timely review of incidents resulting in work-related deaths, injuries and illnesses, and complaints regarding safety and health hazards by Committee members or other employees. Copies of all accident reports shall be submitted to the Safety Committee Secretary. Follow-up evaluations of any newly implemented safety equipment or health and safety procedures will also be reviewed by the Committee for effectiveness.

## **ARTICLE FOUR**

### **Section One: Training**

Sample Company shall itself or through its insurer provide adequate training for all Committee members. Training programs shall be made available at least annually and be conducted by an individual or individuals that qualify as accident and illness prevention personnel under Qualifications of Accident and Illness Prevention Personnel. Training programs should address accident and illness prevention generally and the health and safety concerns specific to the business of the employer. New members of the Safety Committee shall be provided an orientation of the Safety Committee and its function. This should be accomplished after their assignment to the Committee and before the Committee's next regular meeting.

## **ARTICLE FIVE**

### **Section One: Non-Retaliation**

Employees cannot serve effectively if subject to employer retaliation for engaging in Committee activities. Therefore, the employer shall not discharge, threaten with discharge, demote, suspend, or in any other manner discriminate against any employee because he or she has participated in any Committee function, including but not limited to, serving as a Committee member, making statement, complaints or recommendations to the Committee or participating in a Committee workplace inspection.

## **ARTICLE SIX**

### **Section One: Revisions**

These by-laws may be amended based on a 2/3 vote by the committee membership.