

Northern Tioga School District Workplace Safety Committee By-Laws

Name of Committee

Northern Tioga School District Workplace Safety Committee

Purpose

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

Goal

The goal of Northern Tioga School District 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 Northern Tioga School District 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, illnesses and deaths.
- Conduct yearly, 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 Northern Tioga School District Workplace Safety Committee workplace safety and health program and recommend improvements to management.

Representatives

The Northern Tioga School District Workplace Safety Committee will have committee members representing employees and employer. The committee will be comprised of at least four committee members at all times and shall not contain more employer representatives than employee representatives at any time. Employee representatives can volunteer for committee service or can be elected by their peers. Employer representatives can be appointed by the employer. Employee representatives will serve a continuous term of at least one year. Employer representatives can be rotated onto the committee as business needs dictate. To ensure at least one experienced representative serves on the committee at all times, it may be advisable to stagger the terms of the members.

Committee Member Training

All committee members will be trained annually during Northern Tioga School District 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.

Meeting Agenda

The agenda will prescribe the order in which the Northern Tioga School District 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 Northern Tioga School District Workplace Safety Committee will meet on the first Monday of each month. 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 yearly hazard identification inspections, as well as other committee functions 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 on the district website. The Superintendent's 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 meeting.

Employee Involvement

The Northern Tioga School District 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 and reviewed by the committee.

Voting

The committee shall make decisions by virtue of a majority vote of regular committee members.

Identified Concern/Issue Response

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

Incident and Accident Investigation

The Northern Tioga School District 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 investigations. Resolution of identified issues will be presented to management representatives.

Workplace Inspections

Members of the Northern Tioga School District Workplace Safety Committee will conduct yearly workplace inspections of all company facilities. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work areas. The committee will provide a written report/form to the committee and management 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 recommendations, management respond to the committee indicating acceptance, rejection or modification to the proposed resolution.