

# Safety committee bylaws

## **Name**

The name of the committee is the Philomath School District Safety Committee.

## **Purpose**

The purpose of the Philomath School District Safety Committee is to bring all Philomath School District employees together to achieve and maintain a safe, healthful workplace.

## **Goal**

The goal of the Philomath School District Safety Committee is to implement consistent safety reporting to eliminate workplace injuries and illnesses, and ensure daily safety for all students and staff.

## **Objectives**

The Philomath School District Safety Committee has four objectives:

- Involve employees in achieving a safe, healthful workplace.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Annually evaluate the Philomath School District's workplace safety and health program and recommend improvements to management.

## **Representatives**

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

## **Chair and vice-chair**

The Philomath School District Safety Committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

## **Terms of service**

Chair and vice-chair each will serve a one-year term.

## **Duties of the chair**

- Schedule regular committee meetings
- Develop written agendas for conducting meetings
- Conduct the committee meetings
- Approve committee correspondence and reports
- Supervise the preparation of meeting minutes

## **Duties of the vice-chair**

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

## **Election of chair and vice-chair**

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves 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.

## **Training**

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

## **Meetings**

**Monthly schedule:** The Philomath School District Safety Committee will meet the second Tuesday of each month, except when the committee conducts quarterly workplace safety inspections.

**Attendance and alternates:** Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

**Agenda:** The agenda will prescribe the order in which the Philomath School District Safety Committee conducts its business. The agenda also will 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 misses, accidents, illness, or deaths occurring since the last committee meeting.

**Minutes:** Minutes will be recorded at each committee meeting and posted on the Philomath School District website. The committee will submit a copy of the minutes to the Philomath School District personnel office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

**Voting quorum.** Six voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

## **Employee involvement**

The Philomath School District Safety Committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

## **Safety log**

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

## **Response**

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 30 days of receiving the written recommendations, management will respond

in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

### **Incident and accident investigation**

The Philomath School District Safety Committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

### **Workplace inspections**

The Philomath School District Safety Committee will conduct quarterly workplace inspections of all company facilities in March, June, September and December.

### **Written report**

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 30 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

### **Evaluation**

The Philomath School District Safety Committee will evaluate the company's workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities each June and use the evaluation to develop an action plan for the next school year.