



Workplace Safety Committee By-Laws

III. Safety Committee Policy Statement

The University is committed to providing a safe and healthful workplace, through the use of a proactive safety program. The safety committee organization is the first step in achieving our goal. The safety committee organization is charged with the responsibility of working to reduce employee accidents and injuries. Committee activities will be to:

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IV. Safety Committee Structure

Size: The size of the overall organization dictates the size of the committee which should be reflective in proportion. The committee's size can range from as few as five (5) members to a maximum of fifteen (15) members.

Personnel: To the best extent possible, the University's Safety Committee shall be comprised of all employee job groups, in a distribution that closely approximates all the groups within the University, so task levels are represented by a voice on the committee. The committee shall be staffed by both management/supervisory employees (Employer Representative) and non-management employees (Employee Representative).

Once the committee has been selected and formed, each member will serve a minimum term of one year. Members will serve rotating terms to permit new members to be trained by outgoing members while permitting a smooth transition. Members are paid their standard wage for attending meetings and other committee functions.

VI. Meeting Structure

Meetings will be typically held on the second Tuesday of each month at 10:00 AM. For the meetings to be held a minimum quorum must be met (half of the committee plus one). Safety committee meetings are structured to maintain the optional use of allotted time. The committee will follow these structural guidelines:

- ¾ One week prior to the meeting an agenda will be published by the chairman. The agenda will follow this format:

Meeting of the Safety Committee will be held on _____ (Date) _____ at _____ (Time) _____ in _____ (Location) _____. All members are required to attend. The agenda for this meeting is:

1. Call to order (reading of minutes)
2. Review old business
3. Review new accident reports
4. Call for new business
5. Conduct facility inspection
6. Review findings of tour
7. Adjourn

- ¾ All issues requiring a decision should be voted upon.
- ¾ During each meeting minutes are kept. Following each meeting, the minutes will be typewritten and published to all committee members for reference of commitments. The meeting minutes should become part of the committee file in addition to the reading as part of the agenda. Minutes from the most recent meeting will be maintained on The University's EHS Website and will be emailed to all committee members and requesting individuals.
- ¾ On some occasions, situations discovered may not be resolved during the meeting. To gain a different perspective of the situation, a sub-committee can be appointed by the chairman. The business committee can be charged with the responsibility of studying or researching the situation and providing the committee with three (3) more options to consider for resolution. Each option would call for a vote.

VII. University Employees

University employees are encouraged to report safety concerns as they are identified to facilitate review by the Committee or a third party expert. The concerns can be reported by the following mechanisms:

1. Reporting to the immediate Supervisor or Department Chair.
2. Reporting to any committee member.
3. Reporting to the Health and Safety Office via:

- ¾ Telephone (extension x4277)
- ¾ Email (healthandsafety@scranton.edu)
- ¾ EHS Website (<http://scranton.edu/about/public-safety/HSForm.shtm>)*

*may be reported anonymously

Periodic campus distributions will be implemented to remind employees of the Safety Committee and reporting procedures. These include University website postings, University portal matrix, campus board postings, monitors and emails. Concerns will be discussed at monthly meetings, reviewed and recorded in meeting minutes. Follow-up with the employee(s) will be performed by the Committee where applicable.

VIII. Accident Investigations

The Safety Committee will review all safety incidents, accidents and near misses at the next scheduled monthly meeting. Prior to the meeting (eg. as soon as practical after the event), an investigation by Committee representatives will occur using the University Accident Investigation Form (Attachment 1). Recommendations resulting from the investigation will be generated from the meeting and distributed appropriately. Where applicable, response activities will be reported to management or through Facilities workorders. The status of applicable work orders shall be discussed at each monthly meeting.

IX. Tours and Inspections

Part of the committee's responsibility is to tour the campus, identify and note the existence of unsafe conditions and unsafe acts. Safety tours and inspections will be conducted in conjunction with The University's Environmental Health and Safety consultant. At each monthly meeting, the committee will designate a targeted area of the campus and respective date(s) for tour/inspection with the EHS Consultant. A report, identifying findings and recommendations will be subsequently generated by the EHS Consultant of the Committee and presented at the next scheduled meeting.

X. Follow-Up

Upon completion of the response task, a written document, indicating work has been completed from the person responsible for the response task, should be sent to the person identifying the act or condition.

XI. Recordkeeping