

CANTON AREA SCHOOL DISTRICT SAFETY COMMITTEE BY LAWS

Purpose

The purpose of the Canton Area School District Safety Committee is to provide a conduit for all Canton Area School District employees to contribute to workplace safety in the hope of achieving and maintaining a safe, healthful working environment.

Goal

The goal of the Canton Area School District Safety Committee is to eliminate workplace incidents and illnesses by involving employees and administration 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 Canton Area School District 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 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 Canton Area School District workplace safety and health program and recommend improvements to administration.

Representatives

The Canton Area School District Safety Committee will have members representing employees and school district. The committee will be comprised of at least four committee members at all times and shall not contain more school district representatives than employee representatives at any time. Employee representatives can volunteer for committee service or can be appointed by the district. Employee representatives will serve a continuous term of at least one year and can be rotated onto the committee as needs dictate keeping at least one experienced representative on the committee at all times.

Member Terms

Each member will serve for a one year term, which may automatically renew for an additional year, with not term limit. Member vacancies will be filled by volunteers from the appropriate labor classification

Committee Chair and Vice-Chair

The committee should elect a committee chair and vice-chair. Committee offices can rotate on an annual basis.

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 the committee Vice-Chair

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

Election of Committee Chair and Vice-Chair

The election of the committee chair and vice-chair will be held during the monthly committee meeting the month before the incumbent's term expires. If the chair or vice-chair leave 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.

Committee Member Training

All committee members will be trained annually during Canton Area School District's 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 operation of 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 Canton Area 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 Canton Area School District 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 Canton Area School District Safety Committee will meet on the third Thursday of each month at 8:10 AM. 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 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 by posting on the district's intra-net site. 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 Canton Area School District Safety Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to and reviewed by the committee.

Voting

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

Incident and Accident Investigation

The Canton Area School District Safety Committee will conduct workplace inspections of all district 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 administration that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards.