

Mountain View School District Safety Committee Bylaws

Adopted October 17, 2024

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

Goal The goal of the Mountain View School District 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 Mountain View 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 Mountain View School District Safety Committee workplace safety and health program and recommend improvements to management.

Representatives The Mountain View School District 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 President and Vice-President The committee should elect a committee president and vice-president. Committee officers can rotate on an annual basis.

Duties of the Committee President • 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-President • In the absence of the committee president, assume the duties of the president. • Perform other duties as directed by the president.

Election of Committee President and Vice-President The election of the committee president and vice-president will be held during the monthly committee meeting the month before the incumbent's term expires. If the president or vice-president 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 Mountain View School District annual workers' compensation policy period in the topics of safety committee operation, hazard detection and inspection, accident and illness prevention and investigation, substance abuse and opioid painkiller use 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. The committee will submit a copy of the training records to the Mountain View School District Business Manager, and the Business Manager will retain the training records for five years.

Meeting Agenda The agenda will prescribe the order in which the Mountain View 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 Mountain View School District Safety Committee will meet on the third Thursday of each month, unless otherwise noted by the committee President. Notice will be sent to all Safety Committee members when schedule changes occur. 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 monthly 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 via the Mountain View School District website. 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 Mountain View 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 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 As needed, the committee will respond to employee concerns in writing and work with management representatives to resolve them. The committee will present written recommendations for concern/issue resolution to management. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

Incident and Accident Investigation The Mountain View School District 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 Mountain View School District Safety Committee will conduct monthly workplace inspections. Committee members are encouraged to include employees in discussions 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 written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

Committee Goals and Objectives It is suggested that the Mountain View School District Safety Committee develop a five-year safety strategic plan that will include the committee's annual safety goals and objectives. The safety strategic plan will detail the existing status of the employer safety program and the committee's vision on the status of the program in five years. The plan will outline how to reach the future status, timelines, goals and objectives in support of the safety strategic plan.