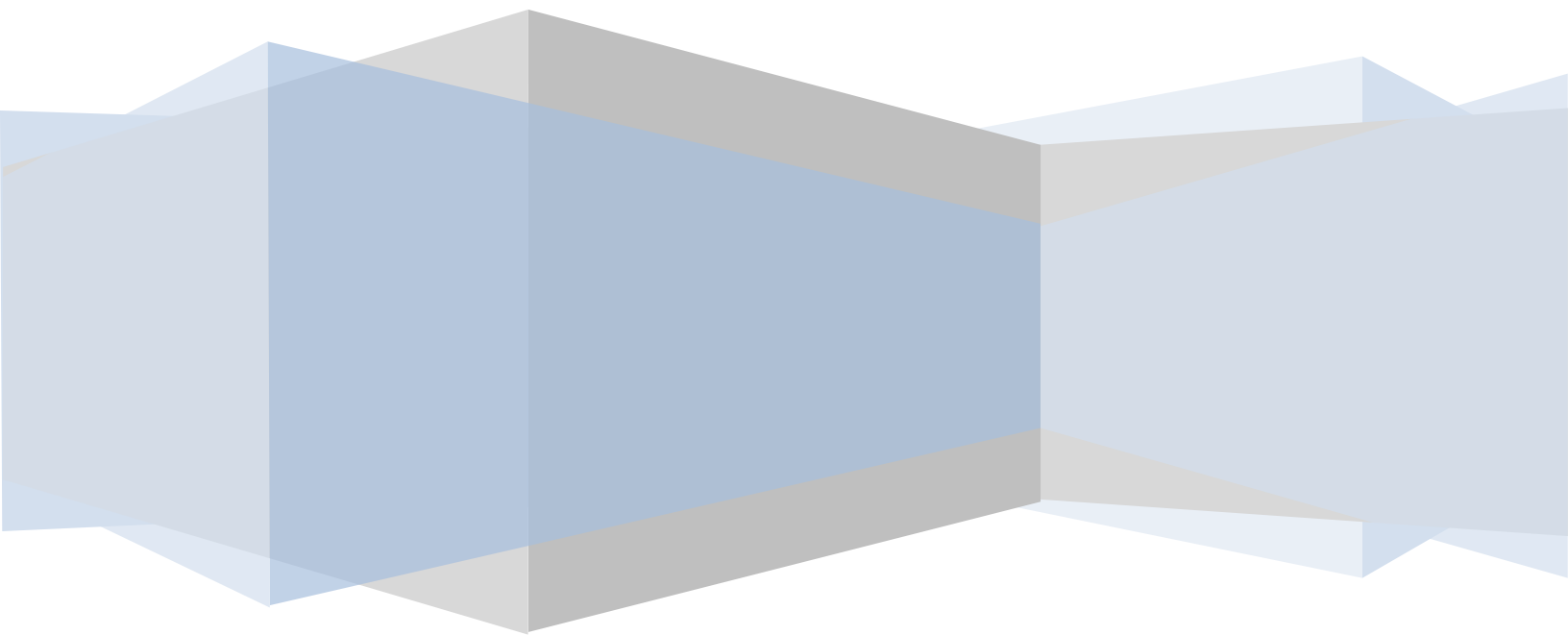


Butler Area School District

# Workplace Safety Committee

## By-Laws



**Purpose:**

The purpose of the Butler Area School District Safety Committee (the committee) is to promote a safe and healthy working environment for all employees, students and visitors by providing leadership in the prevention of human and economic losses from personal injury and property damage; the prevention of losses from fire and theft; and ensuring the safety, protection, and well-being of all students and staff.

**Goal:**

The goal of the Butler Area School District Safety Committee is to eliminate workplace injuries and illnesses by involving our employees and administration in identifying hazards and suggesting how to prevent them.

**Objectives:**

The Butler Area School District Safety Committee has 6 major objectives:

1. Conduct building and grounds inspections not less than quarterly;
2. Involve employees in achieving a safe and health workplace;
3. Monitor accident/incident trends and plan prevention;
4. Review work related accidents and near-misses on a monthly basis;
5. Evaluate the Butler Area School District safety program with the assistance of our Workers' Compensation Representative and recommend improvement to management;
6. Conduct annual training with a representative from our Workers' Compensation Insurance Company for employer and employee Committee Members and "new hires".

## COMMITTEE FORMATION AND MEMBERSHIP

**Formation:**

The Butler Area School District Safety Committee is formed as a centralized Safety Committee with non-committee member representatives in each building conducting monthly inspections.

**Membership:**

1. Management and all bargaining unit employees are represented.
2. The committee shall consist of employer and employee representatives.
3. Employer and Employee representatives may volunteer to be a member of the Safety Committee.

The committee will consist of employer and employee representatives and will represent the following primary Employer/Employee groups:

- Administration
- Managerial
- PSEA/NEA/ESPA (Clerical/Secretarial, Paraprofessional, Health Tech, etc.)
- SEIU (Custodial/Maintenance)
- Food Service
- BEA (Teachers, Nurses, Librarians, etc.)

**Committee members shall:**

- Be permitted to take reasonable time from work to perform committee duties, without loss of pay or benefits.
- Join the committee for a continuous term of two (2) or more years from the date of first meeting attended.

## OFFICERS

The committee shall consist of two (2) co-chairs and a secretary.

The Co-Chairs and Secretary will serve a term of two (2) or more years.

### Election of Officers:

- The election of a new co-chair(s) or secretary shall be held during the monthly committee meeting before the month in which the incumbent's term expires.
- If the co-chair(s) or secretary 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.
- All elections will be finalized through majority vote of those present.

### Duties of the Co-Chair(s):

- Schedule regular committee meetings
- Approve committee correspondence and reports
- Conduct meetings in an orderly fashion and ensure that all members are heard
- Hold meeting time to two (2) hours
- Report monthly committee activities to senior management

### Duties of the Secretary:

- Notify members of regular committee meetings
- Develop written agendas for conducting meetings
- Record, prepare, and distribute meeting minutes
- Conduct meeting in absence of the Co-Chairs
- Maintain a current membership list
- Maintain training records
- Prepare a quarterly newsletter

### Duties of the Committee Members:

- Report and discuss unsafe conditions and practices
- Attend all meetings regularly, as permitted by your work assignment
- Review all accidents, incidents, injuries, and near misses
- Contribute ideas and suggestions for improvement of safety
- Influence others to work safely
- Sponsor or develop programs related to safety

## EMPLOYEE INVOLVEMENT

The 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. The vehicles for reporting concerns shall be:

- Butler Area School District's website ([www.basdk12.org](http://www.basdk12.org))
- Inter-office mail
- Email to Recording Secretary
- United States Postal Service mail to:

Butler Area School District  
Attn: Workplace Safety Committee  
110 Campus Lane  
Butler, PA 16001

- Phone: 724-287-8721
- Fax: 724-287-1802

**Committee Response to Concerns:**

The committee will review employee concerns on a monthly basis. The committee will respond in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within sixty (60) days of receiving the written recommendation(s), management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

**Log of Employee Concerns:**

The committee will maintain a log of all employee concerns, including the date received, recommendation(s) to managements, the date the concern was resolved, and the date the employee was notified.

**WORKPLACE INSPECTIONS**

The committee will conduct ongoing workplace inspections for the purpose of follow-up to previously reported health and safety hazards. The location and identity of hazards shall be documented in writing, and the committee shall make proposals to management regarding correction of the hazards.

**TRAINING**

All committee members will receive annual training by a representative of our Workers' Compensation Insurance Company in the following areas:

- Hazard Detection and Inspection
- Accident and illness prevention and investigation (including substance abuse awareness and prevention training)
- Safety committee structure and operation

Written records of safety committee training shall include:

- Names of committee members trained
- Date of training
- Training time period
- Training methodology
- Name and credentials of person conducting the training
- The training location
- Training topics

**COMMITTEE MEETINGS****Meeting Schedule:**

The committee will meet on the second Wednesday of every month at 7:30 A.M. in the Upper Board Room of the Harriger Educational Services Center, 110 Campus Lane, Butler, PA 16001.

**Quorum:**

Fifty-one percent (51%) of regular committee members constitute a quorum. A quorum must be present for each monthly meeting.

**Conducting Meetings:**

The written agenda will be used as the order of business to conduct all safety committee meetings and will include:

- Call to Order
- Roll Call
- Approval of Prior Months Minutes
- Old business
- New business
- Miscellaneous items
- Report on Safety Incidents
- Abeyance List

**Voting:**

Motions considered by the committee shall require a simple majority vote of the regular committee members present to be adopted.

**Committee Record Retention:**

The Secretary will be responsible for record retention. The following records will be maintained for a period of five (5) years:

- Meeting minutes
- Accident/Incident, near misses, and injury investigations
- Documentation of annual committee member training
- Safety related recommendations to management
- New safety programs and policies implemented