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**Management Plan
for
Safety Committees**

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Jordan Public Schools ISD# 717

Management Plan for Safety Committees

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1.0 Introduction

The Occupational Safety and Health Administration (OSHA) and the Minnesota Department of Education (MDE) require school districts to promote health and safety through safety committees. A safety committee is a group of employees and management working together to develop and implement safety and health programs in order to provide a more productive, healthier, and safer work environment. Each district is required to hold regularly scheduled safety committee meetings, maintain a written management plan, and provide representation of each bargaining unit on the committee. IEA recommends quarterly safety committee meetings, at a minimum, as a best practice.

2.0 Safety Committee Policy Statement

Jordan Public Schools is committed to providing a safe and healthy work environment for its staff. To achieve this goal, the district has supported the formation of safety committees throughout the district. The district will provide appropriate funding and resources to implement and maintain federal, state, and local environmental, health, and safety programs, and recommendations as provided by the committees. The responsibilities of the safety committee include the review of accident investigations, inspection of company facilities, analysis of building loss histories and trends, review of employee and committee member safety suggestions, and development of reports with findings and recommendations for reducing or eliminating hazards for submission to management.

3.0 Safety Committee Members

Jordan Public Schools maintains a district-wide safety committee. The committee is required to have representation from upper management as well as representation from each bargaining unit if one exists. If a bargaining unit decides to decline representation, ISD# 717 will maintain documentation for the remainder of the life of the committee or until the bargaining unit is represented. Members serve on the committee on a volunteer basis and the district's collective bargaining agent will select an employee representative if volunteers are not found. The number of employee representatives on a safety and health committee equals or exceeds the number of management representatives on the committee. Unless a collective bargaining agreement provides to the contrary, being a member of a safety and health committee is considered part of an employee's job and time spent performing the duties of a safety and health committee is considered time worked.

Ideal characteristics of volunteers to serve on the safety committee are as follows:

- Interest in health and safety
- Respected by co-workers
- Gets things done
- Willing to compromise
- Able to express ideas/have good communication skills
- Interested in needs of the entire work force
- Good people skills
- Familiar with production or curriculum processes
- Receptive to new ideas/open minded
- Willing to take time to attend meetings and work on projects outside of the safety committee
- Sets a good example

Jordan Public Schools strongly advises members to become proactive in the promotion of health and safety in their building and bring any questions, comments, concerns, or recommendations of other employees to the committee for discussion.

4.0 Safety Committee Duties

Responsibilities for each individual committee member are outlined as follows:

Committee Chairperson

The responsibilities of the chairperson are to:

- Arrange a meeting place
- Notify members of meeting
- Create agenda for meeting
- Review previous meeting minutes and materials
- Facilitate meetings
- Present committee reports to management

Committee secretary (may assume chairperson's duties during absence)

The responsibilities of the secretary are to:

- Record the meeting minutes
- Distribute minutes to committee members and management
- Post minutes for other employees to review
- Report on status of recommendations

Committee Members

The responsibilities of the members are to:

- Report unsafe conditions and recommend corrective action
- Attend all safety meetings
- Report accidents or near misses
- Contribute ideas and suggestions for improvement on safety
- Work safely
- Promote safety
- Voice safety concerns of other employees

5.0 Committee Logistics and Meeting Topics

A chairperson and secretary will be elected every year for each safety committee. The safety committee will hold regular quarterly meetings at which recommendations, accident records, accident trend analysis, and environmental, health, and safety programs will be discussed and reviewed. Goals for the safety committee will be developed at the building level. A list of members and the minutes of each meeting are posted at a location within the building accessible to all employees. A copy of the minutes is filed at the District Office for required recordkeeping. The district's health and safety consultant is available for assistance by contacting the District Maintenance Engineer through the District Office.

6.0 Review

This management plan and the activities and responsibilities of each safety committee are reviewed on an annual basis or as necessary.