Schuylkill Intermediate Unit 29

Specializing in educational solutions for lifelong learners

It is the policy of the Schuylkill Intermediate Unit 29 to provide an active Safety and Health Program. The objective of the program is to ensure a safe and healthful work environment for all employees, students, visitors and the general public, as well as to protect the buildings, equipment, grounds and other property from loss.

A workplace safety committee, which meets monthly, shall be implemented to help attain these goals. Some of the techniques, or procedures, used by the committee to implement this safety policy shall include, but are not limited to:

1. Hazard detection and safety inspections of the work area on a periodic basis, i.e. via a quarterly or more frequent inspection program.

2. Accident and illness prevention and investigation including review of accident reports with recommended appropriate corrective action, assignment of person responsible and follow-up to confirm recommendation compliance.

3. Promoting safety awareness throughout the campus.

4. Implementing required safety programs as mandated by law.

5. Reviewing appropriate safety procedures and recommending any changes.

6. Organizing and/or providing safety training programs for employees.

7. Substance abuse awareness and prevention.

8. Periodic review of safety committee by-laws, structure and operations.

The safety committee chairperson will give monthly reports at committee meetings and an annual report to the senior management regarding the safety and health program status.

The complete cooperation of all personnel regarding this program is expected.

Anthony Serafini — 1/6/2025

Dr. Anthony Serafini
Executive Director

Date

I. Purpose

It is the mission of the safety committee to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

II. Scope

The scope of the objectives of the safety committee will be to concentrate on the following areas of the Loss Control/Risk Management Program.

A. Gather and promote ideas and suggestions for improving workplace safety.
B. Influence others to work safely.
C. Establish periodic safety inspection procedures for identifying unsafe conditions and practices.
D. Investigate accidents and near misses.
E. Review accident investigation and safety inspection reports.
F. Monitor accident trends and plan prevention.
G. Provide written recommendations to the management regarding any unsafe work conditions or practices or occupational health concerns.
H. Implement programs for compliance with all applicable federal, state and local laws, rules and regulations regarding personnel and equipment safety.
I. Conduct follow-up evaluations to review the effectiveness of newly implemented safety equipment or safety and health procedures.
J. Promote the safety and health program.
K. Make suggestions relative to selection of safety equipment and appropriate tooling.
L. Implement other safety techniques including safety items such as those which are outlined in the Presidents policy statement to employees.
M. Report annually to the administration on the past year's accomplishments and the next year's goals.

III. Selection of the term of office for the Safety Committee will be as follows.

A. Selection

The safety committee will be composed of a representative from the following departments: Management and Employees.

Rene' Evans	Chairperson
Lorie Ossman	Vice-Chairperson/Recording Secretary
Robert Houseknecht	Member
Craig Buffington	Member
Annie Milewski	Member
Kristin Nunes	Member
Barbara Katona	Member
Christi Rhode	Member
Ashley Hess	Member
Rachel Sterner	Member
Carl Stine	Member

Insurance Group Loss Control Rep. (Ex-officio)

The committee members will be selected based on their knowledge and willingness to serve. If possible, at least one member will be selected from each group of employees, so that all areas are represented. All employees are to be properly advised of the name of their safety committee representative.

B. **Term**

The term of the committee members will be three years. One-third of the membership will rotate out annually. Terms will begin July 1 and end on June 30. Members may be re-appointed with the approval of the administration. This is to ensure maximum participation and continuity in the Safety and Health Committee and Loss Control/Risk Management program. Some management members are permanent members and are not subject to being rotated out of the committee. In the event that a member cannot fulfill his/her term, a person from the same group or a substitute from another department (as approved or appointed by the administration) will serve until the end of the member's term. Committee members may be replaced for failing to attend regularly scheduled meetings.

C. **Officers**

Officers for the next year shall be elected at the May or June meeting for a one-year term by a majority vote of the committee members present.

D. **Quorum**

A quorum will consist of 51% of the members. There must be a minimum of 2 employers and 2 employee representatives. The number of employer representatives cannot exceed the number of employee representatives. *(There can be more employee reps.)*

IV. Committee Member's Responsibilities

A. Chairperson Duties

1. Arrange meeting place
2. Notify members of meetings
3. Set time for meeting
4. Review previous meeting minutes
5. Set agenda for meeting
6. Appoint appropriate sub-committees as needed
7. Report monthly committee activities to committee
8. Prepare and present annual safety committee report to management
9. Prepare and distribute meeting minutes
10. Report on status of recommendations
11. Appoint a temporary secretary in their absence

B. Secretary (Vice-Chair)

1. Record meeting minutes
2. Coordinate with chairperson the preparation and distribution of the minutes
3. Maintain meeting minutes as a permanent record during monthly meetings
4. Assume temporary chairperson duties in their absence

C. Members

1. Report and discuss unsafe conditions and practices
2. Attend all safety meetings
3. Review all accidents and near misses
4. Contribute ideas and suggestions for improvement of safety
5. Influence others to work safely
6. If applicable, develop incentive programs related to safety
7. Appoint a temporary chairperson and secretary in absence of both

D. Voting

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

V. Committee Meetings

A. The committee will meet on the third Tuesday of every month in the Maple Avenue Campus Itinerant Resource Room unless otherwise scheduled.

VI. The following is the order of business conducted at Safety Committee meetings:

A. **Call to Order**

1. The meeting will be called to order promptly at the appointed time.

B. **Attendance**

1. Names of members and others present will be recorded.

C. **Minutes**

1. Approve minutes of pervious meeting with corrections/additions.

D. **Accident Review**

1. Review of accidents, near misses, and accident statistics. Causes should be determined for each incident/accident with corrective recommendations made and monitored until they have been completed.

E. **Unfinished Business**

1. Review items that were unresolved at the prior meeting.

F. **New Business**

1. Review new safety issues/concerns.

G. **Safety Inspections**

1. Workplace; review inspection findings and other applicable reports/findings.

H. **Safety Education**

1. Conduct safety training, review handouts, videos, speaker, etc. – time permitting.

I. **Next Meeting Schedule**

1. Review tentative date, time and location.

J. **Adjournment**

1. Meetings should stay within the one-hour time frame.

Note: The order of business may be modified as necessary.

Future Meetings – Tentative Dates:

January 20, 2026	May 18, 2026	September 15, 2026
February 17, 2026	June 16, 2026	October 20, 2026
March 17, 2026	July 21, 2026	November 17, 2026
April 21, 2026	August 17, 2026	December 15, 2026