West Linn–Wilsonville School District

District Safety Committee Bylaws: Updated 11-18-26

Purpose and Authority

The West Linn–Wilsonville School District shall maintain a District Safety Committee in accordance with Board Policy EBAC, ORS 654.182, and OAR 437-001-0765. The committee is responsible for implementing, monitoring, and continuously improving the District's safety and health program. These bylaws establish the structure, duties, and operating procedures of the District Safety Committee.

Responsibilities of the Committee

The District Safety Committee shall:

- Establish written procedures for accident and incident investigation, hazard identification, and workplace safety inspections.
- Conduct and review quarterly safety inspections at all district locations.
- Evaluate all accident, illness, and incident investigations and make recommendations for ways to prevent similar events from occurring.
- Assist administrators and department supervisors in preparing and implementing site safety programs.
- Recommend safety initiatives and actions to the District Safety Leadership Team (DSLT).
- Hold monthly meetings as required for non-office environments.
- Set aside the final meeting of each school year to include an annual written comprehensive review of the committee's activities to determine effectiveness.

Membership

Composition

As a district of more than 20 employees, Oregon statute requires a minimum of 4 committee members. The committee shall consist of an equal number of employer and employee representatives to the greatest extent possible, as required by ORS 654.182.

Employer-selected Members	Employee-selected or Volunteer Members
1. Safety and Transportation Supervisor 2. Director of Operations or Maintenance Supervisor 3. Director of Human Resources 4. Community Services Coordinator	1. WWEA -Certified District Nurse 2. WWEA-Certified Staff (Rotating) 3. WWEA-Certified Staff (Rotating) 4. OSEA- Safety Technician 5. OSEA-Classified Staff (Rotating) 6. OSEA-Classified Staff (Rotating)

Employee-selected members shall be volunteers or elected by their peers. Rotating members shall serve two-year terms, with staggered rotation as follows:

- One certified and one classified member rotate in odd-numbered years.
- One certified and one classified member rotate in even-numbered years
- The recorder shall track these rotations and communicate with members.

Efforts shall be made to ensure representation from differing work assignments (e.g., primary, middle, and high school teachers; classified staff with varied job descriptions). Representatives will work to gain perspectives from the various employees and roles that they represent.

Membership Adjustments

Membership, temporary or permanent, may be expanded by majority vote of the committee.

If position titles change, bylaws will be amended to reflect updated titles.

Committee Leadership

The committee shall elect a Chairperson by majority vote annually, in accordance with OAR 437-001-0765. The Facilitator may serve as Chairperson if elected.

The Recorder shall maintain minutes and documentation.

Training Requirements

All committee members shall receive training in:

- Hazard identification
- Accident and incident investigation principles
- Safety committee purpose and functions

Training shall be provided at no cost to employees and shall occur during paid time.

Compensation

Employee representatives shall be compensated at their regular hourly wage for all time spent attending committee meetings, inspections, and required training, as required by ORS 654.182 if the meetings, inspections or required training occur outside of the employee's normal workday.

Meeting Procedures and Recordkeeping

Meetings

- Meetings shall occur monthly.
- Meetings shall follow an agenda prepared by the Facilitator or Chairperson.
- Employee safety suggestions shall be reviewed and documented.

Recordkeeping

The committee shall maintain written minutes of each meeting for a minimum of three years. Minutes shall include:

- Date, time, and location.
- Names of attendees.
- All safety and health issues discussed.
- Recommendations and corrective actions: with reasonable dates by which management agrees to respond to recommendations for corrective action.
- Employee safety suggestions and responses.
- Results of inspections and investigations.

Records shall be accessible to employees upon request. An annual written comprehensive review will be conducted and presented to the committee each December in order to determine effectiveness of the committee's activities throughout the year.

Amendments

These bylaws may be amended by majority vote of the committee. Amendments must maintain compliance with Board Policy EBAC, ORS 654.182, and OAR 437-001-0765.