

Workplace Safety Committee Penn-Delco School District

Goal

It is the goal of the Penn Delco School District to provide a workplace free from unreasonable risk of injury or disease. Towards that goal, a workplace safety committee was established on April 1, 1997 and reactivated on December 11, 2003 and again on November 1, 2009.

Mission Statement

It is the policy of Penn-Delco School District to protect the safety and health of district employees. Injury and illness losses from accidents are needless, costly, and sometimes preventable. Penn-Delco School District has established a Workplace Safety Program that will help prevent injury and illness due to hazards. Employee involvement at all levels of the district is critical for this effort to be successful. To accomplish this task, a joint supervisor/employee Workplace Safety Committee has been established. Its purpose will be to bring supervisors and employees together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The Workplace Safety Committee will assist Penn-Delco School District in making recommendations for change.

Duties of the Committee

The duties of the committee will include, but not be limited to

- Performing safety inspections of school district buildings and grounds
- Reviewing accident report and accident investigation forms
- Promoting health and safety awareness throughout the school district
- Implementing required safety programs as mandated by the government
- Organizing and/or providing a safety training program for the staff
- Reviewing appropriate procedures and recommending changes as necessary

The safety committee chairperson(s) will give monthly reports to the Superintendent of Schools and an annual report to the Board of School Directors regarding the status of the Penn-Delco School District's safety program.

Workplace Safety Committee By-Laws

Committee Composition

The Workplace Safety Committee shall be comprised of between five and seven (5 - 7) members. At least three - four (3 - 4) employees who are neither managers nor supervisors shall be appointed to the committee. The Superintendent's designee shall cooperatively appoint all members with the assistance of the bargaining unit leadership and the administration, other than the chairperson(s) and recording secretary. The term of office of all appointed members of the committee shall be two years or until a successor is appointed. At least one experienced employee shall be a member of the committee and committee members shall be reasonably representative of the major work activities of the District. Any member of the committee may be replaced at any time and removed from participation on the committee for cause upon recommendation of the chairperson(s) and the concurrence of the Superintendent or his/her designee.

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Committee Officers

The officers of the committee shall consist of a chairperson(s) and a recording secretary. In the absence of the chairperson(s) the recording secretary shall perform his/her duties. In the absence of both the chairperson(s) and the recording secretary, the superintendent or his/her designee shall appoint an acting chairperson and/or recording secretary.

Meetings

The Workplace Safety Committee shall meet monthly at a date, time and place selected by the chairperson(s). The chairperson(s) shall give reasonable advance notice of the date, time and place of regular committee meetings. A written agenda for each regular meeting of the committee shall be developed and prepared jointly by the chairperson and recording secretary at least one day prior to the committee meeting, if practical. A majority of the members of the committee shall constitute a quorum. Meetings may be conducted and business of the committee transacted if a quorum is present. All decisions of the committee shall be by majority vote of those present. Minutes of all meetings of the committee shall be taken and maintained by the recording secretary, or in his/her absence, by a committee member designated by the chairperson(s) or acting chairperson. The minutes shall specify how each member of the committee voted. The chairperson may call special meetings as, in his/her sole discretion, are necessary. Advance notice shall be given to committee members, as practical, for special meetings.

Scheduling and Attendance

The chairperson(s) shall schedule regular committee meetings during normal work time; but at such times that will be least disruptive to District operations.

Committee Functions

The functions of the committee shall be as follows

- To evaluate the District's accident and illness prevention policies and practices and to make written recommendations concerning same.
- To establish procedures for periodic workplace inspections by the safety committee for the purpose of locating and identifying safety and health hazards. The location and identity of hazards shall be documented in writing and the committee shall make recommendations to the Superintendent regarding corrections of the hazards.
- To review incidents resulting in work-related deaths, injuries and illnesses, and complaints regarding safety and health hazards regarding safety and health hazards.
- To evaluate newly implemented safety equipment or health and safety procedures for effectiveness.

Training

The Superintendent or his/her designee shall ensure that committee members are adequately trained. Training programs shall be made available at least annually by properly qualified individuals. The training program shall address accident and illness prevention generally and the health and safety needs of the District.