

## **Safety Committee**

### **Purpose**

The safety committee shall monitor and evaluate the district's safety program to help provide a safe and healthy teaching, learning and working environment for the student, staff and public. The safety committee must represent the health and safety concerns of all district sites.

### **Organization**

The safety committee shall be composed of an equal number of employer and employee representatives. If mutually agreed upon by employees and the district, the number of employees on the committee may exceed the number of district representatives.

Employee representatives may be volunteers, appointees or electees. Members of the committee shall serve at least two continuous years. Terms may be staggered to provide continuity. Members may be reappointed. Members shall represent major areas of activity in the district whenever possible. Employee representatives attending safety committee meetings outside of their regular work hours shall be compensated by the district at their regular hourly rate or at an amount agreed upon by the district and the employees' representative as applicable. The district will comply with overtime requirements for non-exempt employees as provided by law.

### **Responsibilities**

1. Elect a chair annually;
2. Hold regular meetings at least once a month except when quarterly workplace safety inspections are made;
3. Provide written agendas for each meeting;
4. Take minutes of meetings that include reports, evaluations and recommendations which the employer shall review and maintain for three years;
5. Post and send copies of meeting records to committee members;
6. Assist in creating a hazard-free work environment by:
  - a. Recommending to the district how to eliminate hazards in the workplace and promoting employee adherence to safe work practices; and

- b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

### **Duties**

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating district policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee;
9. Evaluating employee/supervisor training needs.

### **Degree of Authority**

The centralized safety committee is authorized to make written suggestions to the district safety officer, based on its experiences, inspections and input from other employees, students and district patrons, as appropriate.