

# Vale School District 84

Code: **EBAC**  
Adopted: 12/6/94  
Readopted: 9/10/08  
Orig. Code(s): EBAC

## Safety Committee

### Purpose

To maintain a commitment and interest on the part of both nonmanagement and management employees in occupational safety and health matters.

To increase safety and health awareness throughout the school organization.

To assist management in minimizing and/or eliminating workplace hazards.

To encourage communication and discussion on problems in the workplace that could result in injury, illness or loss of property.

### Organization

The district safety committee shall be comprised of at least three management representatives to include at least one building principal and the deputy clerk or clerk's designee.

NOTE: The district reserves the right to appoint additional representatives from supervisory or confidential employees as deemed appropriate to balance non-management committee representatives.

Nonmanagement committee representatives shall be elected by staff members or volunteer to serve on the safety committee. Membership comprised of at least the following representatives:

1. Teacher from each school as follows: Vale High, Vale Middle, Vale Elementary and Willowcreek;
2. Kitchen/custodial staff member;
3. Instructional aide/clerical member;
4. Transportation member.

Nonmanagement representatives shall serve a continuous term of at least one year; however, the committee shall be structured so that at least one experienced member is always serving on the committee.

Representatives may serve more than one year. Committee members should be interested in accident prevention, occupational health and be dedicated to working together to improve safety throughout the district.

Employee representatives shall be compensated at their regular negotiated rate of pay calculated on an hourly basis for formal safety committee work. Pay to be in addition to regular salary, if safety committee work is conducted outside the employee's regularly scheduled work shift.

### **Authority**

The safety committee is an advisory body with authority to make written safety recommendations to the employer which will be given serious consideration by the employer. The employer is required to respond in writing within a reasonable time limit to all written safety committee recommendations.

The safety committee is not a regulatory body and as such may not interfere with work of employees or the condition of a department or challenge the authority of a supervisor or administrator.

### **Procedures**

Committee shall establish operating procedures to successfully achieve its goals, including:

1. Select a chair;
2. Select a secretary;
3. Hold regular meetings at least once a month except during months when workplace safety inspections are made. Workplace safety inspections must be made at least quarterly;
4. Set meeting dates, times and locations;
5. Outline the order of business;
6. Define records to be kept, i.e., agenda/minutes, workplace inspections, accident review, etc.
7. Define the duties of each member;
8. Establish a system which allows committee members to obtain safety related suggestions, reports of hazards or other pertinent information directly from all persons involved in the operations of the workplace;
9. Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards;
10. Establish procedures for review of all safety and health reports made by the committee;
11. Establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths. Committee is not required to conduct investigations;
12. Assist the employer in evaluating the employer's accident and illness prevention program and make written recommendations to improve the program where applicable;

13. Make written recommendations to management.

### **Safety Committee Training**

Committee member training shall include:

1. Safety committee's goals and objectives;
2. OR-OSHA Rules (OAR 437-Lt0-030 through 055) plus any others applicable to the workplace;
3. How to conduct safety committee meetings;
4. Identification of workplace hazards;
5. Accident investigation techniques.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 654.176](#)

[ORS 654.182](#)

[OAR 437-001-0765](#)