



## Workplace Safety Committee By-Laws

### I. Purpose, Methodology and Objectives

**Purpose:** The University of Scranton Workplace Safety Committee was implemented to be an important part of the accident prevention program structure for the campus. The Committee's goals are to assist in the advancement of safe work practices and a safe work environment to minimize the frequency of accidents in the workplace.

**Methodology:** The foundation for the committee is the monthly meeting. Meetings are structured to facilitate information exchange and education via reports of safety concerns, campus operations and guidance from Committee advisors comprised of experts in the safety/health and risk management fields. Recommendations are developed from the committee for response actions. Additionally, members subsequently become trainers for their coworkers. Committees are not designed to be enforcement groups for the organization. Enforcement of rules and regulations remains the task of the management group of the organization.

**Objectives:** The University of Scranton Workplace Safety Committee has five primary objectives through its operation:

- Promote a safe and healthful workplace via employee involvement throughout the campus community.
- Promptly review all safety related incidents, injuries, accidents and near misses.
- Facilitate routine hazard identification practices across the campus through Committee members and safety/health experts.
- Facilitate prompt correction of identified hazards from inspections or accident reviews. Provide follow-up reviews as necessary.
- Facilitate review of University Safety and Health Programs and ensure recommendations are addressed by University management.

### II. State Certification

The University's Workplace Safety Committee will be developed and operated in accordance with the Pennsylvania Department of Labor and Industry (PA DOLI), Bureau of Workers' Compensation requirements identified in 34 PA Code 129.1001. Successful maintenance of the certification will entitle the University to a reduction (up to 5% annually) in worker's compensation premiums. In order to receive and maintain State Certification, The University's Safety Committee will adhere to the requirements identified in this Policy.

### III. Safety Committee Policy Statement

The University is committed to providing a safe and healthful workplace, through the use of a proactive safety program. The safety committee organization is the first step in achieving our goal. The safety committee organization is charged with the responsibility of working to reduce employee accidents and injuries. Committee activities will be to:

- Review all accident investigation reports
- Review all existing and newly created safety programs
- Review all safety related training materials
- Actively participate in the design, development, and implementation of safety and related programs.

The safety committee will meet on a monthly basis. Part of that work will be to facilitate inspections of campus areas to further ensure safe working conditions are maintained. The goal of this committee is not to enforce rules but to assist in the identification and correction of potentially dangerous acts and conditions.

Aside from their duties within the committee meeting structure, members should be willing to avail themselves to other employees who may have questions, concerns, or suggestions that are safety related.

All employees are encouraged to participate in the committee. Input and participation will help strengthen the committee organization and will result in a strong, proactive safety program.

I expect full cooperation and participation in this vital program. I believe by working together, we can eliminate work related injuries.

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Executive (sign)

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Title

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Date

#### IV. Safety Committee Structure

**Size:** The size of the overall organization dictates the size of the committee which should be reflective in proportion. The committee's size can range from as few as five (5) members to a maximum of fifteen (15) members.

**Personnel:** To the best extent possible, the University's Safety Committee shall be comprised of all employee job groups, in a distribution that closely approximates all the groups within the University, so task levels are represented by a voice on the committee. The committee shall be staffed by both management/supervisory employees ("Employer Representative") and non-management employees ("Employee Representative").

Once the committee has been selected and formed, each member will serve a minimum term of one year. Members will serve rotating terms to permit new members to be trained by outgoing members while permitting a smooth transition. Members are paid their standard wage for attending meetings and other committee functions.

In addition to University employees, advisors will take an active role within the committee. Advisors may include The University's Environmental Health and Safety consultant, or Insurance/Risk Management consultants.

**Selection:** New committee members may be determined through volunteering or recruitment by employee or employer Committee representatives. The Committee may consider advertising by newsletter/campus bulletin board promotion, postings, memos and personal encouragement or other activity. Once a prospective member has been identified, the Committee will vote via simple majority at a monthly meeting. Consideration for voting/acceptance must include proper committee structure of membership, including employee-employer ratio; minimum/maximum membership; and, optimization of University areas/departments. Other factors to consider include: dedication to safety, commitment meeting attendance, interest, etc.

**Training:** Members of the Safety Committee will be trained on an annual basis. Training will include the following minimum topics:

- Safety Committee structure and operation
- Hazard detection and identification
- Accident prevention and investigation
- Safety and health topics specific to the University

Information on training, including dates, attendance, student certificates, topics, and instructor credentials, will be maintained with the Safety Committee recordkeeping file and the Health and Safety Office.

## V. Responsibilities of the Safety Committee

Responsibilities of the Safety Committee include, but are not necessarily limited to, the following:

1. Representing the accident and illness prevention concerns of employees at every applicant-employer workplace.
2. Reviewing the applicant-employer's hazard detection and accident and illness prevention programs and formulating written proposals.
3. Establishing procedures for periodic workplace inspections by the safety committees for the purpose of locating and identifying health and safety hazards. The locations and identity of hazards shall be documented in writing, and the committees shall make proposals to the applicant-employer regarding correction of the hazards.
4. Conducting review of incidents resulting in work-related deaths, injuries and illnesses and of complaints regarding health and safety hazards made by committee members or other employees.
5. Conducting follow-up evaluations of newly implemented health and safety equipment or health and safety procedures to assess their effectiveness.
6. Establishing a system to allow the committee members to obtain safety-related proposals, reports of hazards or other information directly from persons involved in the operation of the workplace.
7. A quorum of committee members shall meet at least monthly.
8. Develop operating procedures, such as rules or bylaws, prescribing the committees' duties.
9. Develop and maintain membership lists.
10. Develop a written agenda for each committee meeting.
11. Maintain committee meeting attendance lists.
12. Take and maintain minutes of each committee meeting. Copies of minutes shall be posted or made available for all employees and shall be sent to each committee member.
13. Ensure that the reports, evaluations and proposals of the committees become part of the minutes of the meeting which shall include:
  - a. Inspection reports.
  - b. Reports on specific hazards and corrective measures taken.
  - c. Reports on workplace injuries or illnesses.
  - d. Management responses to committee reports.
14. Make decisions by majority vote.

The Safety Committee Chair is responsible for the following:

1. Scheduling meetings
2. Establishing and distribute monthly meeting agendas
3. Conduct monthly meetings
4. Present correspondence and reports to the committee
5. Ensure monthly meeting minutes are developed and distributed

The Safety Committee Recorder is responsible for the following:

1. Taking attendance at meetings and functions
2. Taking notes and developing minutes for review by the Chair

## VI. Meeting Structure

Meetings will be typically held on the second Tuesday of each month at 10:00 AM. For the meetings to be held a minimum quorum must be met (half of the committee plus one). Safety committee meetings are structured to maintain the optional use of allotted time. The committee will follow these structural guidelines:

- One week prior to the meeting an agenda will be published by the chairman. The agenda will follow this format:

Meeting of the Safety Committee will be held on \_\_\_\_\_ (Date) \_\_\_\_\_ at \_\_\_\_\_ (Time) \_\_\_\_\_ in \_\_\_\_\_ (Location) \_\_\_\_\_. All members are required to attend. The agenda for this meeting is:

1. Call to order (reading of minutes)
  2. Review old business
  3. Review new accident reports
  4. Call for new business
  5. Conduct facility inspection
  6. Review findings of tour
  7. Adjourn
- All issues requiring a decision should be voted upon.
  - During each meeting minutes are kept. Following each meeting, the minutes will be typewritten and published to all committee members for reference of commitments. The meeting minutes should become part of the committee file in addition to the reading as part of the agenda. Minutes from the most recent meeting will be maintained on The University's EHS Website and will be emailed to all committee members and requesting individuals.
  - On some occasions, situations discovered may not be resolved during the meeting. To gain a different perspective of the situation, a sub-committee can be appointed by the chairman. The business committee can be charged with the responsibility of studying or researching the situation and providing the committee with three (3) more options to consider for resolution. Each option would call for a vote.

## VII. University Employees

University employees are encouraged to report safety concerns as they are identified to facilitate review by the Committee or a third party expert. The concerns can be reported by the following mechanisms:

1. Reporting to the immediate Supervisor or Department Chair.
2. Reporting to any committee member.
3. Reporting to the Health and Safety Office via:
  - Telephone (extension x4277)
  - Email ([healthandsafety@scranton.edu](mailto:healthandsafety@scranton.edu))
  - EHS Website (<http://scranton.edu/about/public-safety/HSForm.shtml>)\*

\*may be reported anonymously

Periodic campus distributions will be implemented to remind employees of the Safety Committee and reporting procedures. These include University website postings, University portal matrix, campus board postings, monitors and emails. Concerns will be discussed at monthly meetings, reviewed and recorded in meeting minutes. Follow-up with the employee(s) will be performed by the Committee where applicable.

## VIII. Accident Investigations

The Safety Committee will review all safety incidents, accidents and near misses at the next scheduled monthly meeting. Prior to the meeting (e.g. as soon as practical after the event), an investigation by Committee representatives will occur using the University Accident Investigation Form (Attachment 1). Recommendations resulting from the investigation will be generated from the meeting and distributed appropriately. Where applicable, response activities will be reported to management or through Facilities work orders. The status of applicable work orders shall be discussed at each monthly meeting.

## IX. Tours and Inspections

Part of the committee's responsibility is to tour the campus, identify and note the existence of unsafe conditions and unsafe acts. Safety tours and inspections will be conducted in conjunction with The University's Environmental Health and Safety consultant. At each monthly meeting, the committee will designate a targeted area of the campus and respective date(s) for tour/inspection with the EHS Consultant. A report, identifying findings and recommendations will be subsequently generated by the EHS Consultant of the Committee and presented at the next scheduled meeting.

## X. Follow-Up

Upon completion of the response task, a written document, indicating work has been completed from the person responsible for the response task, should be sent to the person identifying the act or condition.

**XI. Recordkeeping**

All records relative to the operation of the University Workplace Safety Committee, including minutes, agendas, inspections, and training, will be maintained in the following location:

**Health and Safety Office**  
Department of Public Safety  
Parking Pavilion, Room 120  
820 Mulberry Street  
Ph: (57) 94104277

Hard copy records will be maintained for a minimum of five years. All records will be maintained in digital form under the University Health and Safety Office portal.