

# **Bylaws of the Western Wayne School District Safety Committee**

**Adopted – March 17, 2010**

## ARTICLE ONE.

### GOAL

It is the goal of the Western Wayne School District to provide a workplace free from unreasonable risk of injury or disease. Towards that goal, a workplace safety committee is hereby established in accordance with the following terms and conditions.

## ARTICLE TWO.

### COMMITTEE COMPOSITION

The workplace safety committee shall be reasonably representative of the major work activities of the Western Wayne School District. The Superintendent or his/her designee shall appoint all members of the committee. The term of office of all appointed members of the committee shall be not less than one continuous year, or until a successor is appointed. At least one experienced employee shall be a member of the committee. Training will be mandatory for each member. 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 and the concurrence of the Superintendent or his/her designee.

## ARTICLE THREE.

### COMMITTEE OFFICERS

The officers of the committee shall consist of a Chairperson and a Recording Secretary as appointed by the Superintendent or his/her designee each year prior to the regular scheduled meeting in September. In the absence of the Chairperson, the Recording Secretary shall perform his/her duties. In the absence of the Chairperson and the Recording Secretary, the Superintendent or his/her designee shall appoint an Acting Chairperson and/or Recording Secretary.

## ARTICLE FOUR.

### MEETINGS

Section 1. *Regular Meeting.* The workplace safety committee shall meet monthly (12 meetings per year) at a date, time and location established by the Chairperson.

Section 2. *Special Meetings.* Special meetings of the workplace safety committee, for any purpose or purposes may be called by the Chairperson or by the Superintendent.

Section 3. *Notice of Meeting.* The Chairperson shall give reasonable advance notice of the date, time and location of regular committee meetings. In case of a special meeting, the purpose or purposes for which the meeting is called shall be provided with the notice. A written agenda for each regular meeting of the committee shall be developed jointly by the Chairperson and Recording Secretary and shall be prepared and distributed by the Recording Secretary at least one day prior to the committee meeting, as and if practical.

Section 4. *Quorum.* 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.

Section 5. *Minutes.* Minutes of all meetings of the committee shall be taken and maintained by the Recording Secretary, or in his or her absence, by a committee member designated by the Chairperson or Acting Chairperson. The minutes shall specify how each member of the committee voted.

## ARTICLE FIVE.

### COMMITTEE FUNCTIONS WITH MEMBER DUTIES

Section 1. *Committee functions.* The functions of the committee shall be as follows:

- a. *To evaluate the school district's accident and illness prevention policies and practices and to make written recommendations concerning school district safety;*
- b. *To establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information and include employee input on agenda for safety committee meetings;*
- c. *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. The Superintendent shall report to the Board of Education as he/she deems appropriate concerning hazards and recommendations for the elimination of such hazards;*

- d. *To review incidents resulting in work-related deaths, injuries and illnesses and complaints regarding safety and health hazards; and*
- e. *To evaluate for effectiveness newly implemented safety equipment, or health and safety procedures.*

Section 2. *Member Duties.* The duties of all committee members shall be as follows:

Section 3. *Report unsafe conditions and practices*

Section 4. *Attend all safety meetings (all meeting absences must be reported to and approved by the Chairperson prior to the meeting)*

Section 5. *Report all accidents or near misses*

Section 6. *Review injury accidents, illnesses and death investigations*

Section 7. *Contribute ideas and suggestions for improvement of safety*

Section 8. *Work safely*

Section 9. *Influence others to work safely*

Section 10. *Make or assist in inspections*

## ARTICLE SIX.

### NON-RETALIATION

No employee shall be discharged, threatened with discharge, demoted, suspended or in any other manner discriminated against because he or she has participated in any committee function, including but not limited to, serving as a committee member, making statements, complaints or recommendations to the committee or participating in a committee workplace inspection.

## ARTICLE SEVEN.

### TRAINING

The Chairperson 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 and the health and safety needs of the Western Wayne School District.

Those committee members who are not annually trained shall attend training on their own in order to maintain their membership on the committee. Those members who are not trained and certified each year may attend meetings only as guests and shall have no voting rights.

## ARTICLE EIGHT.

### BYLAWS INTERPRETATION

These bylaws are adopted to qualify for a workers' compensation premium discount in accordance with Act 44 of 1993 and House Bill 1614 signed by the Governor on October 9, 2009. Therefore:

- a. These bylaws are intended to comply with those provisions of Act 44 and House Bill 1614 relating to safety committees and with the certification criteria established by the Department with respect to safety committees; and shall be construed in a way which is consistent with and not in violation of said provisions and criteria;
- b. It is not the purpose of these bylaws to preempt, create, supplant, expand or restrict the rights or liabilities of any person or employee beyond what is established in law; and
- c. It is not intended that these bylaws create any employee practices.

## ARTICLE NINE.

### SUNSET

Should the provisions of Act 44 and or House Bill 1614 pertaining to safety committees or eligibility for premium discounts be repealed or declared invalid, in whole or in part, these bylaws shall become wholly void and new bylaws will be adopted if and as necessary to comply with law and to establish eligibility for premium discounts. The Board of Education directs the Safety Committee to evaluate the effects of these bylaws after they have been in operation for two full years. These bylaws shall automatically terminate in two years unless the Safety Committee takes action to renew the effectiveness of the bylaws. This provision shall not be construed as any limitation upon the rights of the Board of Education to amend, alter or repeal the bylaws at any time.