

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

Adopted – March 17, 2010

Renewed – September 22, 2021

Revised and Renewed-November 10, 2023

ARTICLE ONE.

PURPOSE

The purpose of the Western Wayne School District Workplace Safety Committee is to provide an avenue for all Western Wayne School District employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

ARTICLE TWO.

GOAL

It is the goal of the Western Wayne School District to provide a workplace free from unreasonable risk of injury or disease by involving employees in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents, and suggesting ways to prevent future incidents. Towards that goal, a workplace safety committee is hereby established in accordance with the following terms and conditions.

ARTICLE THREE.

OBJECTIVES

The Western Wayne School District Workplace Safety Committee has four objectives:

1. Provide measures for employee involvement in achieving a safe, healthful working environment.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
3. Conduct monthly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.

4. Annually evaluate the Western Wayne School District Workplace Safety Committee workplace safety and health program and recommend improvements to management.

ARTICLE FOUR.

REPRESENTATIVES

The Western Wayne School District Workplace Safety Committee will have committee members representing employees and employer. The committee will be comprised of at least **four committee members at all times** and shall not contain more employer representatives than employee representatives at any time. Employee representatives can volunteer for committee service or can be elected by their peers. Employer representatives can be rotated onto the committee as business needs dictate. 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. The workplace safety committee shall be reasonably representative of the major work activities of the Western Wayne School District.

ARTICLE FIVE.

COMMITTEE CHAIR and VICE-CHAIR

The Superintendent or his/her designee shall appoint the Committee Chair and Vice-Chair. The committee members shall be appointed by the Committee Chair and Vice-Chair. 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.

ARTICLE SIX.

COMMITTEE OFFICERS

The officers of the committee shall consist of a Chairperson, Vice-Chairperson and a Recording Secretary (which can also be the Chairperson) as appointed by the Superintendent or his/her designee. In the absence of the Chairperson, the Vice-Chairperson shall perform his/her duties. In the absence of the Chairperson and the Vice-Chairperson, the Superintendent or his/her designee shall appoint an Acting Chairperson and/or Recording Secretary.

ARTICLE SEVEN.

DUTIES OF COMMITTEE CHAIR

Duties of the committee chair shall include but are not limited to the following duties:

1. Schedule monthly committee meetings.

2. Develop and distribute written agendas for committee meetings.
3. Conduct committee meetings.
4. Present committee correspondence and reports for committee approval.
5. Ensure the preparation and distribution of committee meeting minutes.

ARTICLE EIGHT.

DUTIES OF COMMITTEE VICE-CHAIR

Duties of the committee chair shall include but are not limited to the following duties:

1. In the absence of the committee chair, assume the duties of the chair.
2. Perform other duties as directed by the chair.

ARTICLE NINE.

COMMITTEE FUNCTIONS WITH MEMBER DUTIES

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

1. To evaluate the school district's accident and illness prevention policies and practices and to make written recommendations concerning school district safety;
2. 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;
3. 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;
4. To review incidents resulting in work-related deaths, injuries and illnesses and complaints regarding safety and health hazards; and
5. To evaluate for effectiveness newly implemented safety equipment, or health and safety procedures.

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

1. Report unsafe conditions and practices
2. Attend all safety meetings (all meeting absences must be reported to and approved by the Chairperson prior to the meeting)
3. Report all accidents or near misses
4. Review injury accidents, illnesses and death investigations
5. Contribute ideas and suggestions for improvement of safety
6. Work safely
7. Influence others to work safely
8. Make or assist in inspections

ARTICLE TEN.

MEETINGS

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

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

Notice of Meeting. The Chairperson/Recording Secretary 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, prepared, and distributed by the Chairperson/Recording Secretary at least one day prior to the committee meeting, as and if practical.

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.

Minutes. Minutes of all meetings of the committee shall be taken and maintained by the Chairperson/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 and will be distributed to all committee members via e-mail. The personnel office will retain the committee records for five years. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

ARTICLE ELEVEN.

VOTING

The committee shall make decisions by virtue of a majority vote of regular committee members.

ARTICLE TWELVE.

SAFETY LOG and CONCERNS/ISSUE RESPONSE

The committee will maintain a log of all employee concerns, including the date received, the date recommendations were made to management, management responses and the date the concern was resolved.

The committee will respond to employee concerns in writing and work with management representatives to resolve them. The committee will present written recommendations for concern/issue resolution to management. It is suggested that within 30 days of receiving the written communications, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

ARTICLE THIRTEEN.

INCIDENT AND ACCIDENT INVESTIGATION

The Western Wayne School District Workplace Safety Committee will review all safety and health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include but are not limited to: work-related near miss incidents, injuries, illnesses and deaths. A determination of the root cause of the reviewed incidents will be the focus of the investigations. Resolution of identified issues will be presented to Superintendent/Assistant Superintendent.

ARTICLE FOURTEEN.

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 FIFTEEN.

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 SIXTEEN.

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 SEVENTEEN.

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.