

AMBRIDGE AREA SCHOOL DISTRICT EMPLOYEE SAFETY COMMITTEE

BY-LAWS

PREAMBLE

The Ambridge Area School District Employee Safety Committee (“Safety Committee”) will be composed of a combination of employer-representatives and employee-representatives with the employee-representatives forming the majority of the membership. The Safety Committee will select the Safety Committee Chairperson. The Safety Committee will function as an advisory body to provide a forum for employee and employer representatives to come together, discuss safety and health issues, and proactively promote safety and health within the District operations.

The Safety Committee will meet at a time and location within the District at least twelve (12) times per year. The Safety Committee is responsible for:

1. Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
2. Reviewing accident and property loss reports.
3. Reviewing safety and property inspection reports.
4. Developing practical safety and property inspection procedures, and assisting in making inspections when requested.
5. Keeping Management informed of the progress of the safety and health process and informed as to the safety records of employee subgroups within the District.
6. Assisting in developing the records and statistical data necessary to provide an accurate picture of safety and health deficiencies.
7. Identifying unsafe work practices and conditions and suggest appropriate corrective measures.
8. Ensuring that employees and others are informed about safety policies and procedures, training programs, injury risks and causation, and other health and safety-related matters.
9. Maintaining an open channel of communication between employees and management concerning occupational and environmental health and safety matters.
10. Providing a means (i.e. Safety Alert Forms) by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, conditions, and practices.

ARTICLE I: NAME

The name and title of this committee shall be the Ambridge Area School District Employee Safety Committee (hereinafter referred to as "Safety Committee").

ARTICLE II: RESPONSIBILITIES

It shall be the role of the Safety Committee to continue its efforts at educating employees and improving safety.

The roles and responsibilities of the Safety Committee shall include but not be limited to the following elements:

1. Establish measurable safety and health goals;
2. Develop action plans to be implemented for achieving desired results in injury reduction;
3. Evaluate existing accident procedures, training, and make recommendations where appropriate;
4. Establish procedures for periodic workplace inspections by the Safety Committee for the purpose of identifying and evaluating safety and health hazards. The locations and identity of hazards will be documented in writing and the committee will make recommendations to management regarding correction of the hazards;
5. The Safety Committee will report specific hazards to management and record the measures taken to correct them;
6. Conduct timely review of accidents, near miss occurrences, and complaints regarding safety and health hazards made by Committee members or other employees;
7. Maintain membership lists of its members who will be representatives of the workplace population;
8. Establish a system to allow the Committee members to obtain safety-related suggestions (i.e. Safety Alert Form);
9. Follow-up with employees to communicate actions taken to correct safety-related suggestions and hazards.

ARTICLE III: MEMBERSHIP

There may be more employee representatives, but under no circumstances can there be more management representatives than employee representatives. The membership must reasonably represent all job activities and bargaining units of the District. Employees interested in membership may volunteer to serve on the Safety Committee and nominations may be taken at any time. All members shall serve a term of at least one year. Membership must be rotated to bring new members onto the committee. However, to ensure continuity, at least one experienced committee member must always serve on the committee. Employees interested

in becoming members should contact the Safety Committee Chairperson. All Safety Committee members will be permitted to spend reasonable time away from their scheduled work assignment to perform committee duties, without loss of pay or benefits.

The District shall maintain records of the member rotation.

ARTICLE IV: BUDGET

Proposed expenditures and budget shall be submitted to management to be considered in the District Annual General Fund Budget.

ARTICLE V: OFFICERS

The Safety Committee shall elect a Chairperson, Vice-Chairperson, and Secretary.

Duties of the Officers:

1. The Chairperson shall:
 - a. Preside at all meetings of the Safety Committee;
 - b. Perform all duties of the Chairperson as designated in by-laws or procedures
 - c. Solicit agenda topics prior to the meeting and prepare agenda;
 - d. Serve as Safety Committee liaison with management;
 - e. Delegate Safety Committee responsibilities to members of the Committee;
 - f. Create and administer the budget.
 - g. To ensure the education and training requirements are met as set forth in these By-Laws.

2. The Secretary shall:
 - a. Keep minutes of all meetings permanently;
 - b. Maintain a list of Safety Committee members in attendance at meetings;
 - c. Maintain all correspondence and communications on behalf of the Safety Committee;
 - d. Record all recommendations and recommended expenditures presented to management by the Safety Committee;
 - e. Attach reports, evaluations, and recommendations of Safety Committee to the meeting minutes;
 - f. Distribute minutes and next meeting agenda to all members;
 - g. Post meeting minutes and communications for review by all employees;
 - h. Maintain written records of Safety Committee training;
 - i. Maintain all records of the Safety committee in a designated central file system.
 - j. Maintain membership list to ensure the committee membership meets the requirements set forth in these By-Laws.

3. The Vice Chairperson shall:
 - a. Upon the absence or inability of the Chairperson, will be authorized to conduct the duties of the Chairperson;
 - b. Assist the Chairperson and secretary with their responsibilities as needed.

ARTICLE VI: MEETINGS

The Safety Committee shall meet a minimum of twelve (12) times per year. The Secretary shall notify all Safety committee members of the meeting dates, time and places for all meetings. A quorum of Committee members must be present in person or telephonically to proceed with the meeting.

The Chairperson will bring the meeting to order and discuss at a minimum:

1. Old business from previous meetings.
2. New business.
3. Review of workplace accidents.
4. Review of safety inspections conducted by members of the committee.
5. Adjournment of the business meeting.

Decisions and recommendations of the Safety Committee shall be made at the regularly scheduled meetings. Decisions will be made by a majority vote.

ARTICLE VII: TRAINING

Each safety committee member shall receive training in employee safety and health at least once per year. Topics must include safety committee operations/dynamics, accident investigation, hazard recognition/inspections, and others addressing concerns that are specific to the District.

Acceptable activities include: identifying hazards, conducting safety and health surveys, providing corrective recommendations, analyzing accident causes, and recommending or providing industrial hygiene and industrial health surveys and consultations.

Training programs must be conducted by a person or persons with one of the following qualifications AND have two years of acceptable safety experience. Two years of acceptable safety experience shall include current, full-time professional experience providing accident and illness prevention services which accounts for at least 60% of the individual's activities.

- Certification as a medical doctor (M.D.)
- Certified industrial hygienist (CIH)
- Certified safety professional (CSP)
- Certification as an Industrial Hygienist in Training (IHIT)
- Certification as an Associate Safety Professional (ASP)

- A person with a bachelor's degree, master's degree, or doctoral degree in safety
- A person with a bachelor's degree, master's degree, or doctoral degree in science or engineering with a concentration in occupational safety and health
- Certification as an Occupational Health Nurse (COHN)
- Certification as an Occupational Health and Safety Technologist (COHST)
- An Advanced Safety Certificate (ASC)
- An Associate in Loss Control Management (ALCM)
- An Associate Risk Management (ARM)
- Certification as a Safety Executive (SE), Safety Manager (SM), or Safety Specialist (SS)
- Certification as a Professional Ergonomist (CPE)

ARTICLE VIII: DISQUALIFICATION FROM SERVICE

A member of the Safety Committee may be removed, and an employee may be disqualified from serving on the Committee, for the following reasons:

1. Resignation/Termination of employment;
2. Violation of District safety policies and procedures;
3. Failure to adhere to the By-laws of the Safety Committee;
4. Condoning unsafe work habits or conditions that exist in the workplace.

ARTICLE IX: AMENDMENTS

These By-Laws may be amended by a proposal from the Safety Committee and acceptance by Management. Management also has the discretion to amend the By-Laws to keep operation of the Safety committee in conformity with the changes in District conditions, policies and procedures or changes in the law.

ARTICLE X: AUTHORIZATION

These By-Laws were officially approved and adopted by majority vote of the Safety Committee members at its meeting on May 13, 2016.

Chairperson

Date

Secretary

Date