

## **Allegheny College Safety Committee Bylaws**

### **Mission**

The mission of the Allegheny College Safety Committee is to further the institutional strategic initiatives through providing a safe and healthful living, learning, and working environment.

### **Purpose**

It is the policy of Allegheny College to provide a safe and healthy work environment for all employees through an active safety and health program. The objective of the program is to ensure a safe and healthful living, learning, and working environment for all employees, students, and visitors, as well as to protect the buildings, equipment, grounds, and other property.

The purpose of the Allegheny College Safety Committee is to create and maintain active employee participation in developing a safe and healthful work environment. The committee shall act in an advisory capacity to management. Responsibilities of the safety committee shall include, but are not limited to:

1. Promoting safety **awareness** throughout the college.
2. Organizing and /or providing safety **training** programs for employees and students.
3. Assisting in safety **inspections** of buildings, grounds, and work sites on a periodic basis as dictated by our inspection program.
4. Promptly **reviewing** all safety-related incidents, injuries, accidents and illnesses. Including investigation, recommending appropriate corrective action, follow-up and compliance.
5. Periodic **evaluation** of Safety Committee by-laws, structure and operations, and recommending any changes.
6. **Coordinating** with other departments to monitor completion and compliance of all training and inspections as well as an overall awareness of safety on campus to meet these objectives as a unified college body. Safety at Allegheny College is a campus wide initiative involving everyone.

Under the terms of the College's workman's compensation coverage as well as requirements for property and liability insurance, the college is obligated to have a Safety Committee.

### **Representatives**

The Safety Committee will have committee members representing employees and employer from all major areas of the College. The committee will be comprised of at least four committee members (voting 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. Each area will be notified of their representative member. Employee representatives will serve a continuous term of at least one year. Employer representatives can be appointed by the employer or can be rotated onto the committee as business needs dictate. To ensure at

least one experienced representative serves on the committee at all times, it may be advisable to stagger the terms of the members.

- a. The committee will be composed of the following.
  - i. One faculty member from the laboratory sciences, nominated by Faculty Council, will serve as a voting member of the committee.
  - ii. Up to two individuals contracted by the college, with expertise in safety compliance, will serve as Ex-officio members.
  - iii. One representative each from Physical Plant, Athletics, Public Safety, Human Resources, Library Information Technology Services, Student Life, Conferences and Events, Finance, and Theater. These members can be appointed by the head of their respective departments.
- b. A Chair and Vice-Chair will be elected from among the voting committee members.
- c. The President of the College, or a designated representative of the office, will determine voting members of the Safety Committee from among the representatives listed above in order to meet state guidelines at the start of each year, and ensure that information is posted publicly.

### **Committee Chair and Vice-Chair**

The committee should elect a committee chair and vice-chair. Committee officers can rotate on an annual basis.

### **Duties of the Committee Chair**

- Schedule monthly committee meetings.
- Develop and distribute written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.
- Review and maintain compliance with the annual committee work plan including all required trainings and inspections.

### **Duties of the Committee Vice-Chair**

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

### **Election of Committee Chair and Vice-Chair**

The election of the committee chair and vice-chair will be held during the monthly committee meeting the month before the incumbent's term expires. If the chair or vice-chair leave office before the term expires, an election will be held during the next

scheduled safety committee meeting. The elected officer will serve for the remainder of the term.

### **Reporting Responsibilities**

The Safety Committee will report directly to the CFO/Treasurer of the college. When appropriate, the Safety Committee may meet with the Finance and Facilities Committee (FFC), the Allegheny Executive Committee (AEC) or other college groups to help attain its objectives. Committees with Faculty members serving are required to report to Council annually using this [form](#).

### **Committee Member Training**

All committee members will be trained annually in the topics of safety committee operation, hazard detection and inspection, accident and illness prevention and investigation (including substance abuse awareness and prevention training) and health and safety concerns specific to the business. Additional committee/employee training topics will be determined by any identified anticipated workplace hazard and exposure.

### **Meeting Agenda**

The agenda will prescribe the order in which the Safety Committee conducts its business. The agenda will also include the following, when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.
- A review of all workplace near-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting.
- All training and inspection requirements as applicable from the annual committee work plan.

### **Safety Committee Meetings**

Monthly schedule: The Safety Committee will meet on the second Monday of each month. A quorum of committee members, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond the control of the committee, the meeting must be canceled, the committee will reschedule at a later date in the same month.

## **Meeting Attendance**

Each representative will attend the monthly safety committee meeting and participate in monthly hazard identification inspections, as well as other committee functions as requested.

## **Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member via email. 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. Minutes of each committee meeting will be submitted to the CFO and made available to all employees on the website through dspace where they will be retained for a minimum of five years.

## **Employee Involvement**

The Safety Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to the committee, recorded in the meeting minutes and reviewed by the committee.

## **Voting**

The committee shall make decisions by virtue of a majority vote of regular committee members. Members designated as alternates are voting members of the committee only when they are filling in for voting members to achieve a quorum each month.

## **Identified Concern/Issue Response**

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

## **Incident and Accident Investigation**

The Safety Committee will review all safety and health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include: work-related near-miss incidents, injuries, illnesses and deaths. A determination of the root cause of the reviewed incident will be the focus of the investigation. Resolution of identified issues will be presented to management representatives.

### Incident Investigation Process:

- Gather info and facts – survey scene, conduct interviews, any treatment info
- Root Cause Analysis - ask why 5 times (or more) to uncover the cause of the incident
- Arrive at the Root Cause
- Conduct follow up corrective action(s) to address the root cause
- Final evaluation and confirm compliance
- Review and communicate to the Safety Committee

### **Workplace Inspections and Training**

Members of the Safety Committee will monitor monthly workplace inspections of all necessary College facilities in accordance with the annual safety committee work plan, inspection report, and training matrix. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work areas. The committee member will provide a written report/form to the committee and management that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

### **Committee Goals and Objectives**

In addition to the Annual Safety Committee Work Plan, which includes a schedule of all relevant topics, inspection schedules, trainings and compliance organized by month, which will guide the monthly meeting agenda; it is suggested that the Safety Committee develop a five-year Safety Strategic Work Plan. This plan would detail the existing status of the employer safety program and the committee's vision on the status of the program in five years. The plan would outline how to reach the future status, timelines, goals and objectives in support of the safety strategic plan.