

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: WORKPLACE SAFETY COMMITTEE

ADOPTED: June 21, 2010

REVISED:

WORKPLACE SAFETY COMMITTEE	
1. Purpose	<p>It is the goal of the Turkeyfoot Valley Area 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.</p>
2. Guidelines	<p><u>Committee Composition</u></p> <p>The Workplace Safety Committee shall be composed of nine (9) members. At least five (5) employees who are neither managers nor supervisors as defined in the Public Employee Relations Act shall be appointed to the committee. The Superintendent or his/her designee shall appoint all members of the committee other than the chairperson and recording secretary. The term of office of all appointed members of the committee shall be one (1) year, or until a successor is appointed. At least one (1) experienced employee shall be a member of the committee, and committee members shall be reasonably representative of the major work activities of the Turkeyfoot Valley Area School District. 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 District Superintendent or his/her designee.</p> <p><u>Committee Officers</u></p> <p>The officers of the Committee shall consist of a chairperson, vice chairperson, and a recording secretary. In the absence of the chairperson, the vice chairperson shall perform his/her duties. In the absence of both the chairperson and the vice-chairperson, the Superintendent or his/her designee shall appoint an acting chairperson and/or recording secretary.</p>

Meetings

The Workplace Safety Committee shall meet monthly at a date, time and place selected by the chairperson. The chairperson shall give reasonable advance notice of the date, time and place of regular committee meeting. Written agenda for each regular meeting of the committee shall be developed and prepared jointly by the chairperson and recording secretary and shall be prepared and distributed by the recording secretary at least one (1) day prior to the committee meeting, as and if practical. 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 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. The chairperson may call such special meetings as, in his or her sole discretion, are necessary. Advance notice shall be given to committee members as practical for such special meetings.

Scheduling and Attendance

The chairperson shall schedule regular committee meetings during normal work time, but at such times that will be least disruptive to school operations. Members of the committee who are not scheduled to work when a meeting is scheduled shall not attend the meeting.

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 it.
2. To establish procedures for periodic workplace inspections by the Safety Committee for the purpose of location 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 School Directors, as s/he deems appropriate, concerning hazards and recommendations for the elimination of such hazards.
3. To review incidents resulting in work-related deaths, injuries and illnesses and complaints regarding safety and health hazards.
4. To evaluate for effectiveness newly implemented safety equipment or health and safety procedures.

Non-Retaliation

No employee shall be discharged, threatened with discharge, demoted, suspended or in any other manner discriminated against because s/he 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.

Training

The Superintendent 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 generally and the health and safety needs of Turkeyfoot Valley Area School District.

Policy Interpretation

This policy is adopted to qualify for a workers' compensation premium discount in accordance with Act 44 of 1993. Therefore:

1. This policy is intended to comply with those provisions of Act 44 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.
2. It is not the purpose of this policy to preempt, create, supplant, expand or restrict the rights or liabilities of any person or employee beyond what is established in law.
3. It is not intended that this policy recreate any employee practices.

Sunset

Should the provisions of Act 44 pertaining to safety committees or eligibility of premium discounts be repealed or declared invalid, in whole or in part, this policy shall become wholly void, and a new policy will be adopted if and as necessary to comply with law and to establish eligibility for premium discounts. The School Board directs the administration to evaluate the effects of this policy after it has been in operation for two (2) full years to advise the School Board of the effects of this policy in general.