

# GETTYSBURG COLLEGE SAFETY COMMITTEE

## BY-LAWS

REVISED JULY 1, 2004

### I. Mission Statement

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

### II. Committee Scope of Responsibilities

It is the policy of Gettysburg 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, visitors, and the general public as well as to protect the buildings, equipment, grounds, and other property.

The purpose of the Gettysburg 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:

- Performing hazard detection and safety inspections of buildings, grounds, and worksites on a periodic basis and making written proposals regarding selection of safety equipment and corrective actions.
- Reviewing accident and illness reports to detect trends and plan prevention.
- Investigating accidents and near misses, writing recommended corrective actions and assigning a person responsible for follow-up to confirm compliance.
- Promoting safety and health awareness throughout the college.
- Implementing required safety programs as mandated by federal, state, and local laws and conducting follow-up evaluations of newly implemented health and safety equipment or health and safety procedures to assess their effectiveness.
- Periodic review of safety committee by-laws, structure, and operations.
- Providing safety training programs for staff members.
- Establishing a system to allow the committee members to obtain safety-related proposals, reports of hazards or other information directly from all persons involved in the operation of the workplace.
- Reporting annually to the Administration on the past year's accomplishments and next year's goals.

### **III. Membership**

The committee is comprised of exempt and non-exempt representatives from the following departments/divisions, who meet in a non-adversarial effort to promote workplace safety and health:

Academic  
Athletics  
Auxiliary Services  
Facilities/Transportation Services  
Health Services  
Human Resources  
Residence/Greek Life  
Risk Management  
Security Services

Committee members will be selected based on their knowledge, interest, and institutional responsibility and willingness to serve. All employees are to be properly advised of their safety committee representative's name.

Exempt positions will serve as permanent members of the committee. Non-exempt committee members will serve three-year terms. One-third of the non-exempt membership will rotate out annually. Terms will begin July 1, and end on June 30 of each year. Members may be re-appointed with approval of the department/division they represent. This is to ensure maximum participation and continuity in the program. In the event that a member cannot fulfill his/her term, the department/division shall appoint a new representative to serve until the end of the member's term. Committee members may be replaced for frequently failing to attend monthly meetings.

Member responsibilities include, but are not limited to:

- Attending all meetings or sending a trained alternate in their place.
- Notifying all employees in their area that they are their safety committee representative and will address their issues and concerns accordingly.
- Asking employees in their work area for safety suggestions, being responsive to employees concerns, and always following up in writing.
- Reviewing safety committee minutes with employees in their work area.
- Watching for and reporting unsafe conditions, and discussing the unsafe practice or behavior with the person(s) involved.
- Assisting with periodic safety inspections

All members shall be trained annually by a state-qualified accident and illness prevention instructor prior to renewal of the state certification.

#### **IV. Business Organization**

The committee will be chaired by the Environmental Health and Safety Officer or his/her designate. The chairperson will appoint a secretary who will be responsible for recording and maintaining the meeting minutes and distributing the minutes to committee members. The secretary will also make the minutes available to all employees of the college.

Committee meetings will be held monthly at a regular date/time selected by the chairperson. Special meetings may be called to discuss a specific “time critical” issue or concern.

A written agenda will be developed and distributed before each meeting by the chairperson. Members should contact the chairperson if they wish to have items added to the agenda.

A quorum will consist of 51% of the members. Decisions will be made by majority vote.

Membership lists, meeting agendas, minutes, attendance lists, and related materials will be posted on the Environmental Health & Safety website and distributed to committee members.

The following order of business will be conducted at committee meetings:

- I. Call to Order/Attendance
- II. Review of Minutes from Previous Meeting
- III. Unfinished Business
  - A. Subcommittee Reports
  - B. Safety Inspection Report
  - C. Other Business
- IV. New Business
  - A. Accident Review
  - B. Safety Committee Education and Training
  - C. Other
- V. Next Meeting Schedule/Adjournment