

# GETTYSBURG COLLEGE SAFETY COMMITTEE

## BY-LAWS

### 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, and visitors, 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
- 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 employees.
- Review 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 the following exempt and non-exempt representatives, who meet to promote workplace safety and health:

1. Co-Director of Human Resources & Risk Management (Chair)
2. Chemical Hygiene Officer
3. Academic Representative
4. Athletics Representative
5. College Life Representative
6. Department of Public Safety Representative
7. Development, Alumni & Parent Relations Representative
8. Dining Representative
9. Facilities Services Representative 1
10. Facilities Services Representative 2
11. Human Resources & Risk Management Representative
12. Institutional Technology Representative

Committee members are appointed by the Vice Presidents based on their knowledge, interest, and institutional responsibility and willingness to serve. Each committee member will have a designated alternate. All employees are to be properly advised of their safety committee representative's name.

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 following up in writing.
- 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 (including alternates) 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 Co-Director of Human Resources & Risk Management or their designee. The chairperson will appoint a recording secretary who will be responsible for recording and maintaining the meeting minutes and distributing the minutes to committee members.

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 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. Ongoing Business
  - A. Department Reports
  - B. Loss Control Report
  - C. Subcommittee Reports
- IV. New Business
- V. Next Meeting Schedule/Adjournment

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