



Safety Committee By-laws

I. Mission Statement

Ursinus College is committed to providing safe and healthful working conditions for all employees. It strives to discover, correct, and prevent safety and environmental health hazards that could affect our colleagues, our students, or our visitors. The mission of the Ursinus College Safety Committee is to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

II. Committee Scope of Responsibilities

Acting in an advisory capacity to management, the Safety Committee responsibilities shall include, but are not limited to, the following:

- Track safety inspections of buildings, grounds, and worksites periodically performed by Campus Safety, Residence Life, or other departments, and make suggestions for selection of safety equipment when appropriate.
- Accident and illness prevention and investigation activities to include:
 - Review of accident or illness reports.
 - Assignment of person to assist the Director of Environmental Health and Safety & Risk Management to further investigate incident, if appropriate.
 - Recommendation of appropriate corrective action after review of investigation.
 - Assignment of person responsible for implementing corrective action.
 - Follow-up to confirm compliance.
- Promote safety awareness throughout the College.
- Assist the Director of Environmental Health and Safety & Risk Management and Director of Human Resources to implement required safety programs as mandated by federal, state, and local laws and conduct 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.
- Periodic monitoring of safety training programs to decrease/eliminate injuries
- Assign appropriate personnel to review procedures in their departments and make recommendations for any changes as appropriate.
- Establish a system to allow committee members to obtain safety-related proposals, reports of hazards or other information directly from all persons involved in the workplace's operation.
- Report 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 areas, who meet in the spirit of collaboration as a team to promote workplace safety and health:



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| Academic | Environmental Health and Safety & Risk Management |
| Athletics | Human Resources |
| Business Office | Residence Life |
| Campus Safety | Science Laboratories |
| Facilities | Students (if volunteer and schedule permits) |
| Faculty | At Large Staff Member |

A concerted effort will be made to have at least one member from each group of employees represented. All employees are to be properly advised of their Safety Committee representative's name.

Members:

- Serve 3-year terms.
- Rotate out 1/3 annually.
- Re-appointed with approval of the department represented to ensure maximum participation and continuity of the program.
- May be replaced for failing to attend regularly scheduled meetings.
- Must be trained annually by a state-qualified accident and illness prevention instructor prior to renewal of the state certification.

IV. Committee Members' Responsibilities

Chairperson:

- Set date and time for regular monthly meetings and reserve room.
- Notify members of meetings.
- Prepare and distribute agenda prior to each meeting.
- Appoint appropriate sub-committees as needed.
- Maintain all records of the Safety Committee.
- Prepare and present annual Safety Committee report to administration.
- Review and distribute minutes.
- May delegate any of these duties as needed and appropriate.

Vice-chairperson:

- Perform the role of chairperson in their absence.
- Assists the chairperson at the monthly meetings.

Secretary:

- Record meeting minutes.
- Coordinate with chairperson the preparation and distribution of minutes.
- Contact another committee member to record meetings in their absence.

Members:

- Attend all safety meetings or send an alternate in their place.
- Contact the chairperson prior to the meeting to add items to the agenda.
- Inform employees of the represented area/department/ that they are their safety committee representative and will address any safety issues and concerns accordingly.
- Ask for safety suggestions from the employees, be responsive to employee concerns and always follow up in writing.



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- Watch out for and report unsafe conditions, and discuss the unsafe practice or behavior with the person involved or with the supervisor.
- Review all accidents and near misses in represented work area.
- Contribute ideas and suggestions for the improvement of safety.
- Influence and encourage others to work safely.
- Assist with periodic safety inspections as needed and appropriate.

V. Business Organization

The committee will be chaired by the Director of Environmental Health and Safety & Risk Management or designee. The chairperson, with the assistance of the committee members, will obtain a volunteer from the Committee who will be responsible for recording and maintaining the meeting minutes and filling the role of Vice-Chairperson. In the event of more than one volunteer for each position, an election will be held in December.

The Safety Committee will meet monthly at a time and date determined at the beginning of each semester to accommodate members' schedules. A quorum will consist of 51% of the members with decisions made by the majority vote. Membership lists, committee by-laws and access to the committee meeting minutes will be posted on the Safety Committee webpage.

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

- I. Call to order/Attendance
- II. Review and approval of previous meeting minutes
- III. Old Business/
 - A. Update of previous accidents/incidents
 - B. EHS/Risk Management Updates
 - C. Campus Safety Updates
 - D. Facilities Updates
 - E. Follow-Up to Old Business
- IV. New Business
 - A. Review of new accidents/incidents
 - B. Education and Training
 - C. Other
- V. Next meeting date and adjournment

VI. Recordkeeping

Membership lists, meeting agendas, minutes, inspection reports, reports on hazards and corrective measures, workplace incidents, and training records will be maintained by the chairperson and retained for five years.

VII. State Certification Requirements

- A. Operate effectively for six months.
- B. Maintain records of membership lists, meeting agendas, minutes, inspection reports, reports on hazards and corrective measures, workplace incidents, and trainings.



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- C. Meet monthly with a quorum present.
- D. Members ~~must be~~ trained annually by a state-qualified accident and illness prevention instructor.