

Safety Committee Bylaws

I. Purpose

The purpose of The Lincoln University Safety Committee (“Safety Committee” or “Committee”) is to provide a framework/mechanism to address safety issues within our organization regularly bringing workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The Committee's primary focus is to detect and correct workplace hazards.

A Safety Committee is a key element to achieving continuous improvement in a safety process.

II. Mission Statement

The Lincoln University Safety Committee has been established to promote safety and health awareness and accident prevention at the University. The focus of this joint Committee is to monitor workplace safety issues and provide recommendations to the University Administration for improving health and safety concerns in work and learning environments.

The Committee, which consists of representation from faculty, staff and students, will meet monthly, maintain minutes of its meetings and issue a written monthly report on its deliberations to interested stakeholders. Student and employee involvement at all levels of the University is critical for the Committee to be successful in this effort.

III. Authority & Responsibility

The authority for the safety of the University rests with the President. Assignment of responsibility to make recommendations for day to day safety issues and activities is delegated to the Chair of the Safety Committee (“Chair”). Any recommendations from the Safety Committee will be directed through Chair or designee to upper management.

The Safety Committee is responsible for overseeing and directing the safety program of the University. The Committee shall meet every month and review and evaluate regular reports related to past accidents, safety inspections, and other items identified by the Safety Committee members or submitted by other employees.

IV. Management & Supervisors

Management and supervisors are responsible for implementing relevant parts of the safety programs in their respective departments. Supervisors are responsible for ensuring that employees under their direction receive the relevant safety information including actions and recommendations from the Safety Committee. They will also participate in appropriate safety education and training programs.

V. Meetings & Membership

Safety Committee meetings will be held each month at an agreeable time determined by the Safety Committee members.

Membership of the Committee will include a minimum of two employer representatives and two employee representatives. If possible, more employee representatives will be on the Committee than employer representatives. The Safety Committee will represent all primary operations. This includes one representative from the following departments:

LIST DEPARTMENTS

Health Services (employer)
Public Safety (employer)
Human Resources (employee)
Physical Plant (employee)
Residence Life (employee)

Employer representatives will include the Chair and at least one supervisor.

VI. Safety Committee Member Rotation Procedure

Members will be on the Safety Committee for at least one year. After the member's one year anniversary date, or at an agreeable date after the one year anniversary, new members will be recruited to replace not more than 50% of the existing members. This will ensure a core group of members from one year to the next.

When a Committee member needs to be replaced, employees currently not on the Committee will be asked if any would be interested in serving on the Safety Committee. Applicant/potential member names will be submitted to the Committee for review. The existing Safety Committee will determine if candidates are acceptable. The Committee will vote replacement members onto the Committee.

If no new employees volunteer, or no other candidates can be recruited for the Committee, the existing members will continue to serve for another year or until replacement members can be obtained. Replacement members may be nominated by department managers when volunteers are not attainable.

VII. Safety Committee Duties

The specific duties of the Safety Committee include:

1. Facilitate cooperation between an employer and employees in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare of employees;

2. Assist in the prevention and resolution of occupational health and safety issues at the workplace;
3. Assist in the formulation and dissemination (in appropriate languages) of policies, practices and procedures that promote health and safety at the workplace;
4. Assist with the development of accident and investigative reporting procedures; and
5. Advise the employer on any proposed or actual changes to health and safety policies, practices and procedures at the workplace.

The Committee may also carry out additional duties as needed.

VIII. Safety Committee Functions

The specific functions of the Safety Committee are to:

1. Detect and report hazards (actual or potential);
2. Analyze and recommend corrective action; and
3. Assist in the management of safety.

IX. Safety Committee Responsibilities

At a minimum, the Committee should do the following:

1. Evaluate existing employer accident and illness prevention programs;
2. Establish procedures for conducting and documenting the findings of periodic workplace inspections;
3. Make recommendations to correct hazards;
4. Review, in a timely manner, incidents resulting in work-related injuries, illnesses and complaints; and
5. Conduct follow-up evaluations on the effectiveness of new safety equipment or health and safety procedures.

X. Accident Investigation and Review

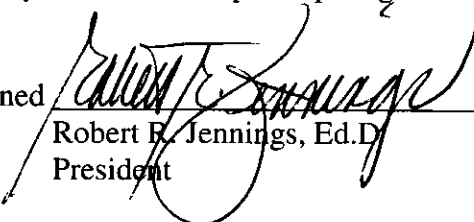

The Committee will be responsible for reviewing accidents (including near miss accidents) that have occurred since the previous meeting. The Committee designee will attempt to determine the cause of each accident as well as any corrective actions that have been done or will be done to prevent the same type of accident from occurring again in the future.

XI. Safety Inspections

Safety inspections will be performed by Committee. The Committee will determine the frequency of the inspections as well as who will conduct the inspection. Reports of the inspections will be reviewed during the following Safety Committee meeting.

XI. Non-retaliation clause

Employees cannot serve effectively if subject to employer retaliation for engaging in Safety Committee activities. Therefore, the employer shall not discharge, threaten with discharge, demote, suspend, or in any manner discriminate against any employee because they have participated in any Safety Committee function. This includes but does not limit any activity serving as a Safety Committee member, making statements, complaints or suggestions to the Safety Committee or participating in a Safety Committee workplace inspection.

Signed  Date 
Robert R. Jennings, Ed.D.
President