

**Loyalsock Township School District  
Workplace Safety Committee  
Bylaws**



**Revised & Adopted – January 26, 2016**

*Effective Jan. 26, 2016 – Jan. 26, 2018*

## **PURPOSE**

The purpose of the Loyalsock Township School District Workplace Safety Committee is to promote a safe and healthy environment for all employees, students and visitors by providing leadership in the prevention of human and economic losses from personal injury and property damage; the prevention of losses from fire and theft; and ensuring the safety, protection, and well-being of all students and staff.

## **AUTHORITY & RESPONSIBILITY**

The authority for safety rests with the elected School Board of the Loyalsock Township School District. Assignment of responsibility is delegated to the Superintendent and to the administration to handle day-to-day safety issues and activities. These individuals will work with the safety committee to address safety issues/concerns. Any recommendations from the safety committee will be directed through these individuals to upper management.

## **ARTICLE ONE GOAL**

It is the goal of the Loyalsock Township School District to provide a workplace free from unreasonable risk of injury or disease. Therefore, a workplace safety committee was established on November 25, 2009.

## **ARTICLE TWO COMMITTEE COMPOSITION**

The workplace safety committee shall be reasonably representative of the major work activities of the Loyalsock Township School District. The Superintendent or his/her designee shall appoint all members of the committee. The term of office of all appointed members of the committee shall be not less than one continuous year, or until a successor is appointed. At least one experienced employee shall be a member of the committee. Training will be mandatory for each member. 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 Superintendent or his/her designee.

### **ARTICLE THREE COMMITTEE OFFICERS**

The officers of the committee shall consist of a Chairperson and a Recording Secretary as appointed by the Superintendent or his/her designee and confirmed by the committee each year prior to the scheduled meeting in September. In the absence of the Chairperson, the Recording Secretary shall perform his/her duties. In the absence of the Chairperson and the Recording Secretary, the Superintendent or his/her designee shall appoint an Acting Chairperson and/or Recording Secretary.

### **ARTICLE FOUR MEETINGS**

Section 1. *Regular Meeting.* The workplace safety committee shall meet monthly (12 meetings per year) at a date, time and location established by the Chairperson.

Section 2. *Special Meetings.* Special meetings of the workplace safety committee, for any purpose or purposes, may be called by the Chairperson or by the Superintendent.

Section 3. *Notice of Meeting.* The Chairperson shall give reasonable advance notice of the date, time and location of regular committee meetings. In case of a special meeting, the purpose or purposes for which the meeting is called shall be provided with the notice. A written agenda for each regular meeting of the committee shall be developed jointly by the Chairperson and Recording Secretary and shall be prepared and distributed by the Recording Secretary at least one day prior to the committee meeting, as and if practical.

Section 4. *Quorum & Attendance.* 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. Members are encouraged to attend all meetings. A member shall be able to attend a meeting, and participate in deliberations and voting, through electronic communications. A member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Chairperson or designee determines either condition is not occurring, s/he shall terminate the attendance of the member participating through electronic communications.

Section 5. *Minutes.* 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.

**ARTICLE FIVE**  
**COMMITTEE FUNCTIONS WITH MEMBER DUTIES**

Section 1. *Committee functions.* The functions of the committee shall be as follows:

- a. *To evaluate the district's accident and illness prevention practices and to make written recommendations concerning school district safety;*
- b. *To establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information and include employee input on agenda for safety committee meetings;*
- c. *To establish procedures for periodic workplace inspections by the safety committee for the purpose of locating 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 Education as he/she deems appropriate concerning hazards and recommendations for the elimination of such hazards;*
- d. *To review incidents resulting in work-related deaths, injuries, near misses and illnesses and complaints regarding safety and health hazards;*
- e. *To evaluate for effectiveness newly implemented safety equipment, or health and safety procedures; and*
- f. *To assign member(s) to investigate all incidents (accidents including near misses) that have occurred since the previous meeting using an incident investigation report. The investigating committee shall report the incident at the next meeting. The committee will discuss the incident in an attempt to determine the cause, corrective action, and how to prevent a similar type of accident from occurring in the future.*

Section 2. *Member Duties.* The duties of all committee members shall be as follows:

- a. *Report and discuss unsafe conditions and practices*
- b. *Attend all safety meetings (all meeting absences must be reported to the Recording Secretary and approved by the Chairperson prior to the meeting)*
- c. *Report and review all accidents, illnesses, deaths or near misses*
- d. *Contribute ideas and suggestions for improvement of safety*
- e. *Work safely and influence others to work safely*
- f. *Make or assist in inspections*

**ARTICLE SIX  
NON-RETALIATION**

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

**ARTICLE SEVEN  
TRAINING**

The Chairperson 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 and the health and safety needs of the Loyalsock Township School District.

Those committee members who are not annually trained shall attend training on their own in order to maintain their membership on the committee. Those members who are not trained and certified each year may attend meetings only as guests and shall have no voting rights.

**ARTICLE EIGHT  
EMPLOYEE INVOLVEMENT**

The committee will encourage employees to identify health and safety hazards in the workplace. Employees may inform the committee of an issue by telling a committee member, emailing the committee, etc. Concerns raised by employees shall be presented to the committee. The committee will review new concerns at the next regularly scheduled monthly meeting. The committee shall provide feedback of concerns and building inspections to employees when possible.

**ARTICLE NINE  
BYLAWS INTERPRETATION**

These bylaws are adopted to qualify for a workers' compensation premium discount in accordance with Act 44 of 1993. Therefore:

- a. These bylaws are intended to comply with those provisions of Act 44 relating to safety committees and with the certification criteria established by the Department of Labor 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;

- b. It is not the purpose of these bylaws to preempt, create, supplant, expand or restrict the rights or liabilities of any person or employee beyond what is established in law; and
- c. It is not intended that these bylaws create any employee practices.

**ARTICLE TEN  
SUNSET**

Should the provisions of Act 44 pertaining to safety committees or eligibility for premium discounts be repealed or declared invalid, in whole or in part, these bylaws shall become wholly void and new bylaws will be adopted if and as necessary to comply with law and to establish eligibility for premium discounts. The Board of Education directs the Safety Committee to evaluate the effects of these bylaws after they have been in operation for two full years. These bylaws shall automatically terminate in two years unless the Safety Committee takes action to renew the effectiveness of the bylaws. This provision shall not be construed as any limitation upon the rights of the Board of Education to amend, alter or repeal the bylaws at any time.

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M. Daniel Egly  
Chairperson

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Susan K. Forester  
Recording Secretary