

## **Eugene School District 4J Safety Committee Bylaws**

*(adopted 11/5/20)*

Oregon OSHA doesn't require your safety committee to have bylaws. However, bylaws contribute to a committee's stability as a written record of how the committee conducts its business. Bylaws can be as simple or complex as you want to make them.

### **Name**

The name of this safety committee is Eugene School District 4J.

### **Purpose**

The purpose of this safety committee is to bring all Eugene School District 4J employees together to achieve and maintain a safe, healthful workplace.

### **Goal**

The goal of this safety committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

### **Objectives**

The safety committee has four objectives:

1. Involve employees in achieving a safe, healthful workplace.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
3. Ensure quarterly workplace inspections are conducted, identify hazards, and recommend methods for eliminating or controlling the hazards.
4. Annually evaluate Eugene School District 4J workplace safety and health program and recommend improvements to management.

### **Representatives**

The safety committee will have 18 voting representatives. 7 representatives will represent management and 11 will represent employees. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least two (2) years. Terms will be staggered so that at least one experienced representative always serves on the committee.

### **7: Management**

1. Custodial Supervisor
2. Education Administrator
3. Health Services Administrator
4. Human Resources Operations Manager
5. Nutrition Services Regional Manager
6. Safety Officer
7. Warehouse Supervisor

### **11: Employees**

1. Classified Benefits Coordinator
2. Custodial Office Assistant
3. Human Resources Generalist

4. Lead Grounds Specialist
5. Licensed Benefits Coordinator
6. President, OSEA Eugene Chapter 1
7. District Nurse
8. Safety Specialist(s)
9. Transportation Training Coordinator
10. Certified Employee at Large
11. Classified Employee at Large

**Officers**

The safety committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

**Terms of service**

Chair and vice-chair each will serve a one-year term.

### **Duties of the chair**

- Schedule regular committee meetings.
- Develop written agendas for conducting meetings.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

### **Duties of the vice-chair**

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

### **Election of chair and vice-chair**

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

### **Training**

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

Past Safety Committee requirement OSHA training minutes are posted on the team google drive:

[https://drive.google.com/drive/folders/1oB3rXcFqT1w62\\_HEWohfJN0WRVpCkUZF](https://drive.google.com/drive/folders/1oB3rXcFqT1w62_HEWohfJN0WRVpCkUZF)

### **Meetings**

*Monthly schedule.* The safety committee will meet the first Thursday from 8:30 AM to 10:00 AM each month.

*Attendance and alternates.* Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

- Summertime attendance will be different than the school year. There may be employees on the Safety Committee and likely their alternates that are 10 month employees and may not attend during the summer months.

*Agenda.* The agenda will state the order in which the safety committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.

- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

*Minutes.* Minutes will be recorded at each safety committee meeting and be distributed by district email and posted in staff break rooms at school sites and will be posted on the district website to ensure access to all district employees.

<https://www.4j.lane.edu/hr/safety-committee-minutes/safety-committee/>

The committee will submit a copy of the minutes to Eugene School District 4J Human Resources Department / Office of Public Safety; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

*Voting quorum.* Two-thirds voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

- If an urgent safety concern arises and a vote is needed, the committee can hold a special session to gather a quorum to vote

### **Employee involvement**

The safety committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting. Digital options include, emailing the district safety committee at: [safety\\_com@4j.lane.edu](mailto:safety_com@4j.lane.edu)

Hazard reporting form is available on district website:

<https://www.4j.lane.edu/wp-content/uploads/2020/09/Hazard-Reporting-form-Eugene-School-District.pdf>

Google form can also be made available for staff to complete on-line form:

<https://drive.google.com/drive/folders/1kzAZkqV7E2n1RZ5gva23IvxetYLuuDd->

### **Safety log**

The committee will maintain a log of all employee safety concerns, including the date received, recommendations to management, and the date the concern was resolved.

On District Safety Committee google drive:

<https://drive.google.com/drive/folders/0ACdIbkAd-PH-Uk9PVA>

### **Response**

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

### **Incident and accident investigation**

The safety committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards. A schedule will be produced at the beginning of September for the quarterly inspections and will be shared with safety committee membership as well as building leadership to attend as many quarterly inspections as allowable.

### **Workplace inspections**

The safety committee will conduct quarterly workplace inspections of all district facilities.

1st quarter - July - August - September

2nd quarter - October -November -December

3rd quarter - January - February - March

4th quarter - April - May - June

Quarterly inspection form:

<http://www.4j.lane.edu/hr/risk/riskforms/>

Submitted Inspections:

[https://drive.google.com/drive/folders/1LHBhcX\\_o5JMnyKT9ywBNcj66-eLTX18g](https://drive.google.com/drive/folders/1LHBhcX_o5JMnyKT9ywBNcj66-eLTX18g)

### **Written report**

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

### **Identified hazards during quarterly inspections will be located on a google sheet:**

<https://docs.google.com/spreadsheets/d/1Fv2RyKmcXZHsk7ZlBhxDqnAJ0tNKL4A584tFnceSNY/edit#gid=0>

Submitted Quarterly Inspections with identified hazards included:

[https://drive.google.com/drive/folders/1LHBhcX\\_o5JMnyKT9ywBNcj66-eLTX18g](https://drive.google.com/drive/folders/1LHBhcX_o5JMnyKT9ywBNcj66-eLTX18g)

### **Evaluation**

The safety committee will evaluate Eugene School District 4J workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities at the end of each school year and use the evaluation to develop an action plan for the next calendar year.