



SAFETY COMMITTEE BY-LAWS

2021-2022 School Year

Canon-McMillan School District

1 N Jefferson Ave

Canonsburg, PA 15317

ARTICLE I. GOAL

It is the goal of the Canon-McMillan School District to provide a safe workplace. One that is free from unreasonable risk of injury or disease. In pursuit of that goal, a District Wide Safety Committee is hereby established in accordance with the following terms and conditions.

ARTICLE II. COMMITTEE COMPOSITION

The District Safety Committee shall be composed of employees and contracted management from all job classifications with individuals from all tiers of employment participating as a committee..

- (a) The Committee's core composition will have no less than 6 members. The committee will also have an alternate pool of certified committee members from each building/function. These alternates will be in addition to the core committee composition. The purpose is to have a representative from each building present at every meeting.
- (b) The term of office for all members of the committee shall be one year, starting in September and expiring in August. Any member of the committee may be replaced at any time and removed from participation of the committee for cause upon recommendation of the chairperson and the concurrence of the District Superintendent or his/her designee.

ARTICLE III. COMMITTEE OFFICERS

The officers of the committee shall consist of a chairperson, a co-chairperson and a recording secretary. These officers will be elected by the committee annually. If the chairperson is absent, the co-chairperson will facilitate the meeting.

ARTICLE IV. MEETINGS

The District Safety Committee shall meet monthly at a date, time and place selected by the chairperson.

- (a) The chairperson shall give reasonable advance notice of the date, time and place of the regular meeting, if possible publishing a calendar in

September for the year of upcoming meeting dates, times and locations.

- (b) A written agenda for each regular meeting shall be developed and prepared jointly by the chairperson and recording secretary.
- (c) In order to conduct business the meeting must have a quorum of the core committee, along with the proper distribution of employees to management.
- (d) All decisions of the committee shall be by a majority vote of those present.
- (e) Minutes of all meetings shall be taken and maintained by the recording secretary or in his/her absence by a committee member designated by the chairperson or acting chairperson. The minutes shall have attendance, voting results and key facts from the meeting.
- (f) The chairperson may call special meetings as necessary. Advance notice shall be given to committee members as practical for such meetings.
- (g) All Safety Committee minutes, with the exception of HIPPA protected information, will be shared on the District website as well as any applicable communications regarding employee safety.

ARTICLE V: SCHEDULING AND ATTENDANCE

The chairperson shall schedule regular committee meetings as deemed necessary, but at such times that will be least disruptive to the school operations.

ARTICLE VI. COMMITTEE FUNCTION

The functions of the committee shall be as follows:

- (a) To evaluate the school district's accident, illness prevention policies, and wellness policy and to make written recommendations concerning the same.
- (b) To establish procedures for periodic district 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 concerns of the hazards. The

Superintendent shall report to the Board of Directors as he/she deems appropriate concerning hazards and recommendations for the elimination of such hazards;

- (c) To review incidents resulting in work related deaths, injuries, illnesses as well as addressing any concern or complaint regarding the health and safety of district employees; and
- (d) To evaluate for effectiveness newly implemented safety equipment or health and safety procedures.
- (e) Communicate with all relevant staff or co-workers key information shared at the District Safety Meetings: This can be done through staff meetings, district website, written communications and publications as necessary.

ARTICLE VII: NON-RETALIATION

No employee shall be discharged, threatened with discharge, demoted, suspended or in any other manner discriminated against because he/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 committee district site inspections.

ARTICLE VIII: TRAINING

The Safety Committee Chair shall ensure that committee members are adequately trained. Training programs shall be made available, as needed, at least annually by properly qualified individuals or organizations. The training program shall address accident and illness prevention generally and the health and safety needs of the Canon-McMillan School District.

ARTICLE IX. BY-LAWS INTERPRETATION

These By-Laws are adopted to qualify for a workers' compensation premium discount in accordance with Act 44 of 1993 and any subsequent legislation.

Therefore:

- (a) These By-Laws 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 By-Laws to preempt, create, supplant, expand or restrict the rights of liabilities of any person or employee beyond what is established by law; and
 - (c) It is not intended that these By-Laws create any employee practice or supersede any board policy.

APPROVAL OF BYLAWS

APPROVED, as presented, by the Canon-McMillan Safety Committee membership in attendance during the committee meeting on this 8th day of September, 2021. Voting: All were in favor, none opposed.



Tim McCullough, Chairman
Canon-McMillan School District Safety Committee



ATTEST: Debbie Grebeck, Recording Secretary
Canon-McMillan School District Safety Committee