

# West Linn-Wilsonville School District

## Safety Committee Bylaws

Adopted October 21, 2020

In accordance with Board Policy EBAC and ORS 654.182, the District shall establish a centralized Safety Committee to implement the District's safety program. Bylaws for this committee are as follows:

1. Establish a District Safety Committee to implement and monitor the district safety program;
2. Be responsible for writing and implementing a district safety program;
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety chairperson the status of record keeping, reports and meeting agendas;
4. Establish membership to ensure an equal number of employee and employer representatives to the greatest extent possible;
5. Establish procedures for investigating all safety incidents and accidents;
6. Evaluate accident and illness prevention programs;
7. Maintain liaison with applicable agencies outside the district;
8. Assist all administrators and department supervisors as necessary, in the preparation and implementation of their site safety programs;
9. Establish specific goals for the District's safety program and evaluate goals and accomplishments on a regular basis;
10. Hold meetings once per month.

### **District Safety Committee Membership:**

Reasonable efforts shall be made to ensure that committee members are representative of the District's various sites. The members of this committee will consist of both standing members and rotating members from all bargaining groups. Membership shall be established as follows:

### **Standing Members:**

1. Chief Operating Officer (Facilitator)
2. Facilities Manager
3. Custodial Supervisor
4. Director of Human Resources
5. Community Services Manager (Recorder)
6. School Resource Officers or District Safety Officer
7. Environmental Safety Technician
8. District Nurse

### **Rotating Members:**

1. WWEA-Certified Staff (two positions)
2. OSEA-Classified Staff (two positions)

Rotating members shall serve on the committee for a two-year term. Employees shall be volunteers or elected by their peers. Certified and Classified members shall rotate members in July on alternating years; one member on odd numbered years and one member on even numbered years. A reasonable effort shall be made to ensure members from these groups represent differing work assignments (i.e.: teachers from different levels [primary, middle, high] classified with different job descriptions, etc.). Membership, both temporary and permanent, may be expanded by a majority vote of the committee.

Should position titles change, bylaws will be amended to reflect new titles for similar positions.

### **School Site Safety Committees:**

School Site Safety Committees shall be established to represent the safety and health concerns of district employees and students. The School Site Safety Committee shall be composed of an equal number of employer and employee representatives. Employees shall be volunteers or elected by their peers. When agreed upon by employees and the District, the number of employees on the committee may be greater than the number of district representatives. A reasonable attempt shall be made to ensure that committee members represent major work activities (i.e.: teacher, custodian, food service worker, administrator). Members of the committee shall serve at a continuous one-year term, beginning in July of each year. Terms may be staggered to provide continuity. There shall be a chair elected by the School Site Safety Committee.

The School Site Safety Committee during the school year shall:

1. Hold regular meetings monthly when in operation except months when quarterly workplace safety inspections are made. This does not exclude other months from School Site Safety Committee meetings if more frequent safety inspections are conducted. Quarterly Safety Committee meetings may be substituted for monthly meetings when

the committee's sole area of responsibility involves low hazard work environments such as the district office.

2. Provide written agendas for each meeting which shall set the order of business;
3. Make written records of each meeting which the District shall review and maintain for three years for inspection;
4. Post and send copies of meeting records to committee members;
5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the District how to eliminate hazards in the workplace and promoting employee adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

**Degree of Authority:**

The School Site Safety Committee is authorized to make written suggestions to the District Safety Committee based on its experiences, inspections and input from other employees, students and district patrons, as appropriate.

[end of document]