

Revisions approved September 10, 2020

I. Mission Statement

The mission of the Dickinson College Workplace Safety Committee is to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency and severity of accidents in the workplace.

II. Committee Scope of Responsibilities

It is the policy of Dickinson College to provide an active health and safety program. The objective of the program is to ensure a safe and healthy work environment for all employees, students, visitors and the public as well as to protect the buildings, equipment, grounds and other property.

The purpose of the Dickinson College Workplace Safety Committee is to create and maintain active employee participation in developing a safe and healthful work environment. The committee shall act in an advisory capacity to management. Responsibilities of the safety committee shall include, but are not limited to:

1. Tracking safety inspections of buildings, grounds, and worksites on a periodic basis as performed by Compliance and Enterprise Risk Management or other departments and making suggestions regarding selection of safety equipment when appropriate.
2. Accident and illness prevention and investigation activities to include:
 - Review of accident or illness reports
 - Assignment of person to further investigate incident if appropriate
 - Recommendation of appropriate corrective action after review of investigation
 - Assignment of person responsible for implementing corrective action
 - Follow-up to confirm compliance
3. Promoting safety awareness throughout the college.
4. Overseeing the implementation of required safety programs as mandated by law and other safety training programs for employees.
5. Periodic review of safety committee by-laws, structure and operations.
6. Periodic monitoring of safety training and substance abuse awareness and prevention programs being coordinated by Departments or initiated by HR Services staff development program.
7. **Assigning appropriate personnel** to reviewing procedures **in their departments that are related to safety** and make recommendations for any changes as appropriate.

8. Establishing a system to allow the committee members to obtain safety- related proposals, reports of hazards or other information directly from all persons involved in the operation of the workplace.
9. Reporting annually to the Administration on the past year’s accomplishments and next year’s goals.

III. Membership

A. Selection:

The committee is comprised of exempt and non-exempt representatives from the following departments/divisions who meet in the spirit of collaboration to promote workplace safety and health:

Academic Affairs	Admissions
Academic Technicians	Compliance & Enterprise Risk Management
Athletics	Human Resource Services
Dining Services	Residence Life & Housing
Public Safety	Facilities Management
Mail Center	

In addition to regular committee members, several additional departments coordinate with the committee via quarterly check-ins to discuss safety concerns outside of the standard meeting format:

- Marketing & Communications
- Children’s Center
- Theatre & Dance
- Library & Information Systems

The following positions are Ex-Officio members of the committee:

- Director of Compliance & Enterprise Risk Management
- Assistant Director of Benefits

Committee members will be selected based on their knowledge and willingness to serve. If possible, at least one member will be selected from each division or department of employees, so that all areas of the college are represented. All employees are to be properly advised of the name of their safety committee representative

B. Term:

- The term of the committee members will be three years.
- One-Third of the membership will rotate annually.

- Terms will begin July 1 and end on June 30.
 - Members may be re-appointed with approval of the Administration. This is to ensure maximum participation and continuity in the Safety and Health Committee and Loss Control/Risk Management program.
- Some management members are permanent members and are not subject to being rotated out of the committee.
- If a member cannot fulfill his/her term, a person from the same group or a substitute from another department (as approved or appointed by the Administration) will serve until the end of the member's term.
- Committee members may be replaced for failing to attend regularly scheduled meetings.
- All members shall be trained annually by a state-qualified accident and illness prevention instructor prior to renewal of the state certification.

C. Officers:

Officers shall be elected at the August meeting for a one-year term by a majority vote of the committee members present.

IV. Committee Member's Responsibilities

A. Chairperson Duties

1. Set time for meeting and reserve room
2. Notify members of meetings
3. Prepare and distribute agenda for meeting
4. Appoint appropriate sub-committees as needed
5. Prepare and present annual safety committee report to administration
6. Review minutes prior to secretary's distribution.
7. May delegate any of these duties as needed and appropriate.

B. Secretary

1. Record meeting minutes
2. Coordinate with chairperson the preparation and distribution of the minutes
3. Distribute minutes after Chairpersons approval
4. Assist with other duties as assigned

C. Members

1. Attend all safety meetings or send a trained alternate in their place
2. Notify all employees in their area that they are their safety committee representative and will address their issues and concerns accordingly
3. Ask employees in their work area for safety suggestions, be responsive to employees' concerns, and always follow-up in writing
4. Make Safety Committee minutes available to employees in their work area

5. Watch for and report unsafe conditions, and discuss the unsafe practice or behavior with person involved or with their supervisor
6. Review all accidents and near misses in their work area
7. Contribute ideas and suggestions for improvement of safety
8. Influence others to work safely
9. If applicable, develop incentive programs related to safety
10. Assist with periodic safety inspections as needed and as appropriate

V. Business Organization

- Committee meetings will be held monthly at a regular date/time selected by the chairperson. Special meetings may be called to discuss a specific “time critical” issue or concern.
- A written agenda will be developed and distributed before each meeting by the chairperson. Members should contact the chairperson if they wish to have items added to the agenda.
- A quorum will consist of 51% of the members. Decisions will be made by majority vote.
- Membership lists, meeting agendas, minutes, attendance lists, and related materials will be distributed to committee members in advance of the monthly meeting.

The following order of business will be conducted at committee meetings:

- I. Call to Order/Attendance
- II. Review of Minutes from Previous Meeting
- III. Unfinished Business
 - A. Follow-up on previous injury incidents
 - B. Follow-up on reported safety concerns
- IV. Safety and Incident Reports
 - A. Building Life Safety Audit
 - B. Ergonomic Assessments
 - C. EHS Trainings
 - D. Reported Safety Concerns (including Safety Suggestion Boxes)
 - E. Employee-related Incident Reports
- V. New Business
 - A. College Vehicle Use & Driving
 - B. Safety Committee Education and Training (if applicable)
 - C. Other
- VI. Next Meeting Schedule/Adjournment