



Radnor Township Workplace Safety Committee Bylaws

Name

The name of the Committee is the Radnor Township Workplace Safety Committee.

Purpose

The purpose of the Radnor Township Workplace Safety Committee is to bring all Radnor Township employees together to provide a workplace free from unreasonable risk of injury or disease. Towards that purpose, a Workplace Safety Committee is hereby established in accordance with the following terms and conditions.

Functions

The functions of the Radnor Township Workplace Safety Committee shall be as follows:

- Involve employees in achieving a safe, healthful workplace.
- Evaluate the Township's accident and illness prevention policies and practices and to make written recommendations concerning same.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Evaluate for effectiveness newly implemented safety equipment or health and safety procedures.
- Review workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Annually evaluate Radnor Township's workplace safety and health program and recommend improvements to management.

Representatives

The Radnor Township Workplace Safety Committee will have nine (9) voting representatives with a majority of representatives being employees. Employee representatives can volunteer, their peers can elect them, or management will select representatives if needed. Management representatives will be selected by management. Each representative will serve a continuous term of at least one (1) year, or until a successor is appointed. If the representative leaves office before the term expires, an election will be held during the next scheduled Workplace Safety Committee meeting; the elected representative will serve for the remainder of the term. If there are no employee volunteers, management will then select a representative. Terms will be staggered so that at least one experienced representative always serves on the Committee. Guests are always welcome to attend a meeting at any time.

Officers

The Radnor Township Workplace Safety Committee will have three (3) officers: Chair, Vice-Chair and Secretary.

Terms of service

Chair, vice-chair and secretary each will serve a one (1) year term.

Duties of the Chair

- Schedule regular Committee meetings.
- Develop written agendas for conducting meeting.
- 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.
- In the absence of the secretary, take meeting minutes.
- Perform other duties as directed by the chair.

Duties of the Secretary

- In the absence of the chair and vice-chair, assume the duties of the chair.
- Take meeting minutes.
- Distribute all correspondence and reports.
- Keep all records, reports and correspondence.
- Perform other duties as directed by the chair or vice-chair.

Election of Chair, Vice-Chair and Secretary

The election of a new Chair, Vice-Chair and Secretary will be held during the last regularly scheduled Committee meeting of the year. If the Chair, Vice-Chair, or Secretary leaves office before the term expires, an election will be held during the next scheduled Workplace Safety Committee meeting; the elected officer will serve for the remainder of the term.

Training

Committee members will receive mandatory training in Safety Committee functions, hazard identification, and procedures for investigating accidents once a year. Training will be provided through the Pennsylvania Department of Labor and Industry and all members must be certified each calendar year. Whenever possible, the Workplace Safety Committee will conduct lunch and learns and tailgate training to help educate all employees.

Meetings

Schedule

The Radnor Township Workplace Safety Committee shall meet monthly on the first (1st) Wednesday of each month, at 11:30am. The Chair shall give reasonable advance notice of the date, time and place of regular Committee meetings. All representatives will be notified by an officer at least one (1) hour before the meeting if any changes are made to location, time, cancelation and rescheduling of the meeting. A written agenda for each regular meeting of the Committee shall be developed by the Chair and shall be prepared and distributed by the Secretary at least one (1) day prior to the Committee meeting. The Chair in sole discretion may call special meetings as deemed necessary. Advance notice shall be given to Committee representatives as practical for such special meetings.

Attendance

Each voting representative will attend at least nine (9) regularly scheduled Workplace Safety Committee meetings as well as participate in other Committee activities. Any voting representative unable to attend a meeting must inform an officer a minimum of one (1) hour before the meeting so proper plans may be made. Any voting representative may be replaced at any time and removed from participation on the Committee for cause upon recommendation of a voting member and the concurrence of the Committee.

Agenda

The agenda will prescribe the order in which the Radnor Township Workplace 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 of all meetings of the Committee shall be taken and maintained by the Secretary, or in his/her absence, by the Vice-Chair or a Committee representative designated by the Chair or Acting Chair. The minutes shall specify how each representative of the Committee voted. The minutes shall be prepared, posted and distributed by the Secretary to all Radnor Township employees. The Committee will keep a copy of the minutes for three (3) 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

Five (5) voting representatives constitute a quorum. Meetings may be conducted and business of the Committee transacted only if a quorum is present. All decisions of the Committee shall be by majority vote of those present. Issues not resolved by majority vote will be moved to the next regularly scheduled monthly Committee meeting.

Employee Involvement

The Radnor Township 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 Committee meeting. No employee shall be discharged, threatened with discharge, demoted, suspended or in any other manner discriminated against because he or she has participated in good faith, in any Committee function, including but not limited to, serving as a Committee representative, making statements, complaints or recommendations to the Committee or participating in a Committee activity.

Safety log

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

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 sixty (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 Radnor Township 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.

Workplace inspections

The Radnor Township Safety Committee will accept written reports from the Township inspectors on workplace inspections of all Township facilities and will keep a copy of the reports for three (3) years. The Committee will review the reports for recommendations to management.

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 sixty (60) days of receiving the written report, management will respond in writing to the Committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Annual report

The Radnor Township Safety Committee will evaluate the Township's workplace safety and health program annually and provide a written report of the program to management. The Committee will also evaluate its own activities of the year during the last regularly scheduled Committee meeting and use the evaluation to develop an action plan for the next calendar year.

EFFECTIVE DATE OF BYLAWS

These bylaws will become effective as of 12:01am on January 1, 2016.

James Doling, Workplace Safety Committee Chairman

Robert A. Zienkowski, Township Manager