

SAFETY COMMITTEE

- Bylaws -

Name

The name of this body shall be the Safety Committee hereafter referred to as the Committee.

Purpose

The purpose of the Committee shall be to help provide a safe workplace environment at the University of the Sciences, help maintain environmental/occupational regulatory compliance, and operate in accordance with the Pennsylvania Department of Labor and Industry's Safety Committee certification requirements.

Responsibilities

Pursuant to the authority of the appropriate Cabinet member, the Committee shall have the following responsibilities:

1. to conduct and document inspections of campus facilities to assess environmental conditions, identify safety hazards and facilitate correction;
2. to serve as a liaison and respond to concerns expressed by any member of the University community with regard to safety hazards and to contribute and implement ideas and suggestions for improvement of safety;
3. to inform their respective departments and the University community of institutional procedures that relate to the safety of the community;
4. to review and investigate occupational injuries and illnesses, incidents and complaints, evaluate root causes, and report unsafe conditions to the appropriate department for repair or remediation;
5. to review laboratory procedures, and procedures involving the acquisition, storage, use and disposal of hazardous substances, to assure that proper safety precautions are taken, and;
6. to review and comment upon written safety and compliance programs and any relevant University policies and procedures.

Authority

In order to fulfill its responsibilities:

University of the Sciences

1. the Committee shall have the authority to conduct announced and unannounced inspections of all University facilities, and
2. in the event of failure to correct safety hazards, the Committee shall have the authority to order remedial action, or deny use of University facilities to any individual until such time as the Committee is assured of compliance with institutional safety programs and procedures.
3. authorization for denying access to university facilities will be approved by the appropriate cabinet member(s).

Membership

1. Members of the Committee shall be appointed by the Chair of the Safety Committee and/or the Department Chairs and Directors from academic or administrative units. The Chair of the Safety Committee shall be the Director of Environmental Health and Radiation Safety.
2. Members shall serve for a period of three years. All terms are automatically renewed. If for any reason a member is unable to complete the term of membership, the member shall submit a written resignation to the Safety Committee Chair. The committee must maintain a core group of experienced members to serve at all times.
3. Other members of the faculty or administrative staff may, at the invitation of the Chair, join the Committee in its deliberations. Such invited members shall have the privilege of the floor but shall have no vote on motions made by Committee members.
4. The Committee may remove a Member upon a majority vote of the Members.

Meetings

1. A quorum of Committee members shall meet at least monthly throughout the year. A quorum, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond control, the meeting must be cancelled the committee must reschedule later in the same month.
2. Additional meetings shall be at the call of the Chair or any member of the Committee after a minimum of 48 hours notice.
3. The business of the Committee shall be conducted by parliamentary procedure based on Robert's Rules of Order. Majority rule shall prevail.

Training of Safety Committee Members

1. Safety Committee members must be provided annual training to meet the requirements for the Pa. State Act 44 for safety committee certification. Training is the responsibility of the Safety Committee Chair.

Amendments

1. These Bylaws may be amended by a two-thirds vote of the total membership of the Committee.