



SAFETY PROGRAM

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| PROGRAM NAME: Safety Committee | TEMPORARY REVIEW NUMBER: |
| CLASSIFICATION: Safety | SUPERSEDES: None |
| AUTHOR: Joseph Rick | LAST REVIEW: April, 2015 |
| AUTHORITY: MN Statute 182.676 | NEXT REVIEW: April, 2016 |
| APPLICATION: <input type="checkbox"/> Employees Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> All College | EFFECTIVE DATE: April 15, 2015 |
| DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): All College: College Website | CUSTODIAN OF PROGRAM: Safety Administrator |

PROGRAM STATEMENT: St. Cloud Technical & Community College (SCTCC) has established and will maintain a joint labor/management safety committee with management commitment, support and involvement. The committee is comprised of the Safety Administrator, a chairperson and a minimum of five representatives of bargaining units appointed by their union per contract language (if applicable), and administrative staff appointed by the President.

PURPOSE: To improve operational effectiveness and reduce costs by supporting a safe environment for all faculty, employees, students, visitors and contractors through education, compliance and injury reduction programs.

The primary goal of the Safety Committee is to support and improve the campus safety program. Its function is to involve labor and management in a non-adversarial, cooperative effort, ultimately leading to reduced accidents and injuries for faculty, staff and students. It will promote safety and health in the workplace. The safety committee will assist management and make recommendations for change. The Safety chairperson will ensure that the committee holds meetings not less than quarterly.

PROCEDURES:

- A. The Safety Chairperson will develop an agenda prior to meetings with input from committee members and other staff.
- B. The Safety Chairperson will ensure that meeting minutes are recorded and distributed to all employees.

C. The Safety Committee may:

1. Participate in safety inspections of all areas of the facility.
2. Make recommendations for correcting unsafe conditions and/or practices.
3. Follow up and monitor corrections of unsatisfactory conditions as noted on the annual inspection reports.
4. Request safety inspections, opinions and testing when needed.
5. Monitor conditions and practices of the campus to meet OSHA standards.
6. Review and analyze all accident reports (anonymous basis) involving faculty, staff and students to determine possible unsafe conditions and/or practices to recommend corrective actions.
7. Make programs and operational recommendations to the Director of Facilities for approval and implementation.
8. Make recommendations to the Safety Officer regarding safety training issues or needs.
9. Be involved in other activities as described in labor contracts.
10. Encourage feedback from all levels of employees in all areas of the campus with regard to problems, ideas, and solutions related to safety.
11. Report unsafe conditions and practices.
12. Complete assignments as given by the chairperson.
13. Identify specific safety related problems that seem to be recurring and suggest appropriate intervention measures.
14. Accept and evaluate employee suggestions.
15. Monitor safety program effectiveness.
16. Recommend annual safety goals or objectives.

D. Procedures for accomplishing Safety Committee work:

1. The chairperson will establish and disseminate the time, place, and frequency of meetings. Meetings should occur at a set time every other month during the academic year, but no less than quarterly.
2. All Safety Committee members must attend all meetings or notify the chairperson if unable to attend.
3. Each meeting will begin with a review of old business and a discussion of issues still open. The next order of business is to review inspection, injury and incident reports. The meeting will conclude with an open forum for any other issues that have been raised as an employee concern.
4. The committee will keep minutes of each meeting, including:
 - A. meeting date;
 - B. members present/absent;
 - C. department representative opening comments;
 - D. inspection report summaries;
 - E. special assignments for next meeting;
 - F. closing comments; and
 - G. date, time and place of next meeting.
5. The chairperson/designee will post meeting minutes via email prior to the next meeting. They will also be posted on the campus safety website. All minutes must be filed and kept for three years. Copies of minutes shall be provided to:
 - Administrators.
 - All Committee members.
 - Employees (i.e., by posting on campus safety web page, etc.).

6. The safety committee will conduct an annual tour/inspection of the campus to help identify unsafe conditions..
7. The committee will develop realistic objectives with a measurable tracking system for and completion dates by dividing tasks into phases to evaluate progress.
8. A current list of the safety committee members shall be posted on the campus safety website so that all employees know who to contact regarding Health & Safety issues/topics.

REVIEW: Annually

REFERENCES: Labor Agreements between the State of Minnesota and AFSCME, MAPE, MMA, Managerial Plan, MnSCU Administrators, Commissioner's Plan, MSCF