

 <p>Portland Community College <b>Health &amp; Safety Manual</b></p>	<b>Department: EH&amp;S</b>	
	<b>Function: College Health &amp; Safety</b>	
	<b>Topic: Ch 3—Safety Committee Charter</b>	
	<b>Board Policy: B507</b> <b>Effective Date: May 2004</b>	<b>Revision Date:</b> <b>October 2019</b>

<b>Authority</b>	<b>PCC Board Policy—B507</b>
	Portland Community College (PCC) is committed to providing a safe and healthy work and educational environment for our employees, students and visitors.

<b>Summary</b>	The Safety Committee Charter is an established program for use by the joint management and employee’s campus/center safety advisory committees to prevent accidents and to promote health and safety within PCC with safety training and inspections.
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## **I. PURPOSE**

Portland Community College (PCC) is committed to accident prevention in order to protect the health and safety of all employees. Injury and illness losses due to hazards are needless, costly, and preventable. Safety Committees bring employees and management together in a cooperative effort to promote safety and health to prevent losses due to injury or illness. PCC acknowledges that employee involvement in accident prevention and the support of a campus/center Safety Committee and activities is necessary to ensure a safe and healthy work place.

Each Campus/Center Safety Committee advises management on issues that will promote health and safety in the workplace and is key to making continuous improvements to the PCC safety and health culture.

## **II. AUTHORITY**

PCC Board Policy – B507  
OAR 437-001-0765 Safety Committee and Safety Meetings

## **III. RESPONSIBILITY**

Responsibility for the Safety Committee Charter rests at all levels at PCC and is described as follows:

### **Safety Committee**

- Be the prime forum for communication and exchange of information on all safety issues for their campus or center.
- Identify hazards and suggest corrective actions
- Identify employee safety training needs
- Review all incident reports, near-misses, and incident investigation reports
- Advise management on health and safety issues, safe work practices, and provide recommendations for protecting the health and safety of all employees
- Other duties as determined by PCC's health and safety needs

### **Safety Committee Members**

- Attend all committee meetings
- Act as a work area representative in matters pertaining to health and safety
- Report observed hazardous conditions and practices
- Participate in campus/center safety inspections
- Be trained in the principles of incident investigation for use in evaluating these events
- Be trained in hazard identification and PCC safety inspection procedures
- Keep fully informed on health and safety issues throughout the campus in order to constantly review the effectiveness of the health and safety program
- Complete assignments given by the chairperson

### **Safety Committee Chairperson**

- Attend all committee meetings
- Provide all new committee members with New Member Information packet
- Ensure each member receives copies of meeting minutes
- Designate a minute taker for each committee meeting

### **Supervisor/Manager/Deans**

- Ensure employees attend appropriate safety training
- Work with Safety Committee to implement changes to improve work place safety
- Observe how health and safety is enforced in the workplace
- Provide timely responses to the Campus/Center Safety Committee on any recommendations given

### **Environmental Health & Safety (EH&S)**

- Attend Safety Committee meeting to provide guidance on health and safety issues
- Facilitate access to the Safety Committee minutes for all PCC employees to view
- Participate in safety inspections
- Maintain the Hazardous Condition Reports
- Develop PCC's incident investigation procedures
- Facilitate Safety Committee training on hazard identification

### **Risk Services**

- Attend Safety Committee meetings to provide guidance on risk management issues
- Develop PCC's incident reporting procedures
- Compile and provide to Safety Committees the Incident Report Summary for each campus/center

### **Department of Public Safety (DPS)**

- Attend Safety Committee meetings to provide guidance on public safety issues
- Provide updated information on emergency procedures

### **All Employees**

- Read and understand the Health & Safety Manual
- Communicate safety concerns to the campus/center Safety Committee
- Attend appropriate safety trainings
- Working in a safe and healthful manner

## **IV. PROCEDURES**

### **A. Committee Formation and Member Requirements**

Establishing a Safety Committee and determining the frequency of meetings is dependent on the size of the campus or center and the nature of the work performed there. All PCC campuses must have a Committee and hold meetings monthly. If a PCC Center has fewer than ten employees, including satellite or auxiliary offices, and more than half the employees work in low hazard work environments such as offices, the Center can elect to have either a Safety Committee or have a representative on the Safety Committee for the

campus for which they are affiliated. For more guidance on size and frequency of Safety Committee meetings, see *Appendix B: Committee Size and Meeting Frequency*.

All PCC Safety Committees must have management and employee representatives. If possible, the members will be represented in equal numbers but a Committee shall not have more than fifty percent management representation. Management representatives shall be volunteers and may include Environmental Health & Safety (EH&S) and Risk Services. Employee representatives shall be volunteers or elected by their peers. Safety Committee meetings will be attended by representatives from EH&S, Risk Services, and Department of Public Safety (DPS).

Committee members will serve a continuous term of at least one year, with the length of membership staggered so that at least one experienced member is always serving on the committee. The membership is to be made up of representatives from each major work activity or group at the campus/center with at least one representative from each building and major department. All committee members will be compensated at their regular rate of pay.

There shall be an annual election for a chairperson requiring a majority vote to be elected.

## **B. Meeting Agenda and Minutes**

Each committee shall hold regular meetings either monthly or quarterly except for a month when a building safety inspection is being conducted. This does not exclude other months from meetings if more frequent safety inspections are conducted. Each Safety Committee shall have an established meeting location and time.

The Safety Committee shall develop a written agenda for conducting meetings. Each meeting agenda should include review of the Incident Report Summary, Supervisor Investigation Reports from individual incidents, recent safety inspections, and any Hazardous Condition Reports that have been received for that campus or center. Committees can use *Form 1: Safety Committee Agenda* to establish the agenda for each meeting

There shall be a designated minute taker for each meeting. Minutes shall include:

- Names of all attendees,
- Meeting date,
- All health and safety issues discussed,
- Any recommendations for corrective actions
- Person(s) responsible for follow up on any recommended corrective actions
- All reports, evaluations, and recommendations made by the committee

All meeting minutes shall be retained for three years for inspection by OR-OSHA. Minutes can be taken using *Form 2: Safety Committee Minutes*. Copies of the minutes must be sent to all members of the Safety Committee within 10 working days following the meeting. When the minutes have been approved at the next meeting, they shall be posted on the file share location which can be accessed from EH&S's website. If the campus or center has a Safety Bulletin Board, the minutes will also be posted at that location.

### **C. Hazard Identification and Safety Inspections**

All Safety Committee members shall be trained in hazard identification and the procedures used at PCC for conducting safety inspections in order to locate and identify health and safety hazards. Inspections of buildings and work areas must be conducted by members of the Safety Committee at least quarterly and be followed with written recommendations detailing how to eliminate hazards and unsafe work practices. Quarterly inspections at PCC Centers will be conducted by a Safety Committee team or by a person designated at that location. Centers inspected by a designated staff member or by the EH&S Manager will provide the report of findings to the affiliated campus committee. Inspections can be completed by using *Form 3: Safety Inspection Worksheet*, and *Form 4: Correction Recommendations*.

Safety Committee members participating in safety inspections shall wear personal protective equipment (PPE) which provides them the necessary protection for the work areas they will be entering. The PPE required for inspections will be determined by the Committee with the assistance of EH&S.

PCC employees who observe an unsafe or hazardous condition should notify the Safety Committee of the condition. Each committee member is responsible to relay safety-related suggestions, reports of hazards, or other information directly to the Safety Committee from all employees involved in the workplace. PCC and the Safety Committee shall establish a system to allow the members to obtain safety-related suggestions or other information directly from all persons involved in the operations of the workplace. This can be done by completing *Form 2: Hazardous Condition Report* from *Chapter 1 – General Safety Program & Responsibilities*.

### **D. Incident Investigation**

Reviewing Incident Reports and Supervisor Investigation Reports are a very important part of the Safety Committees responsibilities. Safety Committee members shall be trained in the principles of incident investigation so that they can evaluate the reports they receive. Each month members of the Safety Committee shall review and if necessary make written recommendations on their campus/center's Incident Report Summary and Supervisor Investigation Reports. Incidents at PCC are reported through a form provided by Risk Services. Each month Risk Services compiles the Incident Report Summary for each Committee to review.

EH&S has developed procedures for incident investigations which are designed to identify hazards and ensure they are corrected. These procedures can be found in *Chapter 2 - Accident Investigation*. Following the receipt of an Incident Report, the employee's supervisor is contacted to fill out a Supervisor Investigation Report. All safety-related incidents including accidents, occupational illnesses, and fatalities must be investigated by designated PCC personnel. The redacted Supervisor Investigation Reports are presented to the Safety Committees for review and discussion.

### **E. Recommendations and Accountability**

The campus/center Safety Committee shall make written recommendations for hazardous condition corrections which are to be submitted to management and/or administration personnel. Management will give serious consideration to the recommendations and will respond in writing to the Safety Committee within a reasonable time limit.

Safety Committees shall monitor the written response and recommendations from administration personnel during the review of the last month's minutes at the beginning of each meeting. Further action may be initiated if review of the response and recommendations indicates additional actions are necessary. PCC management is responsible and has the final determination in any decision from a Safety Committee recommendation.

The Safety Committee must evaluate PCC's accountability system and make recommendations to implement supervisor/manager and employee accountability for health and safety. This can be done by evaluating employee's recognition and disciplinary process for safety issues.

## **V. TRAINING**

Every Safety Committee member will receive training to prepare them for their roles and responsibilities as committee members when they join a safety committee. The chairperson will provide each new member with the New Member Information Packet which includes:

- *Form 5: New Member Checklist*
- Copy of the Safety Committee Charter
- Copies of the forms used by the Committee
- The link/directions to access the safety committee minutes
- The link/directions to the Safety Committee training curriculum

The Safety Committee training curriculum shall be facilitated by EH&S and will include the following elements:

- Hazard Identification
- Principles of incident investigation

Each Safety Committee member should complete training as soon as possible after joining so they can perform their roles and responsibilities to the best of their abilities.

## **VI. Recordkeeping**

Each Safety Committee will establish a location to store/archive records of each committee meeting. These records must be kept for three years and shall include:

- Name of attendees
- Meeting date
- Meeting Minutes
- All safety and health issues discussed including safety inspection reports, Incident Report Summaries, Incident Investigations, and Hazardous Condition Reports
- Any recommendations for corrective actions
- Person(s) responsible for follow up on any recommended corrective actions
- All reports, evaluations, and recommendations made by the committee

EH&S will facilitate access to the Safety Committee minutes for all PCC employees to view.