

Unit Safety Committee Policy Statement

Introduction

The _____ Unit Safety Committee is committed to accident prevention to protect the safety and health of all our staff and students. Injury and illness losses due to hazards are costly and preventable; this unit safety committee has been established to help prevent these losses. Employee involvement in accident prevention and support of the unit safety committee members and activities is necessary to ensure a safe and healthful workplace.

Purpose

The purpose of our unit safety committee is to enhance communication and cooperation between the faculty and staff within our unit and unit administration/management and foster a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist unit administrators and managers and offer recommendations to promote a culture of safety.

Organization

There shall be _____ faculty/staff and _____ management/administrative representatives. Faculty/staff representatives shall be volunteers or elected by their peers; administrative/management representatives will be appointed. If no faculty/staff volunteers are elected, they may be appointed by the unit administrator. Unit safety committee members will serve a continuous term of at least one year and will elect or appoint a chairperson to preside at meetings and a person to record meeting minutes. Length of membership will be staggered so that at least once experienced member is always serving on the committee. The committee determines meeting frequency, times and locations; it is recommended that meetings are held at least once a semester.

Extent of Authority

It must be clearly understood that the unit safety committee advises management/administration on issues that will promote safety and health in the workplace; written recommendations are expected from the unit safety committee and they will be submitted accordingly. In turn, management/administration will give serious consideration to the recommendations submitted and will respond in writing to the unit safety committee in a timely manner.

Functions

This unit safety committee is intended to be a forum which can identify and resolve safety concerns and a tool which can help manage the unit's safety program. The committee is charged and supported by the management/administration to solicit concerns and ideas, address and/or coordinate solutions to safety problems, evaluate accidents and incidents that occur within the unit to assist in determining their causes and identify appropriate corrective actions that might be taken to prevent similar occurrences, help assess and audit the unit's compliance with safety requirements

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and initiatives, provide a conduit to distribute information and act as the liaison with the University Safety and Loss Control Committee and the Environmental Health and Safety Office.

Recommendations

Appropriate unit administrators will be provided a copy of the minutes from each unit safety committee meeting in a timely manner. Copies of the minutes should also be made readily accessible to unit personnel. All recommendations submitted to management/administration must be written and be clear and concise, provide reasons for implementation and benefits that will be gained and provide the committee's best estimate of implementation costs and recommended completion target dates.

Procedures

The unit committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include, but not be limited to:

- Meeting date, time and location
- Election of chairperson and secretary
- Order of business
- Records

Duties of each member should include, but not be limited to:

- Reporting unsafe conditions and practices
- Making a concerted effort to attend all unit safety committee meetings
- Reviewing all accidents and near-misses that occur within the unit
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner: Set an example
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety
- Others as determined by the committee and management/administration

Summary

Only the planning and effective joint leadership of management/administration can build an effective, sustainable unit safety program. The unit safety committee shall be supported as a constructive entity that provides guidance and leadership in matters pertaining to the overall health and safety of the university community.

Signature of Unit Administrator

Date