



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	OPERATIONS
TITLE:	HEALTH AND SAFETY COMMITTEE
ADOPTED:	JULY 19, 2017
REVISED:	

832 - HEALTH AND SAFETY COMMITTEE

SC 223
Pol. 705

Section 1. Purpose

It is the goal of the North Allegheny School District to provide a workplace free from unreasonable risk of injury and disease. Towards that goal, a workplace Health and Safety Committee is hereby formally established in accordance with the following terms and conditions. It is noted that the Health and Safety Committee has been organized and has provided valuable service to the District since 1992.

Act 44
Pol. 347, 447, 547

Section 2. Policy Interpretations

This policy is adopted in part to qualify for a workers' compensation premium discount in accordance with the law. Therefore:

Act 44

- a. This policy is intended to comply with those provisions of the law relating to safety committees and with associated certification criteria. This policy shall be construed in a way which is consistent with and not in violation of these provisions and criteria.
- b. It is not the purpose of this policy to preempt, create, supplant, expand, or restrict the rights or liabilities of any person or employee beyond what is established in law or contract.
- c. It is not intended that this policy create any employee rules or practices which are not associated with health and safety.

Section 3. Guidelines

29 U.S.C.
P.L. 563

- a. Committee Composition - The Health and Safety Committee shall be composed of employees and administrators of the North Allegheny School District.
 - 1. At least 50% of the Committee members shall be neither administrators nor supervisors as defined in the law.
 - 2. The Building Principal or Department Head shall submit the names of the

	<p>members of the Committee to the Chairperson for review and submission to the Superintendent or designee for approval.</p> <ol style="list-style-type: none">3. The term of office of all appointed members of the Committee shall be one year, unless member(s) is/are replaced as noted in Section 3.5 below.4. There shall be at least one member who reasonably represents each major work activity of the District. These work activities shall include, but not be limited to, the professional staff, the paraprofessional staff, school bus drivers and mechanics, custodial and maintenance employees, confidential employees, the administrative staff, and Human Resources. Also, there shall be at least one member who represents each building and support department of the District. A member may represent both a work activity and a building or department.5. Any member of the Committee may be replaced at any time and removed from participation on the Committee for cause, upon recommendation of the Chairperson and the concurrence of the Superintendent or designee. <p>b. Committee Officers - The officers of the Committee shall consist of a Chairperson, Vice Chairperson, and Secretary.</p> <ol style="list-style-type: none">1. The Chairperson shall be the Supervisor of Building and Grounds. The Chairperson shall be responsible for the overall organization, administration, and work of the Committee.2. The Vice Chairperson shall be elected from the committee membership. In the absence of the Chairperson, the Vice Chairperson will perform the Chairperson's duties.3. The Secretary shall be appointed by the Chairperson. The Secretary shall keep the minutes of the committee meetings, handle committee correspondence, and perform other administrative duties in coordination with the Chairperson4. In the absence of the Chairperson and the Vice Chairperson, the Superintendent or designee shall appoint an Acting Chairperson and/or Acting Vice Chairperson. <p>c. Meetings - The Health and Safety Committee shall meet monthly during the year, except for the months of July and August. The Committee will meet twice in June and twice in September. The first meeting in June will fulfill the June meeting obligation, while the second meeting in June will fulfill the July meeting obligation. The first meeting in September will fulfill the August meeting obligation, while the second meeting in September will fulfill the September monthly meeting obligation.</p> <ol style="list-style-type: none">1. The Chairperson shall schedule the date, time, and place of each meeting,
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	<p>and shall give reasonable advance notice of the regular monthly meetings. A written agenda for each regular monthly meeting shall be developed jointly by the Chairperson and Secretary, and shall be distributed by the Secretary at least one week prior to the meeting.</p> <ol style="list-style-type: none">2. A majority of the members of the Committee shall constitute a quorum. Meetings may be conducted and business of the Committee transacted if a quorum is present.3. All decisions of the Committee shall be by majority vote of those present.4. Minutes of all meetings of the Committee shall be taken and maintained by the Secretary or in his/her absence, by a member designated by the Chairperson. The minutes shall specify how each member present voted if a roll call vote has been requested by any member present.5. The Chairperson may call special meetings as necessary. Advance notice of special meetings shall be given to Committee members if practical.6. The minutes of the Health & Safety Committee meetings shall be available to all employees of the District by posting or email, etc. <p>d. Scheduling and Attendance - The Chairperson shall schedule regular monthly committee meetings during normal work time, but at such times that will be least disruptive to school operations.</p> <ol style="list-style-type: none">1. Members of the Committee who are employees but not scheduled to work when a meeting is scheduled need not attend the meeting.2. Members of the Committee may take reasonable time from work to perform Committee duties, as prescribed by the Chairman, without loss of pay or benefits. <p>e. Committee Functions - The functions of the Committee shall be as follows:</p> <ol style="list-style-type: none">1. To evaluate the School District's accident and illness prevention policies and practices and to make written recommendations concerning them to the appropriate administrator or employee.2. To establish procedures for periodic workplace inspections for the purpose of locating and identifying safety and health hazards. The location and identity of hazards shall be documented in writing and sent to the appropriate administrator or employee regarding corrections of the hazards.3. To review incidents resulting in work-related deaths, injuries, and illnesses.
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4. To review reports and complaints of health and safety hazards.
 5. To evaluate for effectiveness newly implemented safety equipment, as well as health and safety procedures.
 6. To provide a forum for discussion of health and safety issues.
 7. To provide for training, communication, and administration concerning health and safety.
- f. Non- Retaliation - No employee shall be discharged, threatened with discharge, demoted, suspended, or in any other manner discriminated against because he/she has participated in any Health and Safety Committee function. This protection includes, but is not limited to, serving as a Committee member; making statements, reports, complaints or, recommendations to the Committee; and participating in Committee workplace inspections.
- g. Training - The Superintendent or designee shall ensure that Committee members are adequately trained. Training programs shall be made available at least annually by properly qualified individuals. The training program shall address accident and illness prevention generally, and the health and safety needs of the District in particular. Training shall be reported at regular monthly meetings and recorded in the minutes.

References:

School Code - 24 P.S., Sec. 223
Workers' Compensation Act 44, P.L. 190,
National Labor Relations Act, 29 U.S.C. – 151-169
Public Employees Relations Act, P.L. 563, No. 195

Replaces Policy:

2900