



### **POL-103 SAFETY COMMITTEE BY-LAWS**

This policy applies to Safety Committee membership during their service term.

#### **1. Committee Composition Guidelines**

- a. All College employees and students are eligible for membership on the committee.
- b. The Committee will have a minimum of six (6) members. Ideally, it will consist of three (3) employer-selected members, up to nine (9) employee-elected members, and up to six (6) student members. These caps may be exceeded on a case-by-case basis by a majority vote of the Committee.

#### **2. Employer-Selected Membership**

- a. The College has appointed three (3) permanent employer-selected members to serve on the Committee. They are:
  - i. Director of Facilities and Plant Operations (or equivalent position)
  - ii. Director of Public Safety (or equivalent position)
  - iii. Manager of Environmental Health and Safety

#### **3. Employee-Elected Membership**

- a. The number of employee-elected members will equal or exceed the number of employer-selected members.
- b. The Faculty Senate, the Classified Staff Union, and the AFT Seattle Pro Staff Union may each nominate up to two (2) members to serve on the Safety Committee as employee-elected members.
- c. Each satellite campus – the Health Education Center (HEC) at Pacific Tower, Seattle Maritime Academy (SMA), Seattle Vocational Institute (SVI), and Wood Technology Center (WTC) – may nominate one (1) representative to serve on the Committee as an employee-elected member.
- d. Employees not selected by the College or elected by their Union may self-select onto the Committee. They will serve as employee-elected members.
- e. Final membership composition will be reviewed and approved by the Manager of Environmental Health and Safety to ensure broad representation across College functional areas and physical locations.

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### 4. Term of Office

- a. Safety Committee members will serve an annual one-year term, beginning in October and ending the following September.
- b. The term of employee-elected members will be for a maximum of one year. There is no consecutive term limit.

### 5. By-law Modifications

- a. By-laws may be reviewed for amendment and modification by a majority vote of the committee.
- b. Changes to the by-laws need to be submitted to the Director of Public Safety, Manager of Environmental Health and Safety, and the VP of Administrative Services for review and final approval.

### 6. October (Initial) Meeting Requirements

- a. The Vice President of Administrative Services (or their designee) will schedule and facilitate the meeting. Subsequent meetings will be organized and run by the elected chairperson.
- b. The Committee membership will elect a chair to serve for a one-year term.
  - i. Only employee-elected members are eligible to serve as chair of the Committee.
  - ii. The Chair should be an employee of Seattle Central or one of its satellite campuses.
- c. The Chair will assign a Committee member to serve as the Note Taker for a concurrent, one-year term.
- d. The Committee membership will establish a meeting schedule for the service term. This may be amended at any time upon a majority vote.

### 7. Meeting Operations

- a. The meeting quorum for all Safety Committee meetings will be six (6) members.
  - i. At least one (1) member of the quorum must be employer-selected.
  - ii. A quorum must consist of at least an equal number of employee and student members.
- b. A typical meeting will be held for one hour. This can only be extended by a majority vote of the Committee.

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### 8. Committee Voting

- a. All members of the Safety Committee will have one (1) vote for any and all of the Committee's actions requiring a vote.
- b. All Committee recommendations and reports submitted to the College Administration and/or released to the College or General Public must be approved by a majority vote.

### 9. Standing Meeting Agenda

The Committee membership will discuss the following items at each meeting:

- a. Review health and safety inspection reports to help correct hazards.
- b. Evaluate the incident/hazard investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- c. Evaluate the Seattle Central College Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This discussion may include additional safety plans or procedures developed at both the college and department level.
- d. Other safety related topics are covered as time allows.

### 10. Committee Responsibilities

- a. The Committee may, on a monthly basis, submit or bring to the attention of the College Administration any safety recommendations and/or concerns.
- b. The Committee is expected to provide one (1) annual committee status report to the President's Cabinet by June 1<sup>st</sup> of each calendar year. This report should include, but not be limited to, the Committee's work during the year and any other relevant information regarding campus safety.

### 11. Member Responsibilities

- a. The Committee Chair will:
  - i. Establish the meeting schedule for the term year.
  - ii. Establish the agenda for each meeting.
  - iii. Conduct the meeting.
  - iv. Submit recommendations to College Administration (FRM-103A).
  - v. Submit annual Committee Status Report (FRM-103B).

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b. The Note Taker will:

- i. Facilitate meetings in the Chair's absence.
- ii. Prepare and distribute the agenda for each meeting at the direction of the Chair (FRM-103C).
- iii. Document meeting attendance (FRM-103D).
- iv. Prepare minutes from each meeting (FRM-103E) and distribute them to the committee one (1) week prior to the next meeting.
- v. Preserve the meeting minutes for one (1) year.
- vi. Make the minutes available for review by the consultation and/or regulatory personnel of the Department of Labor and Industries.

c. General membership will:

- i. Attend the October (initial) meeting to be considered members of the Committee. If an employee has an interest in serving on the committee and cannot make the first meeting, they must contact the Manager of Environmental Health and Safety with this information to be eligible for membership.
- ii. Regularly attend meetings. Any member that misses three (3) meetings during their term may be asked by the Chair to vacate their membership.

**See Also:** FRM-103A, FRM-103B, FRM-103C, FRM-103D, FRM-103E



# Recommendation to Administration

*This template will be used to document and submit recommendations to College Administration on behalf of the Safety Committee. Completed versions of this form will be included in the applicable meeting minutes.*

SAFETY COMMITTEE; DATE:

TOPIC:

IDENTIFIED PROBLEM:

SUPPORTING DOCUMENTATION:

[Insert documents or pictures pertinent to the discussion. If they will be attached at the end of the document, mark that below and delete this row.]

Appended:	<input type="checkbox"/> Documents <input type="checkbox"/> Pictures
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RECOMMENDATION:

Submitted by [Chair] with and on behalf of [Term] Safety Committee.



# Annual Status Report

*This template will be used to document Safety Committee activity and report accomplishments to President's Cabinet on an annual basis. A copy of this report is maintained by the Manager of Environmental Health and Safety.*

SAFETY COMMITTEE; DATE:

## SUMMARY OF ACCOMPLISHMENTS

<b>Topic:</b>	
<b>Accomplishment:</b>	

<b>Topic:</b>	
<b>Accomplishment:</b>	

Submitted by [Chair] with and on behalf of [Term] Safety Committee.

# Safety Committee Agenda

*This template will be utilized to generate and distribute meeting agendas to Safety Committee membership. It will serve as the foundation for generating meeting minutes.*

DATE:

## OPERATIONAL BUSINESS

<b>Topic:</b>	Call to Order
<b>Discussion:</b>	

<b>Topic:</b>	Approval of Minutes – [Date]
<b>Discussion:</b>	

## AGENDA

<b>Topic:</b>	Standing Agenda
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. Review health and safety inspection reports to help correct hazards.</li> <li>2. Evaluate incident and hazard reports/investigations conducted since last meeting and determine if the cause(s) of the unsafe situation(s) was identified and corrected.</li> <li>3. Evaluate Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This includes the discussion of department and campus-specific safety plans.</li> </ol>

<b>Topic:</b>	New Business
<b>Discussion:</b>	1.

## OPERATIONAL BUSINESS CONTINUED

<b>Topic:</b>	Closing & Adjournment
<b>Discussion:</b>	



# Sign-In Sheet

*This template will be used to record attendance at all Safety Committee meetings.*

**SAFETY COMMITTEE MEETING; DATE:**

Committee Member		Signature
Employer-Selected		
Employee-Elected	(C)	
	(NT)	
Student		

Guests (Print Name)	Designation	Signature
	Faculty – Staff – Student – Other	
	Faculty – Staff – Student – Other	
	Faculty – Staff – Student – Other	
	Faculty – Staff – Student – Other	
	Faculty – Staff – Student – Other	
	Faculty – Staff – Student – Other	



# Safety Committee Meeting Minutes

This template will be used to record and generate committee meeting minutes. They are posted to the Environmental Health and Safety webpage after their approval by the committee.

DATE:

## OPERATIONAL BUSINESS

<b>Topic:</b>	Attendance		
<b>Members Present:</b>	<input type="checkbox"/> (C)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> (NT)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Quorum Attained*
<b>Meetings Type:</b>	<input type="checkbox"/> Conference Call <input type="checkbox"/> In Person:		
<b>Guests:</b>			

\* Quorum is attained at 6 members – at least 1 employer-selected AND an equal or greater number of employees to students.

<b>Topic:</b>	Call to Order
<b>Discussion:</b>	[The Committee Chair] welcomed everyone and brought the meeting to order at approximately [time].

<b>Topic:</b>	Approval of Minutes – [Date]		
<b>Discussion:</b>	[Member] moved to approve the minutes. [Member] seconded the motion. All [approved/denied].		
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## STANDING AGENDA

<b>Topic:</b>	Standing Agenda Items		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>1. Review health and safety inspection reports to help correct hazards.</li> <li>2. Evaluate incident and hazard reports/investigations conducted since last meeting and determine if the cause(s) of the unsafe situation(s) was identified and corrected.</li> <li>3. Evaluate Employee Health and Safety Plan and discuss recommendations for improvement, if needed. This includes the discussion of department and campus-specific safety plans.</li> </ol>		
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled



# Safety Committee Meeting Minutes

## UPDATES

<b>Topic:</b>	Updates – [Item]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Updates – [Item]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	Updates – [Item]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## NEW BUSINESS

<b>Topic:</b>	New Business – [Item]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	New Business – [Item]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

<b>Topic:</b>	[Copy and Paste as Needed]		
<b>Discussion:</b>			
<b>Action:</b>			
<b>Referred to:</b>			
<b>Status:</b>	<input type="checkbox"/> Open	<input type="checkbox"/> Closed	<input type="checkbox"/> Tabled

## OPERATIONAL BUSINESS CONTINUED

<b>Topic:</b>	Closing & Adjournment		
<b>Discussion:</b>	The committee concluded discussion.		
<b>Action:</b>	The meeting adjourned at approximately [time].		
<b>Next Meeting:</b>	The next meeting is scheduled for [Day], [Month] [Date], [Year] at [time] in [location].		