

Bemidji Area Schools Safety Committee  
Bylaws

**Name**

The name of the committee is the Bemidji Area Schools Safety Committee. Hereto referred in Bylaws as "the committee".

**Mission Statement**

This committee and its individual members are dedicated to promoting the health, safety and welfare of our employees, with the support of administration and school board of Bemidji Area Schools, in order to create a safe work environment for our employees, students, their families and the community.

**Objectives**

Involve employees in achieving a safe, healthful workplace.

**Representatives**

This committee shall consist of representatives from all district bargaining groups, a district administrator and the district safety manager.

New representatives will receive training in safety committee functions with the chair, vice chair or designated committee representative.

Each representative will attend regularly scheduled safety committee meetings. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

**Terms of Service**

Members should serve a minimum of three years rotating in and out.

Chair – 1 year term

Vice-Chair – 1 year term after which Vice-Chair moves to Chair with election of Vice-Chair to be held at the last safety meeting prior to summer break.

Secretary - Business office administrative assistant will serve as committee secretary.

**Duties**

Chair

- Schedule regular committee meetings.
- Develop written agenda for conducting meetings.
- Conduct committee meetings.

Vice-Chair

- In the absence of the chair, assume the duties of the chair.

Secretary

- Attend all meetings.
- Take meeting notes.
- Distribute agendas and meeting minutes to all committee members.
- Distribute agendas and meeting minutes to each district building.
- Create and maintain safety log.

## **Meetings**

**Schedule** – The committee shall meet a minimum of 4 times per year. Meetings will be held at the suggested intervals: August/September, November, March/April, May/June, with specific dates and times to be determined by the committee. The committee chair may call additional meetings when deemed necessary.

**Agenda** – The agenda will prescribe the order in which the committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.
- Safety inspection reports
- Other business as deemed necessary

**Voting** – A majority vote of attending representatives is required to approve all safety-committee decisions.

## **Employee Involvement**

The committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled meeting.

## **Safety Log**

The committee will maintain a log of all employee concerns, including date received, recommendations discussed at the meeting, and the date the concern was resolved with follow up made back to the employee.