

**2018-2019
SAFETY COMMITTEE
BYLAWS**

I. MISSION AND PURPOSE

The Safety Committee is composed of representatives and technical experts who provide guidance for the College's safety management and planning efforts. The purpose of the Safety Committee is to:

1. Review safety and health inspection reports to help correct safety hazards.
2. Evaluate accident investigations conducted since the previous meeting to determine if the cause of the unsafe situation was corrected.
3. Evaluate the college's accident prevention program and discuss recommendations for improvement, if needed.

II. GOVERNANCE

The Safety Committee reports to the Vice President of Administration.

III. AUTHORITY

The Safety Committee provides guidance to make appropriate corrective actions where safety gaps are shown to exist.

IV. MEMBERSHIP AND LEADERSHIP

Elected Positions:

1. Four each, classified and faculty; all elected by their bargaining unit members
2. Each will serve a one-year term, with no term limit
3. If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting
4. When possible, terms should be staggered so that each bargaining unit is always represented by a member with Safety Committee experience

Appointed Positions:

Seven positions will be appointed by the Vice President of Administration. They will generally consist of the following positions:

1. Vice President of Administration
2. Director of Environmental Health and Safety
3. Manager of Safety and Security
4. Director of Campus Services
5. Dean of Instruction
6. Occupational and Life Safety Specialist
7. Health Specialist for Head Start

Leadership:

1. The Committee will elect a Chairperson at the first fall quarter meeting, with a one-year term, and an unlimited number of possible elected terms. The Chairperson shall set the agenda, lead meetings, and provide leadership through encouraging equitable participation of all committee members.

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2. The Committee will elect a Vice-Chairperson, with a one-year term, and an unlimited number of possible elected terms. The Vice-Chairperson shall substitute for the Chairperson as needed.

V. SUB-COMMITTEES

The Safety Committee shall establish sub-committees as necessary.

VI. MEETINGS

1. Committee meetings will be held once monthly
2. Committee members will assist with agenda development
3. Employee Safety Trainings will be an ongoing discussion

VII. OPERATING PROCEDURES

1. The committee will operate by consensus
2. Each member shall have one vote
3. Voting may be conducted in-person at meetings, or electronically

VIII. MINUTES

1. Minutes shall show attendance, discussion topics and action items
2. They shall be approved by the next meeting
3. Approved minutes shall be published on the [Safety Committee webpage](#)

IX. RELEVANT ACCREDITATION STANDARDS, POLICIES, AND/OR PUBLICATIONS

1. NWCCU Standard 2.D.2, 2.6.1, 2.G.2
2. Lower Columbia College Policy 245
3. WAC 296-800-130

X. PROCESS FOR AMENDMENT OF BY-LAWS

1. These by-laws may be amended at any time by a majority vote of the membership
2. Changes are subject to approval by the Executive Leadership Team

XI. EFFECTIVE DATES and CHANGE RECORDS

Approved: March 1, 2018