



Policy Name:	Safety Committee Plan
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Functional Area:	Facility Administration

Safety Committee Plan

Purpose

The purpose of the Safety Committee is to provide an avenue for all institutional employees to contribute to workplace safety in an effort of achieving and maintaining a safe, healthful working environment.

Goal

The goal of Safety Committee is to eliminate workplace incidents and illnesses by involving representatives, including faculty, staff, and administration, in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents, and suggesting ways to prevent future incidents.

Objectives

The Safety Committee has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct monthly, or as needed, workplace inspections, identify hazards, and recommend methods for eliminating or controlling hazards. The Safety Committee will establish procedures to ensure follow-up and closure for all reported hazards.
- Annually evaluate the Safety Committee's workplace safety and health program and recommend improvements to administration.

Committee Representatives

The Safety Committee will have committee members representing faculty, staff, and administrative persons (Attachment A – current membership). The committee will be comprised of at least four committee members that are appointed by administration. Representatives will serve a term of at least one year. Administrative representatives will be the Vice President and Facility Coordinator, Vice President, and Clarksville Campus Coordinator.

Committee Chair and Vice-Chair

The committee chair shall be the Facility Coordinator, or other individual if assigned by the President. The Vice-Chair shall be the Vice President for the Dickson Campus and the Campus Coordinator for the Clarksville Campus.

Duties of the Committee Chair

- Schedule trimesterly committee campus audits and/or meetings.
- Develop and distribute written agendas for campus audits / safety committee meetings.
- Conduct campus audits / safety committee meetings.
- Document safety committee efforts into reports for safety committee approval.
- Submit safety committee reports to the President and maintain file of committee reports. Duties of the Committee Vice-Chairs
- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as initiated by the chair.

Committee Member Training

All committee members will be trained by the Facility Coordinator annually in June. Training on topics of Safety Committee goals; hazard detection and inspection; accident and illness prevention and investigation; and, health and safety concerns specific to the training areas. Additional safety committee and employee training topics may be determined by administration for workplace hazard and exposure. The safety committee will submit a copy of the training documents to the President and will maintain a copy of the training records on file.

Meeting Agenda

An agenda will prescribe the order in which the Safety Committee conducts its business. The agenda will also include the following, when applicable:

- Campus safety audits.
- 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-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting. A determination of the root cause of the reviewed incidents will be the focus of the investigations. Resolution of identified issues will be presented to administration representatives.

Safety Committee Meetings and Inspections

The committee will meet on a scheduled day and time of each trimester and conduct inspections of pre-assigned areas. Each campus will have a separate team of committee members who will represent their perspective campus. A quorum of committee members, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond the control of the committee, the meeting must be canceled, the committee will reschedule at a later date in the same month.

Meeting Attendance

Each representative will attend the scheduled Safety Committee meeting and participate in hazard identification inspections, as well as other committee functions as requested.

Meeting Minutes

Minutes will be recorded at each committee meeting and distributed to each

committee member. Minutes of each committee meeting will be made available to all representatives by email. The committee will submit a copy of the meeting minutes, agenda and attendance list to the President and will maintain a copy on file. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

Employee Involvement

The Safety Committee will encourage representatives to identify health and safety concerns and hazards in the workplace. Concerns raised by representatives will be presented to the committee, recorded in the meeting minutes, documented in the safety log and reviewed by the committee.

Safety Log

Accident reports and safety concerns are provided to the President, who will forward copies to the safety committee to review and make recommendations. The safety committee will maintain a log of such correspondence, including the date received, the date recommendations were made to administration, administration responses, and the date the concern was resolved. The committee will work with administration representatives to resolve safety concerns. Administration will respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

Workplace Inspections

Members of the committee will conduct workplace inspections of all institutional facilities each trimester as a part of the meeting. Committee members are encouraged to include all representatives in discussion relating to safety concerns in their respective work areas. The committee will provide a written report/form to the committee and administration that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards. It is suggested that within 30 days of receiving the written recommendations, administration respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.