

**Written Program**  
**For Unity Area Regional Recycling Center**  
**Health & Safety Committee**

# **Health & Safety Committee**

## **Unity Area Regional Recycling Center**

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## **I Mission Statement:**

The mission of the Unity Area Regional Recycling Center Health and Safety Committee is to develop and promote a healthy and safe environment for all staff, volunteers and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

## **II Activities:**

The health and safety activities of the committee will include, but are not limited to, the following:

- Identify unsafe work practices and conditions and suggest appropriate remedies.
- Conduct health and safety inspections of both operations and facilities, identify safety hazards and recommend corrective measures.
- Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions.
- Assist in the development and implementation of effective health and safety awareness programs.
- Encourage feedback from all individuals regarding health and safety related ideas, problems, and solutions.
- Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety and loss control program.
- Develop written programs to ensure compliance with OSHA health and safety regulations.
- Serve as an advisory body to management on health and safety issues.
- Providing suggestions and recommendations for resolution of health and safety concerns.

### **III Members:**

Committee members shall be appointed through the Unity Area Regional Recycling Center Board of Directors and constitute a diverse group. The goal should be that members serve a staggered 2-year term.

### **IV Officers:**

The officers of the committee will serve a staggered 2-year term. The officers will consist of a Chairperson, a Co-Chairperson, and a Secretary. Officers will be elected by the committee members during the first meeting after being appointed. All members of the committee and the Manager(s) will be Safety Officers. The Chairperson of the Unity Area Regional Recycling Center if on the committee shall not be Chairperson of the Safety Committee.

### **V Responsibilities:**

#### **Management's Responsibilities:**

- Enforce all safety and health rules and procedures.
- Actively promote health and safety.
- Allow the time for committee representative participation in meetings and assigned responsibilities.
- Lead by example in following all health and safety rules.
- Support committee decisions.
- Provide timely feedback to the committee.
- Perform the initial investigation of all injuries, incidents and near misses.

#### **Chairperson's Responsibilities:**

- Actively promote health and safety.
- Act as communication liaison between management and the committee.
- Facilitate the health and safety committee meetings.

- Coordinate the assignment of activities to committee members.
- Establish necessary deadlines based on member input.
- Follow-up on assigned responsibilities.
- Schedule and develop an agenda for meetings based on member input.
- Prepare an annual report of the committee's accomplishments.
- Prepare a report of the committee's objectives for next calendar year.
- Introduce new members.
- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

### **Co-Chairperson's Responsibilities:**

- Actively promote health and safety.
- Facilitate the meeting in the absence of the Chairperson.
- Facilitate meeting agendas and monitor meeting times.
- Assist with development of the agenda.

### **Safety Officer Responsibilities:**

- Actively promote health and safety.
- Serve in the capacity as a resource to the committee on health and safety issues.
- Review all accident investigation reports.
- Conduct health and safety inspections and prepare reports.
- Assist with the development of the agenda.

### **Secretary's Responsibilities:**

- Actively promote health and safety.
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.

- Take and record attendance.
- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

### **Committee Members Responsibilities:**

- Actively promote health and safety.
- Attend all health and safety meetings on time.
- Communicate committee activities with other members.
- Serve on appointed project teams.
- Bring safety or health concerns to committee meetings and/or to the attention of the affected Staff's supervisor.
- Assist with the development of the agenda upon request.
- Serve as an example by following all safety rules and work practices.

### **Board Responsibilities:**

- With Board approval, it will upon written request vote to allocate the funds/resources necessary to implement safety and health committee activities.

### **Staff Responsibilities:**

- Actively promote health and safety.
- Bring health and safety concerns to his/her supervisor or committee representative immediately.
- Learn and follow all health and safety rules and procedures.
- Attend health and safety training courses relevant to his/her job classification.

### **VI Meetings:**

- The minimum goal of the Committee is to meet quarterly.

- Special meetings of the committee may be called by Chairperson upon his/her initiative or at the request of the majority of members.
- Special meetings will be counted as regular meetings when being applied towards quarterly meeting commitments.
- The minutes of the meeting will be given to each committee member and facility manager(s).
- Meetings are to be open to the public.

### **VII Quorum:**

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.