



University Facilities Safety Action Committee

University Facilities

Internal Procedure: July 1, 2013

Effective date: July 1, 2013

Last Modified: April 2013

Approved by: Bob Wells

1.0 MISSION STATEMENT

It is the goal of the safety action committee to create clear avenues of communication among management and staff to create a safe working environment.

2.0 COMMITTEE GOALS

Clemson University Facilities (UF) will strive to:

- Minimize injury and illness in the workplace.
- Improve safety of facilities and equipment to maintain a healthy and safe work environment.
- Open up the lines of communication between management and employees concerning safety.

3.0 PURPOSE

The purpose of the safety committee is to bring workers and management together in a non-confrontational, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

4.0 COMMITTEE PROCEDURES AND FUNCTIONS

4.1 The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- Meeting date, time, and location
- Election of chairperson and secretary
- Order of business
- Records (Safety Committee Meeting Minutes)

4.2 Functions:

- Committee meetings and employee involvement

- Hazard assessment and control
- Safety and health planning
- Evaluation of accountability system
- Evaluation of management commitment to workplace safety and health
- Evaluation of accident and incident investigation program
- Safety and health training

5.0 MEMBER DUTIES

Duties of each member must include, but are not limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matter of health and safety
- Others as determined by the UF safety and health needs.

6.0 COMMITTEE OPERATIONS AND ACCOUNTABILITY

6.1 The purpose of a safety committee is to bring worker and managers together to achieve and maintain a safe, healthful workplace. It is easy to start a safety committee, but developing an effective one requires workers and managers who are committed to achieving that goal. Effective safety committees find solutions to problems that cause workplace accidents, illnesses, and injuries. Fewer accidents mean lower Worker's Compensation claims costs and insurance rates.

6.2 Representatives should understand that the committee expects them to contribute. Each representative shares responsibility for accomplishing safety committee goals, which benefit everyone who works for Clemson University Facilities.

7.0 EMPLOYEE INVOLVEMENT

7.1 To become effective, the safety committee needs assistance from everyone in the facility. The safety committee must have a method for employees to report hazards and to offer safety suggestions.

7.2 Ways to encourage employees to get involved include:

- Promote the committee's activities and accomplishment.
- Encourage employees to report hazards and unsafe work practiced to a safety committee representative.
- Act on employee suggestions and recognize their contributions to a safer workplace.

8.0 HAZARD IDENTIFICATION

The safety committee will ensure that representatives know how to recognize hazards and understand basic principles for controlling them. It is important that the safety committee focus on identifying hazards and unsafe work practices that are likely to cause serious injuries, and conduct thorough workplace inspections at least quarterly. Hazards should be documented during quarterly inspections and discussions on how to control them should take place at regular safety committee meetings.

9.0 ACCIDENT INVESTIGATION

The committee must have a procedure for investigating all workplace accidents, illness, and deaths. It is not necessary for the committee to conduct accident investigations or to participate in investigations. However, the committee should ensure that management does so. The Committee should also carefully review accident reports to help management identify accident causes and determine how to control them.

Safety Coordinator(s) and/or Safety Committee Members

Safety Coordinator:
Safety Committee Chair:
Safety Committee Vice-chairman:
Safety Committee Alternate Chair/Vice-chair:

Cell Phone and Office Numbers

Safety Person's Name	Office Phone #	Cell Phone #