

# **Appendix XV: Safety Committee Responsibilities & Duties**

Department Safety Program, Crop and Soil Sciences, Washington State University

## **Safety Committee Chair**

1. Is responsible for coordinating and implementing the responsibilities of the Department Safety Committee in accordance with the Department Safety Program;
2. Is responsible for appointing an individual for recording the meeting, and for seeing that the Safety Committee meeting minutes are distributed to:
  - a. Department Chair
  - b. Committee Members
  - c. College of Agriculture and Home Economics
  - d. WSU Safety Office
  - e. Safety Bulletin Boards

## **Safety Committee Representatives**

1. Will represent the safety concerns of the employees to the department and university. It is ultimately the responsibility of the Department Chair to respond to all safety issues raised by employees. Response will consist of the following:
  - a. Written decision and its implementation;
  - b. Statement of policy; and,
  - c. Dissemination of clarifying information.
2. Will review and investigate safety and health issues (accident reports, hazard notifications reports, or other employee comments) raised by the Department employees or administrators, and will recommend solutions to these issues.
  - a. Work within the department safety committee to bridge administration concerns for safety with employee concerns for safety.
  - b. Assist the department chair in understanding, maintaining, and implementing ALL provisions and regulations regarding safety and accident prevention.
  - c. Committee members will act as a resource (for training, explanation, and information) to members of their constituent groups.
  - d. Each committee member will be responsible for being aware of safety concerns and committee functions with respect to their constituent groups.
  - e. Elect a Chair of the Committee.

- f. Meet a minimum of monthly for safety meetings, and will keep minutes which will show:
  - (1) Date, time and place of meeting
  - (2) Members present
  - (3) Topics discussed
  - (4) Date, time, and place of next meeting
- g. Advise employees and administrators of rights, responsibilities, and regulations regarding safety under University regulations, and state and federal laws.
- h. Maintain a correspondence file (forms, memos, suggestions, letters, etc.) concerning departmental safety matters.
- i. Document the Safety Training of each staff member, graduate student, time slip worker, faculty, and visiting scientist. (This record will be kept in a Safety Committee notebook in the correspondence files.)
- j. Document the Safety Departure Checklist of each staff member, graduate student, faculty, and visiting scientist. (This record will be kept in a Safety Committee notebook in the correspondence files.)
- k. Document a safety self-inspection, which should occur a minimum of once a year, of all work areas. The completed forms remain in the Safety Committee correspondence file.
- l. Provide departmental education/training sessions and access to non-departmental education/training session.
- m. Maintain safety bulletin boards (east and west hallways of Johnson Hall second floor, Spillman Farm, and Seedhouse), which will include (SPPM 20.33.1): WISHA poster LI-416-81 (obtained from EHS), Industrial Insurance poster LI-210-191 (obtained from EHS), OSHA 200 Summary (obtained from EHS), State and Federal citations and notices, information pertaining to general safety, and minutes of the Safety Committee meetings. WISHA notices, information pertaining to general safety, and minutes of the Safety Committee meetings.
- n. Maintain a yearly updated organizational list of department personnel with their specific safety training and/or certifications. (This information can be obtained from the orientation notebook and the yearly self-inspection lists.)
- o. Maintain Safety Library and resource list.
- p. Initiate weekly safety notes in Tull Tales.
- q. Initiate periodic fire and emergency evacuation drills (SPPM S60.46.1).

- r. Assist in clearly posting all workplaces with emergency contact information, including nearby worker with certified first aid/CPR training.
- s. Organize Worker Protection training and notification boards.