

# *Dedicated Nursing Associates*

## **Pennsylvania Workplace Safety Committee Bylaws**

### **Purpose**

The purpose of the Dedicated Nursing Associates Safety Committee (the committee) is to promote a safe and healthy working environment *for* each employee by creating and maintaining an active interest in safety and prevention efforts *by* each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

### **Goal**

The goal of the committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and offer suggestions on how to prevent them.

### **Objectives**

The committee has five major objectives.

1. Involve employees in achieving a safe and healthy workplace
2. Promptly review all safety related incidents, injuries, accidents and near misses
3. Conduct workplace inspections on at least a bi-annual basis
4. Monitor accident/incident trends and plan prevention efforts
5. Annually evaluate the DNA safety program and recommend improvements to management.

## **Committee Formation and Membership**

### **Formation**

The committee is formed and structured as single safety committee.

### **Membership**

The committee shall be composed of an equal number employee and employer representatives.

**Employer** – representatives are individuals who, regardless of job title or labor organization affiliation, and based upon an examination of that individual's authority or responsibility, do one or more of the following:

- Select or hire an employee
- Remove or terminate an employee
- Direct the manner of employee performance
- Control the employee

**Employee** – representatives are individuals who perform services for an employer for valuable consideration and do not possess an authority or responsibility described for an Employer – representative. Employee representatives may volunteer or be elected by their peers. Management will select employer representatives.

All primary operations of DNA are to be represented. The committee will consist of 2 employer representatives and 2 employee representatives.

**All committee members shall:**

- Serve on this committee without loss of pay or benefits;
- Join the committee for a continuous term of 1 year from the date of first meeting attended. Terms will be staggered to ensure that a core group of experienced members are retained on the committee at all times; and
- Be given a reasonable amount of time during working hours to investigate safety and health hazards and accidents brought to the committee; Decisions by the committee shall be made by majority vote.

**Rotation**

In addition to staggering terms, committee member attrition through retirement and promotion will be considered when executing the safety committee's membership rotation plan. We plan on rotating one new member and one old member each year.

**Officers**

The committee shall consist of three officers Chairperson, Vice-Chairperson, and Secretary who are elected by majority vote by the official committee members. Chair, Vice-Chair, and Secretary will serve a minimum term of 1 year, and are eligible for re-election for one (1) additional term.

**Election of Officers:**

- The election of a new chair, vice-chair or secretary, shall be held during the monthly committee meeting before the month in which the incumbent's term expires.
- If the chair, vice-chair or secretary leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

**Duties of the Chair**

- Schedule regular committee meetings and notify members
- Develop written agendas for conducting meeting
- Approve committee correspondence and reports
- Conduct meetings in an orderly fashion and ensure all members are heard.
- Hold meeting time to 1 hour
- Form subcommittees as needed to address various committee activities and projects
- Report monthly committee activities to senior management
- Formulate, convey and track committee recommendations made to management and publish to employees

**Duties of the Vice-Chair**

- In the absence of the chair, assume the duties of the chair
- Perform other duties as directed by the chair

**Duties of the Secretary**

- Record, prepare and distribute (post) meeting minutes
- Conduct meeting in absence of Chairperson and Vice-Chairperson
- Maintain a current membership list
- Schedule training and maintain training records

### **Duties of Committee Members**

- Report and discuss unsafe conditions and practices
- Attend all meetings regularly
- Review all accidents/incidents, injuries and near misses
- Contribute ideas and suggestions for improvement of safety
- Serve as role models for safe behaviors and influence others to work safely
- Sponsor or develop programs related to safety
- Participate in subcommittee activities as directed by the Chairperson

### **Employee Involvement**

- The committee will encourage all employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing. -The committee will review new concerns at the next regularly scheduled monthly meeting. Verbal notifications should be used for reporting unsafe conditions that may require immediate attention and won't wait until the next meeting such as torn stair tread, floor spill, broken glass, etc.

- The committee will respond to employee concerns in writing and if necessary, work with management to resolve them. For issues the committee feels senior management should be involved in, the committee will present written recommendations for resolving concerns. Thirty (30) day updates will be provided to senior management if further research, evaluation etc. is required. Within 60 days of receiving the written recommendations, senior management will respond in writing to the committee indicating acceptance, rejection, or modifications of the recommendations.

- The committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved. Progress reports, along with resolutions, will be given at monthly meetings and documented in the meeting minutes. Monthly meeting minutes are distributed electronically to all DNA employees and posted on the safety bulletin board.

### **Workplace Inspections**

The committee will conduct quarterly workplace inspections of all company facilities for the purpose of locating and identifying health and safety hazards. The location and identity of hazards shall be documented in writing, and the committee shall make proposals to management regarding correction of the hazards. The committee chairman will formulate and track recommendations to management as a result of inspections and accident investigations.

### **Accident Investigations**

The committee will investigate accidents whenever possible. At a minimum, the committee will conduct reviews of accidents / incidents resulting in work-related deaths, injuries and illnesses.

The committee will make recommendations to senior management for any investigation or accident / incident review conducted by the committee.

## **Training**

All committee members will be required, at minimum, to receive annual training in the following topics;

- Hazard Detection and Inspection
- Accident and illness prevention and investigation (including substance abuse awareness and prevention training)
- Safety committee structure and operation

Training will be conducted by individuals who meet the PA Bureau of Workers Comp Health and Safety Division requirements for accident and illness prevention services providers.

Written records of safety committee training shall include:

- 1) Names of committee members trained
- 2) Dates of training
- 3) Training time period
- 4) Training methodology,
- 5) Name and credentials of person conducting the training
- 6) The training location
- 7) Training topics

## **Committee Meetings**

### **Meeting schedule**

- The committee will meet on the first Friday of every month. Members will be notified of any schedule deviation. Changes will also be posted on the safety committee bulletin board, first floor lobby.

### **Agenda**

- A preliminary agenda will be distributed electronically to all committee member 3 – 4 days prior to the monthly meeting date.
- One (1) day prior to the monthly meeting, a final agenda will be distributed electronically to all committee members, and posted on the safety bulletin board.

### **Quorum**

- Fifty-one % (51%) of regular committee members constitute a quorum. A quorum must be present for each monthly meeting.

### **Conducting meetings**

- The written agenda will be used as the order of business to conduct all safety committee meetings and will include:

- Call to Order
- Attendance/ introductions of guest
- Review and acceptance of previous month's minutes
- Old business
- New Business
- Reports on open "Action Items"
- Accident/ Incident, near misses, injury review
- Discussion of workplace safety inspections
- Recommendations to management

### **Voting**

- Motions considered by the committee shall require a simple majority vote of the regular committee members present to be adopted.

### **Minutes**

- The committee meeting minutes will be electronically distributed to all safety committee members within 5 days after the meeting. They will be submitted for committee approval at the next scheduled meeting. Once approved, they will be sent electronically to all DNA employees, and posted on the safety committee bulletin board.

### **Committee Record Retention**

The Chairman will be responsible for record retention. The following records will be maintained for a period of 5 years.

- Meeting minutes
- Accident/Incident, near misses and injury investigations
- Documentation of annual committee member training
- Safety related recommendations to management
- New safety programs and policies implemented