

SUBJECT: FACILITY SERVICES SAFETY COMMITTEE

Purpose

To utilize a multi disciplinary committee, which will assist the Office of Facility Services in its program for the protection of life and property at this campus.

Procedures

1. A Safety Committee shall be established and shall meet on the second Tuesday of each month, or as needed.
2. The Facility Services Safety Committee shall review, monitor and analyze each First Report of Injury, investigate any accident or near accident and recommend corrective action. This committee may also perform safety inspections as needed or as requested, with any conclusion, recommendations or actions referred to the appropriate management level. This committee shall also perform follow-up activities to ensure that its recommendations have been implemented.
3. The Chairman of this Committee shall be chosen by the members at the first meeting and shall serve for six months.
4. The Safety/Training Officer shall serve as a permanent member of this Committee.
5. Other members shall serve for six months and they shall include:
 - A. One representative from each of the following:
 1. Building Trades
 2. Building Services
 3. Distribution Systems
 4. Landscape Services
 5. Director of Energy Services, or designee

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6. Resource Services
 7. Director of Facility Systems, or designee
 8. Technical Trades
 9. Utility Plant Operations
 10. Administrative areas, including:
 - a) Facility Development
 - b) Personnel Services
6. It shall be the responsibility of the Assistant Director for Personnel Services to initiate the Committee organization and to insure that all minutes and records are kept and filed.