

UTTC Safety Committee Charter

FUNCTION

The purpose of the UTTC Safety Committee is to create and maintain an active interest in safety that encourages the participation of all personnel in initiating, maintaining and improving safe practices or conditions for the UTTC campus.

ACTIVITIES

The functions of the committee are defined to include, but are not limited to:

1. Identifying unsafe work practices and conditions and suggest appropriate remedies.
2. Conducting self-audits of both operations and facilities.
3. Identifying safety discrepancies and recommend corrective measures.
4. Reviewing incident reports. Types, severity, causes and subsequent trends shall be identified and appropriate corrective action suggested.
5. Assisting in the development and implementation of an effective safety-training program.
6. Encouraging feedback from all employees and students with regard to safety related ideas, problems and solutions.
7. Serving as an advisory body for campus safety issues, providing suggestions and recommendations for resolution.

MEMBERSHIP

Membership shall be appointed by the Vice President of Student and Campus Services upon recommendation of the Director of Safety. The following constituencies shall be represented:

Safety Committee Membership 2014-2015

Mr. Joely Heavy Runner	Safety Director	Safety Committee Chair
Mr. Bud Andersen	Maintenance Director	Safety Committee Member
Mr. Mike Ikken	Dctr. of Cntr. for Acadm. & Prsnl. Cnslg.	Safety Committee Member
Ms. Jolene Decoteau	Housing Director	Safety Committee Member
Mrs Marian Declay	Student Senate Rep	Safety Committee Member
Mr. Erik Cutler	Business Management Instructor	Safety Committee Member
Mrs. Lynette Schaff	Student Health Director	Safety Committee Member
Mr. Jeremy Guinn	Tribal Environmental Science	Safety Committee Member
Mr. Nils Landin	Career Counselor	Safety Committee Member
Mr. James Red Tomahawk	Security Supervisor	Safety Committee Member
Mrs. Renae Ripley	Human Resource Dept.	Safety Committee Member
Mr. Dean Schmitz	Electrician	Safety Committee Member
Mrs. Darcie Blue Earth	TJES Representative	Safety Committee Member
Mrs. Kathy Johnson	VP SCS	Ad hoc Committee Member
Mr. Sam Azure	VP Childhood Services	Ad hoc Committee Member

Faculty/Staff Members are eligible to serve a 3-year term. The Student Representative/Member is designated by the UTTC Student Council and eligible to serve a term in conjunction with their student council elected term. New Staff/Faculty Member/Representatives from the established areas will be appointed by the Vice President of Student and Campus Services and the Safety Director.

MEETINGS

A full Safety Committee meeting will be held regularly at a frequency of no less than once per month (twelve times per year). At least one Safety Committee meeting shall be held for the purpose of providing committee members with education/training on issues relevant to their duties.

UTTC Safety Director

The duties and responsibilities of the Safety Director of the UTTC Safety Committee shall include:

1. Presiding at the meetings of the UTTC Safety Committee
2. Reviewing and approving the proposed agenda prior to scheduled meetings
3. Planning the agenda of the meetings based upon the recommendations of the members
4. Recording and preparing the minutes of the UTTC Safety Committee.
5. Submitting copies of the minutes of the meetings and other pertinent information to the Vice President of Student and Campus Services
6. Making the proper arrangements for the meeting room at the proper time prompted.
7. Sending out notices, agendas and minutes of the meetings to the UTTC Safety Committee.
8. Handling any of the correspondence or directives developed by the UTTC Safety Committee.

Safety Committee Minutes

The minutes are not limited to, but should include the following items:

- Date and time of the meeting
- Names of persons attending
- Names of members absent
- Corrections to minutes of the last meeting
- Old business- Review matters carried over from the last or previous meeting.
- New business- Action necessitated by committee reports or other members of the UTTC Safety Committee.
- Announcements- Date and time of the next meeting
- Time of adjournment