

**Green Bank Observatory Safety Committee By-Laws**  
Revised: May 11, 2017

**1. Organization**

The Green Bank Observatory (GBO) Safety Committee is comprised of employees designated by their Division Heads. The Divisions represented are: Mechanical Division, GBT Science Support, Plant Maintenance, Management & Admin, Telescope Maintenance, Plant Maintenance, Electronics Division, Hospitality, Fiscal, Human Resources, Public Education, & Software.

Committee members appointed are to serve staggered, 12-month terms – some of the initial members of the GBO safety committee will serve 18 months to ensure continuity of experience. Every member will have the option of remaining on the committee in 6-month increments after their initial 12-months – they will have the option to leave at the end of each 6-month period. New committee members will be designated by their respective division heads.

The Committee shall select from its members a Chairperson, a Vice Chairperson, and a Secretary. The selection of officers shall take place on an as-needed basis, but shall be reviewed each year at the regular monthly meeting in March. Their terms of office shall be for one year.

**2. Committee Function**

Each Committee member shall have the right to propose or introduce whatever item presents itself as a proper subject related to employee health or safety for the Committees' deliberations and shall vote thereon when polled. However, the Safety Officer(s) and the Management Representative(s) shall not vote since they function as advisors.

A simple majority vote of those present shall suffice to carry a motion, and a quorum shall be 50% of the voting members.

**3. Meetings**

Meetings shall be held on the 2<sup>nd</sup> Thursday of each month at 09:30 AM unless otherwise re-scheduled. Any employee is welcome to attend the monthly meetings.

**4. Duties of Officers**

**A. Chairperson**

The Chairperson is responsible for organizing each monthly meeting. This includes booking the conference room in the Jansky Laboratory, setting the agenda and conducting the meeting. When conflicts arise with other GBO activities, the Chairperson shall, if necessary make alternate arrangements for the date, time and place for the meeting. In any case, the Chairperson shall notify all members well in advance so as to remind them of regular meetings. The Chairperson

may also call for a special meeting of the Committee if he/she believes circumstances warrant such a meeting.

At least one month prior to the completion of a member's term on the committee, or if for some reason a member leaves the committee before his or her term expires, the Chairperson shall communicate with the appropriate Division Head to ensure that a new member is appointed to fill the vacancy on the committee. Ideally, a newly appointed member should have the opportunity to attend at least one monthly meeting prior to the official start of his/her term.

The Chairperson shall have the authority to create special committees and appoint members to serve on those committees. Such committees may only function to aid in the mission of the Safety Committee as described in the Corporate Safety Manual in Section 3, Safety Organization and Responsibilities. The duties of each individual committee shall be limited to those specified by the Chairperson at the time of the creation of the committee. Once a committee's duties have been completed, the committee will automatically be disbanded.

The Chairperson shall give to the Secretary, for the purpose of filing, any safety related documentation that he or she feels will support the purpose and functions of the committee.

The Chairperson shall stay in close contact with the GBO Safety Officers so as to maintain effective communications and awareness of all aspects of the Safety Program.

#### **B. Vice-Chairperson**

In the event of the absence of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson.

#### **C. Secretary**

The principle duty of the Secretary is to record the minutes of each meeting of the committee. Once recorded, the minutes shall be distributed via email to the "Safety" distribution list that is maintained by the Secretary. As well, the Secretary should periodically review the "Safety" distribution list to make sure that it is accurate and up-to-date. The "Safety" distribution list will include, as a minimum, Assistant Directors, Deputy Assistant Directors, Division Heads, Deputy Division Heads, Supervisors, Safety Officers, members of the Safety Committee, Human Resources, and key bulletin boards. The Secretary shall also maintain a complete and orderly file of all meeting minutes and any other documentation pertaining to the functions of the committee. All files shall be transferred into the care of the newly elected Secretary on an annual basis when the term of the new Secretary begins.