

1 PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL, OCCUPATIONAL
HEALTH AND SAFETY

SOP 01.00

Fire, Environmental, Safety & Health (FESH) Committee

1.0 Purpose of the Committee. In accordance with the Mission Statement and Paterson Public School Policy as given in SOP 01.00, a Fire, Environmental, Safety and Health (FESH) Committee shall be appointed to direct and control all aspects of FESH concerns. The committee shall:

- 1.1 Establish safety rules and regulations and appoint sub-committees as needed to ensure the safety and health of all employees.
- 1.2 Be empowered to enforce their decisions. All personal shall abide by the rules that are established by the committee and approved by the Paterson Board of Education.
- 1.3 Set a monthly meeting schedule and an agenda for each meeting (See SOP 01.01). Post via email the time of the meeting one week before the meeting is to be held. Encourage input.
- 1.4 Maintain a FESH Inspection Check List for evaluating all aspects of FESH concerns throughout the workplace. The requirements of OSHA and EPA shall be addressed in the FESH Inspection Check List. (See SOP 01.02)
- 1.5 Seek input from each employee.
- 1.6 Take minutes of each meeting. Post on the Bulletin Board and advise employees that a personal copy may be obtained if needed...

2.0 Appointment of Members. The Environmental, Occupational Health and Safety Officer shall facilitate the appointments to include management and as many members from employee sections as are deemed necessary to represent a cross section of the safety concerns of all persons in the district.

3.0 Special Requirements.

- 3.1 **MSDSs.** The Administrator of the Hazardous Communication Program shall oversee the obtaining, filing, and general maintenance of MSDSs. She (he) shall ensure that new MSDSs are brought to the attention of employees as needed for safety and health.....
- 3.2 **Standard Operating Procedures.** The committee shall oversee the preparation of all SOPs with special attention to keeping current the Hazard Communication Program and all programs that affect employee safety. Provisions for this shall be included in each monthly agenda.