

NEW JERSEY STATE INDUSTRIAL SAFETY COMMITTEE RULES

NEW JERSEY DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
PUBLIC SAFETY AND OCCUPATIONAL SAFETY AND HEALTH
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ARTICLE 1. TITLE

1.1 This document shall be known as the Rules of the New Jersey State Industrial Safety Committee.

ARTICLE 2. PURPOSE

2.1 NJ State Industrial Safety Committee Purpose: It shall be the purpose of this Committee to:

- a. Advise the Commissioner of the Department of Labor and Workforce Development with respect to proposed rules to be adopted under the Worker Health and Safety Act;
- b. Advise the Commissioner on matters of safety promotion and accident prevention generally.

ARTICLE 3. DEFINITIONS

3.1 The following words and terms, when used in these Rules shall have the following meaning, unless the context clearly indicates otherwise.

“Act” means the Worker Health and Safety Act, NJSA 34:6A-1 et seq.

“Area” shall mean the counties of the State grouped into three parts, namely:

- a. “Northern Area” means the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex and Union; and
- b. “Central Area” means the counties of Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, Warren; and
- c. “Southern Area” means the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem.

“Commissioner” means the Commissioner of the Department of Labor & Workforce Development or the authorized designee of the Commissioner.

“Committee” means the New Jersey State Industrial Safety Committee as established in the Act.

“Cooperating Organization,” means an association of professional persons concerned with the effective promotion of safety and health within the State of New Jersey.

“County Committee,” means an association of people interested in safety and health representing a specific geographical area of the State.

“Department,” means the Department of Labor & Workforce Development.

“Employer,” means any person or corporation, partnership, individual proprietorship, joint venture, firm, company or other similar legal entity who engages the services of an employee and who pays his wages, salary or other compensation; and any person exercising supervision of employees on an employer’s behalf.

“Ex-Officio,” means a non-voting designee appointed representing the New Jersey Department of Labor and Workforce Development, US Department of Labor- OSHA, and the New Jersey State Safety Council.

These members are not counted for the membership limit under 4.1c.

“OSHA Guest” means a non-voting designee appointed representing the US Department of Labor- OSHA. These members are not counted for the membership limit under 4.1c.

“Executive Committee”, is a smaller leadership group with close ties to the Commissioner who work together, for leading, organizing and building the effectiveness of the NJSISC in meeting the requirements of the NJSA.

“Executive Occupational Safety and Health Committee” is composed of the officers of the Committee, the immediate past General Chairperson, and the Chairpersons of the Standing Subcommittees.

“General Committee,” means committee consisting of all members.

“NJSA,” means New Jersey Statutes Annotated.

“NJSISC” means New Jersey State Industrial Safety Committee.

“Place of employment,” also known as a “unit,” means any building or other premises occupied by an employer in or about which an employee customarily is permitted to work.

“Rules”, means the Constitution and By-Laws of the New Jersey State Industrial Safety Committee.

“Shall,” means a mandatory requirement.

“Standing Committees,” mean permanent panels identified in the Committee Rules, who have responsibility for considering, reviewing and communicating health and safety standards introduced by. New Jersey Department of Labor and Workforce Development, US Department of Labor- OSHA, and the New Jersey State Safety Council.

ARTICLE 4. MEMBERSHIP OF COMMITTEE

4.1 Appointment to the Committee

- a. Membership on the Committee shall be by appointment of the Commissioner and members shall serve at the pleasure of the Commissioner.
- b. In appointing members, the Commissioner shall, insofar as possible, give representation to the various geographical areas of the State and the different kinds of places of employment subject to the Act.
- c. The membership of the Committee shall not exceed 100.

4.2 Classes of Membership

General Committee Membership

- a. Active Members: Members who regularly attend meetings, serve as Officers, or serve on Committees.
- b. Ex-Officio: A non-voting designee of the New Jersey Department of Labor and Workforce Development.
- c. OSHA Guest: A non-voting designee appointed representing the US Department of Labor-OSHA. These members are not counted for the membership limit under 4.1c.
- d. Affiliated Group/Cooperating Organization: A non-voting designee (typically the president-a term assignment) who is appointed by the Affiliated Group/Cooperating Organization as their representative.

4.3 Qualification for Membership

- a. To be considered for membership on the Committee, a person shall have a prominent role in the field of occupational safety and health in New Jersey, or be a person who is responsible for occupational safety and health matters in the organization located in New Jersey by which they are employed.
- b. Membership shall be contingent upon continued activity in the field of occupational safety and health.

4.4 Continuation of Membership

- a. Members, with the exception of Ex-Officio Members, shall be required to attend 25% of the General Committee meetings in each calendar year. Active members may be granted an exemption to this requirement based upon the level of their activity in the Committee's functions.
- b. Members who do not meet the attendance requirement in each calendar year may forfeit their membership.
- c. Members may be excused from attendance at a meeting due to extenuating circumstances made known to the Secretary prior to that meeting. Excused absences do not alleviate members from meeting the Committee's attendance requirements.
- d. The Officers shall have the authority to remove any member of the General Committee should that member fail to meet the attendance requirement, discontinue their activities in the safety or health field, or for other justifiable cause. Such action shall be carried out by a majority vote of the Officers during its regular meeting.
- e. Any member who has been removed by the Executive Committee for cause shall wait for at least one year from the date of their dismissal to apply for re-instatement to the General

Committee.

f. Any member who is required by reasons of employment to work for an extended period of time, (example: one year) outside of New Jersey, shall petition the Executive Committee for their membership status to be put in abeyance (inactive status) until they return to their place of employment within New Jersey. Upon return, they can petition the Executive Committee for reinstatement to the Committee.

g. Members shall join subcommittees of the General Committee and actively participate in functions of the New Jersey State Industrial Safety Committee.

h. Members shall also provide to the Standing Subcommittee on Membership names and qualifications of persons for consideration to become members of the Committee.

ARTICLE 5. OFFICERS AND EXECUTIVE SECRETARY

5.1 Designation

a. The Officers of the Committee shall consist of General Chairperson, General Vice-Chairperson, three Area Chairpersons, three Area Vice Chairpersons, Standing Committee Chairpersons, and Strategic Planner.

b. A designee of the Commissioner shall serve as Executive Secretary.

5.2 Duties of Officers and Executive Secretary

a. The General Chairperson shall:

- 1) Preside at all meetings of the Officers and the General Committee;
- 2) Appoint all Standing Subcommittees and Special Subcommittees;
- 3) Convey to the Commissioner the written recommendations of the Committee concerning proposed rules; and
- 4) Perform such other duties as may be necessary to the proper functioning of the Committee.
- 5) Lead membership to achieve agreed upon strategic initiatives for the Committee to fulfill its obligations.

b. The General Vice-Chairperson shall accept duties as assigned by the General Chairperson and preside in the absence of the General Chairperson.

c. The Area Chairperson shall encourage and coordinate the activities of the Counties in which they serve and oversee the Awards Celebration Committee, if and when reconstituted.

d. The Area Vice - Chairperson shall assist the Area Chairperson in the dispatch of his duties and act in all matters in the absence of the Area Chairperson.

e. The Executive Secretary shall:

- 1) Make and preserve a record of the proceedings of the General Committee and the Executive Committee;
 - 2) Issue notices of all meetings;
 - 3) Maintain a list of current members prepared by the Membership Committee;
 - 4) Conduct the general correspondence of the Committee; and
 - 5) Maintain an up-to-date copy of the Rules of the New Jersey State Industrial Safety Committee.
- f. The Strategic Planner shall:
- 1) Assist the General Chairperson, General Vice-Chairperson, and Executive Secretary with any duties within their authority to delegate;
 - 2) Assist with the preparation of the NJSISC Executive Committee Meeting to include solicitation of Committee and Subcommittee Chairpersons notes and presentation slide dissemination;
 - 3) Schedule and facilitate off-site (i.e., any location other than NJ DOL) meeting locations and logistical affairs;
 - 4) Coordinate the selection of candidates for Committee and Subcommittee Chairpersons.
 - 5) Work with the membership to define long term strategic plan, milestones for key initiatives and deliverables for the committee.

ARTICLE 6. COMMITTEES AND SUBCOMMITTEES

6.1 Executive Occupational Safety and Health Committee is composed of an Executive Committee, the immediate past General Chairperson and the Chairpersons of the Standing committees.

6.2 The Executive Committee is the leadership group elected by NJSISC membership for all direct communications with the Commissioner. Their purpose is to work together, for leading, organizing and building the effectiveness of the NJSISC in serving the Commissioner and meeting the requirements of the NJSA.

- a. The Executive Committee may create Special Subcommittees for the purpose of accomplishing a specific task. Example: Special Subcommittee on Nominations.
- b. The Executive Committee shall:
 - 1) Determine the functions of and review the work of the Standing Subcommittees; and
 - 2) Refer necessary matters for opinion and recommendations to the General Committee.
 - 3) Maintain good communications and effective relationship with the Commissioner.

6.3 Standing Subcommittees

- a. The New Jersey State Industrial Safety Committee shall have the following Standing Subcommittees:
 - 1) Standards and Regulations;

- 2) Membership; and
 - 3) Rules.
- b. In appointing members of Standing Subcommittees, the General Chairperson shall give representation to all areas of the State insofar as possible.
- c. The General Chairperson of the Committee and the Executive Secretary shall be Ex-Officio members of each Standing Subcommittee.
- d. Duties of Standing Subcommittees
- 1) The Standing Subcommittee on Standards and Regulations shall study proposed health and safety standards and regulations that may affect the workforce of New Jersey. This committee shall also disseminate information to the members of the New Jersey State Industrial Safety Committee regarding modifications or amendments to federal/state regulations that impact occupational safety and health to include but not be limited to worker's compensation, construction, and emergency response management.
 - 2) The Standing Subcommittee on Membership shall be responsible for the following:
 - i. Review qualifications of individuals recommended for appointment as a member to the Committee and shall make recommendations concerning membership to the Executive Committee and general committee; and
 - ii. Maintain a current roster of the Committee membership.
 - 3) The Standing Subcommittee on Rules shall be responsible for:
 - i. Making recommendations and changes concerning the Rules of the New Jersey State Industrial Safety Committee and shall assist the committee with defining these Rules;
 - ii. The Chairperson of the Rules Committee shall keep the necessary information and provide a written record of the NJ SISC Rules;
 - iii. Shall also revise the Rules upon approval of the membership and the ratification of the Commissioner; and
 - iv. Provide the Executive Secretary with an up-to-date copy of the NJ SISC Rules annually.

6.4 Special Subcommittees

- a. The General Chairperson, with the consent of the Committee, shall:
 - 1) Appoint such Special Subcommittees as deemed appropriate to meet special tasks that may arise; and
 - 2) Appoint the Chairperson and the members of Special Subcommittees as the task demands.
- b. The Special Subcommittee on Nominations shall consist of a Chairperson, the Immediate Past Chairperson, Strategic Planner and at least two additional members.
- c. Duties of Special Subcommittees
 - 1) The Special Subcommittee on Nominations shall submit a list of nominations for

Officers of the Committee at the September meeting in each election year.

ARTICLE 7. MEETINGS OF THE GENERAL COMMITTEE AND EXECUTIVE COMMITTEE

7.1 Date of Meetings

- a. The regular meetings of the General Committee shall be held on the third Friday of March, June, September, and December of each year except as provided in (b) below.
- b. The General Chairperson may change the date of a regular meeting of the General Committee for a good cause.

7.2 Location

- a. The place of meeting of both the Executive Committee and the General Committee shall be decided by the Chairperson, and shall be located to provide an equalization of travel for the members.
- b. The meetings may be assigned to a location or be conducted virtually.

7.3 Procedure

- a. "Robert's Rules of Order" shall apply for conducting all Committee business.
- b. Quorum
 - 1) A quorum of committee membership will be required to move business forward.
 - 2) The presence of a majority of the Executive Committee and a minimum of ten (10) other members shall constitute a quorum.

7.4 Special Meetings

- a. Special meetings of the General Committee may be held at the call of the General Chairperson.
- b. Written notice stating the date, time, and location of the meeting shall be either sent via e-mails or by regular mail to all members at least 10 days in advance of the meeting.

7.5 Order of Business

- a. The order of business at the meetings of the General Committee shall be as follows:
 - 1) Approval of Minutes of the Previous Meeting;
 - 2) Report of the General Chairperson;
 - 3) Report of the General Vice-Chairperson;
 - 4) Report of the Strategic Planner;
 - 5) Report of Governor's Occupational Safety and Health Awards Program;
 - 6) Report of the Area Chairpersons;
 - 7) Report of the Standing Subcommittees;

- 8) Report of Special Subcommittees;
- 9) Reports of Affiliated/Cooperating Organizations;
- 10) Old Business;
- 11) New Business; and
- 12) Adjournment.

ARTICLE 8. NOMINATIONS AND ELECTIONS

8.1 Nominations

- a. The Nominating Special Subcommittee shall submit a slate of official nominees for the elective offices of the General Committee to the regular meeting of the General Committee held in the month of September of each election year.
 - 1) Any member may provide additional nominees at the September meeting, and nominations shall then be closed.
- b. All nominees shall indicate their willingness to serve.
- c. Nominees for the Office of Area Chairperson shall be employed in the area they are to represent.

8.2 Elections

- a. The election of officers shall be held at the December meeting of each even numbered calendar year.
- b. Officers shall be elected for a two-year term.
- c. The tenure of the Office of General Chairperson is limited to a two-year term. No member shall be elected to the Office of General Chairperson for a full term more than once.
- d. The tenure of the Office of General Vice-Chairperson is limited to a two-year term. No member shall be elected to the Office of General Vice-Chairperson for a full term more than once.
- e. The tenure of the Office of the Strategic Planner is limited to a two-year term. No member shall be elected to the Office of the Strategic Planner for a full term more than once.
- f. Newly elected officers shall assume their office at the December Meeting as soon as the election results are made known.
- g. In the event any elective office becomes vacant due to resignation, death or removal from membership, in accordance with the provisions of 4.4, the General Chairperson with the advice and consent of the Executive Committee shall be empowered to appoint a member to fill the unexpired term of office of the position.
- h. In the event the Office of General Chairperson becomes vacant due to resignation, death, or

removal from membership in accordance with the provisions of 4.4, the General Vice-Chairperson shall assume the role and responsibilities of the Office of the General Chairperson with the approval of the Executive Committee. The Executive Committee shall then appoint a member to fill the position of the General Vice-Chairperson.

i. A member appointed to fill the unexpired term of office in the position of General Chairperson or General Vice-Chairperson shall be eligible for nomination and election to a full term of office in such position at the next regularly scheduled election.

ARTICLE 9. COOPERATING ORGANIZATIONS REPRESENTATION

9.1 Organization

a. The objective of the General Committee shall be to develop a broad base of knowledgeable safety and health personnel at the County and State level.

b. The Committee shall be authorized to affiliate with representative groups in the State of New Jersey, and each County or Area from which qualified prospective members may be drawn.

9.2 Criteria for Affiliation

a. In order for the Cooperating Organization to affiliate with the General Committee, the Cooperating Organization shall:

- 1) Have as a primary objective the reduction of occupational injuries and illnesses in the workplace;
- 2) Establish meetings and other media methods to discuss safety and health needs;
- 3) Act as a liaison between the General Committee and their membership's places of employment on matters pertaining to safety and health;
- 4) Transmit to the General Committee any comments on matters pertaining to safety and health issues;
- 5) Provide a local, broad-base, source of information and pertinent material concerning occupational safety and health in the fullest sense; and
- 6) Give opportunity for the exchange of ideas or related problems of members of this work.

9.3 Chief Officer of the Cooperating Organization

a. The Chief Officer of a Cooperating Organization shall be an Ex-Officio Member of the General Committee for his or her term in office.

ARTICLE 10. AMENDMENTS

10.1 Amendment

a. Any proposal to amend these Rules shall first be presented for discussion at a regular meeting of the General Committee.

- b. If approved by majority vote at a regular meeting, a letter ballot shall then be circulated by EMAIL. First class mail will be used if there are extenuating circumstances.
- c. If the ballot is approved by two-thirds of the members returning ballots within thirty days after mailing, the amendments shall be considered approved.
- d. The proposed amendment or amendments shall then be presented to the Commissioner for Ratification.

ARTICLE 11. EFFECTIVE DATE

11.1 These Rules shall become effective upon approval of the New Jersey State Industrial Safety Committee and Ratification by the Commissioner.