

UNIVERSITY SAFETY COMMITTEE

Committee Mission and Purpose

The University Safety Committee plays an important role in protecting the safety of the university's students, employees, and visitors, and for preventing damage or loss to university-owned property. The purpose of the Safety Committee, per WAC 296-800-13020, is to:

- Review safety and health inspection reports as needed to assist the university in correcting safety hazards on campus
- Evaluate accident investigations as needed and evaluate whether the cause of any unsafe conditions were identified and corrected
- Evaluate the university's workplace accident and illness prevention program and discuss recommendations for improvement, if needed.

The committee serves as a forum for the discussion of workplace safety topics. Members are expected to represent their respective groups and share general safety concerns with the committee. The Safety Committee is an advisory group. Recommendations from the committee should be forwarded to the Associate Vice President for Facilities and the Associate Vice President for Civil Rights, Compliance & Enterprise Risk Management.

Committee Membership

The Safety Committee is comprised of the following representatives:

- Manager of Environmental Health & Safety
- One administrative exempt employee selected by the Chief of Staff
- One faculty member selected by the United Faculty of Eastern
- One administrative exempt employee selected by the Public School Employees of Washington
- One classified employee selected by the Washington Federation of State Employees
- One student selected by the Associated Students of Eastern Washington University

Members are appointed for a one-year period and are expected to attend all meetings during their year of service. Members can serve for multiple terms. The Manager of Environmental Health & Safety is responsible for communicating with the respective appointing authorities, ensuring committee members are timely appointed, and communicating such appointments to individual employees.

Chair

At its spring quarter meeting, members shall elect a chair for the following academic year. The chair is responsible for:

- Scheduling meetings
- Developing agendas for each meeting
- Receiving and reviewing topics from the university community and committee members for inclusion as agenda items for Safety Committee meetings

- Taking minutes of each Safety Committee meeting and maintaining such minutes in accordance with Department of Labor & Industry requirements (WAC 296-800-13020)
- Communicating any committee recommendations to administration

If the chair is unable to attend a meeting, the chair can designate someone to lead the meeting on his/her behalf. If the chair is unable to continue fulfilling the responsibilities of a chair, the committee shall elect a new chair at its next meeting.

Meetings

At minimum, the Safety Committee will meet at least once each quarter during the academic year. All members should be provided notice of the date, time, and location as far in advance as possible.

Approved by President Dr. Mary Cullinan on February 15, 2019