This template is intended to provide general guidance to College safety committees and should be modified, as necessary, to meet the specific needs of each committee.

**Safety Committee Charter**

**Template**

**PURPOSE**

The primary purpose of the Marriott Library safety committee is to promote a culture of safety within the Marriott Library. Safety is a broad topic that encompasses research, field work, and day-to-day operations. The work of the safety committee is intended to eliminate or minimize workplace injuries and illnesses and ensure regulatory compliance by involving students, employees, and managers in the process of creating and maintaining a safe work environment. Following safe practices in every environment, in the field, in the lab, in the office, and even during personal time, leads to greater efficiency, improved productivity, higher quality research, and an enhanced sense of well-being.

**GOALS/OBJECTIVE**

The primary goals and objectives of the safety committee are:

1. Provide assistance to the Dean/Director in fulfulling college/department-level health and safety responsibilities

1. Provide peer-to-peer safety consultation and review of existing or proposed operations with respect to health and safety and compliance with University policies
2. Serve as the primary point-of-contact/liaison with Environmental Health and Safety to facilitate implementation of campus-wide health and safety requirements at the college/department level. Also provide a primary and alternate contact for campus Emergency Management.
3. Provide a local mechanism for faculty, staff, and students to raise health and safety issues and concerns
4. Involve employees and students in achieving a safe, healthful workplace; educate managers, supervisors, employees, and students through awareness and training activities that they are primarily responsible for the prevention of workplace incidents.
5. Promptly review all safety-related incidents, injuries, and illnesses within the college/department, in ccordination with EHS
6. Conduct periodic peer-to-peer workplace/laboratory inspections, identify hazards, recommend methods for eliminating or controlling the hazards, and assist college PIs and laboratories in implementing effective corrective actions for identified deficiencies.
7. Participate with EHS in conducting laboratory inspections and verifying corrective actions
8. Evaluate workplace health and safety processes and recommend improvements

The safety committee works closely with Environmental Health and Safety in implementing health and safety requirements within the college, facilitating peer-to-peer safety inspections, and ensuring effective corrective actions.

# **COMMITTEE MEMBERSHIP/STRUCTURE**

The safety committee is intended to be representative of all departments and personnel, and consists of the following members appointed by the Dean:

* Ian Godfrey, Assistant Dean and Library Facilities Director
* Marnie Powers-Torrey, Head, Book Arts Program and Managing Director, Red Butte Press
* Thomas James (TJ) Ferrill, Assistant Head, Creative Spaces
* Randy Silverman, Head, Preservation
* Scott Bigler, Library Operations & Protection Services Manager
* Anugun (Gun) Kerdpocha, Facilities Manager
* Michelle Gollehon, Digital Operations Coordinator
* EHS representative (non-voting)

The chair will be appointed by the Dean/Director and can be re-appointed.

The committee is expected to meet at a minimum quarterly.

**ROLES AND RESPONSIBILITIES**

**Committee Members:** Committee members will be expected to spend sufficient time each month to conduct safety committee related activities. Activities will include:

* Attend committee meetings
* Meet as often as necessary to complete work on committee projects
* Participate in peer-to-peer laboratory inspections
* Keep the discussion during committee meetings on safety and health issues
* Consider each proposal carefully, no matter how trivial it may seem and allow enough time for full consideration.
* Be assigned action items for issues the committee may not be able to resolve during a meeting
* Be knowledgeable and representative of all areas of assigned representation
* Provide visible leadership in and commitment to health and safety
* Establish clear lines of communication with departmental area of representation
* Conduct or support safety moments at each department sponsored event

**Committee Chair:** The committee chair will be expected to:

* Schedule regular committee meetings
* Develop written agendas for conducting meetings
* Conduct the committee meeting in a structured manner
* Approve committee correspondence and reports
* Supervise the preparation of meeting minutes
* Be the primary point of contact with Environmental Health and Safety
* Attend meetings of the Campus Laboratory Safety Committee

In the absence of the Committee Chairperson these responsibilities will be assigned to an alternate to be elected by the group at the beginning of the meeting.

**Administrators/Chairs/Directors:** College Administrators, Associate Deans, Assistant Dean(s), and Directors will provide resources and support so that the committee member is successful during his/her tenure on the safety committee. They will support the time needed to fulfill his/her obligation and responsibilities while serving on the committee.

**EHS:** The role of EHS will be to report metrics on incidents, injuries, inspection findings, and status of corrective actions to the committee. EHS will provide support and/or guidance on implementation of regulatory requirements to the committee for dissemination to the departments and update committee members on changes to University health and safety policies and EHS processes and procedures.

**TRAINING**

New representatives will receive training in safety-committee functions, hazard identification, accident-investigation procedures, and laboratory inspections provided by Environmental Health and Safety.

**ATTTENDANCE AND ALTERNATES**

Each representative will attend regularly scheduled committee meetings and participate in workplace inspections and other committee activities. Any representative unable to attend a meeting will inform the chair before the meeting. An alternate may be considered to attend the meeting on behalf of a regular representative at the discretion of the chair. Any alternate attending will be a voting representative for that meeting.

**AGENDA**

The agenda will prescribe the order in which the committee conducts its business. The agenda will also include the following when applicable:

* A review of new safety and health concerns (including work order status)
* A status report of employee health and safety concerns under review
* A review of all workplace near misses, incidents, or illnesses occurring since the last committee meeting
* EHS report

**MINUTES**

Minutes will be recorded at each committee meeting and distributed to all committee members. The committee will submit a copy of the minutes to the Dean’s office and Environmental Health and Safety. The office will retain the copy for three years. The minutes will include all reports, evaluations and recommendations of the committee. The minutes will also identify representatives who attended and representatives who were absent.

**VOTING QUORUM**

Fifty percent of voting representatives constitute a quorum; a majority vote of attending representatives is required to approve all safety-committee decisions. The committee will forward issues not resolved by majority vote to the Chair for resolution.

**EMPLOYEE AND STUDENT INVOLVEMENT**

The committee will encourage employees and students to identify workplace health and safety hazards. Students and employees can present concerns in writing or in person to a committee member. The committee shall address serious issues immediately and review all new concerns at the next regularly-scheduled meeting. The committee shall respond to all student/employee concerns in writing and include the response in the meeting minutes.