**Safety Committee Charter**

**Red Butte Garden**

**PURPOSE**

The primary purpose of the Red Butte Garden (RBG) safety committee is to promote a culture of safety within the Red Butte Garden. Safety is a broad topic that encompasses maintenance, private events, school programs, 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 Garden departments and staff in the process of creating and maintaining a safe work environment. Following safe practices in every environment leads to greater efficiency, improved productivity, and an enhanced sense of well-being.

**GOALS/OBJECTIVE**

The primary goals and objectives of the safety committee are:

1. Provide assistance to the Executive Director in fulfulling Garden-level health and safety responsibilities.

1. Provide peer-to-peer safety consultation and review of existing or proposed safety guidelines with respect to health and safety and compliance with University policies and to recommend improvements in workplace health and safety.
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 department level. Also provide a primary and alternate contact for campus Emergency Management.
3. Provide a local mechanism for staff and volunteers to raise health and safety issues and concerns.
4. Involve staff and volunteers in achieving a safe, healthy workplace; educate staff and volunteers through awareness and training activities that they are primarily responsible for the prevention of workplace incidents.
5. Review all safety-related incidents, injuries, and illnesses within the department, in coordination with EHS.
6. Facilitate periodic peer-to-peer garden and building inspections to identify hazards, and recommend methods for eliminating or controlling the hazards.
7. Forward committee recommendations and EHS communications to respective Garden directors for implementation.
8. Schedule annual safety trainings for staff, and volulnteers as applicable, and communicate the same to all Garden departments.

The safety committee works closely with Environmental Health and Safety in communicating health and safety guidelines with Garden staff, facilitating peer-to-peer safety inspections, and recommending corrective actions to the respective department director.

# **COMMITTEE MEMBERSHIP/STRUCTURE**

The safety committee will include a representative of various Garden departments and personnel, minimally consisting of the following members:

* Representative from Horticulture.
* Representative from Visitor Services
* Representative from Programs
* EHS representative (non-voting)

Participants will serve a 2/3 year term and must be nominated/designated in order to serve on the safety committee.

The committee chair will be appointed by the Executive Director for a 2/3 year term and can be re-appointed for an additional one-year term.

The committee is expected to meet bi-monthly.

**ROLES AND RESPONSIBILITIES**

**Committee Members:** Committee members will be expected to spend sufficient time each month to conduct safety committee related activities, including:

* Attend committee meetings.
* Meet as often as necessary to complete work on committee goals and priorities.
* Participate in, assign, review peer-to-peer garden and building inspections.
* Ensure committee meetings focus 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.
* Provide a safety committee report during monthly All-staff meetings.

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

* Schedule regular committee meetings.
* Develop agendas for safety meetings.
* Conduct the committee meeting in a structured manner.
* Approve committee correspondence and reports.
* Supervise the preparation of meeting notes.
* Be a primary point of contact with Environmental Health and Safety.

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.

**DEPARTMENT DIRECTORS:** Department Directors shall provide resources and support so that the committee member is successful during their tenure on the safety committee, and will support the time needed to fulfill their 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, and accident-investigation procedures 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 appoint an alternate from the same department and inform the chair before the 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 status updates)
* A status report of employee health and safety concerns under review, if/when applicable
* A review of all workplace near misses, incidents, or illnesses occurring since the last committee meeting
* EHS report

**NOTES**

Notes will be taken at each committee meeting and distributed to all committee members. The committee will submit a copy of the notes to the Executive Director’s office, RBG Garden department directors, and Environmental Health and Safety. Notes will be retained for three years in the Safety Committee Meeting Notes folder in Box. The Notes will include attendance status, all reports, evaluations and recommendations of the committee.

**EMPLOYEE INVOLVEMENT**

The committee will encourage staff and volunteers to identify workplace health and safety hazards. Staff and volunteers can present concerns in writing or in person to a committee member and/or respective department director. The committee or respective department director shall address serious issues immediately. The committee will review all new concerns at the next regularly-scheduled meeting. The committee will respond to all concerns in writing and include the response in the meeting notes.