**UUREA Safety Committee**

**Charter**

**PURPOSE**

The primary purpose of the UUREA Safety Committee is to promote a culture of safety within the UUREA Department. Safety is a broad topic that encompasses Facility Operations, Construction, Accounting, Information Technologies, and Public Safety. The work of the safety committee is intended to eliminate or minimize workplace injuries and illnesses and ensure regulatory compliance by involving employees, managers, and University Partners 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 outcomes, and an enhanced sense of well-being.

**GOALS/OBJECTIVE**

The primary goals and objectives of the safety committee are:

1. Provide assistance to the Director in fulfulling UUREA Department 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 department level
3. Provide a local mechanism for staff, managers, and University partners to raise health and safety issues and concerns
4. Involve all staff in achieving a safe, healthful workplace; educate managers, supervisors, employees, 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 coordination with EHS
6. Conduct periodic peer-to-peer workplace inspections, identify hazards, recommend methods for eliminating or controlling the hazards, and assist teams in implementing effective corrective actions for identified deficiencies.
7. Participate with EHS in conducting workplace 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 department, 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, volunteer members:

* A management representative should be on the committee whose purpose is to facilitate provision of needed resources for the committee and provide a direct link to the Director for support of safety committee initiatives.
* Team members representing the following departments:
	+ Engineering Corps (Teams 1, 2, 3, 7, and 8)
	+ Facility Management (Team 5)
	+ Property Administration (Team 4)
	+ Accounting
	+ Construction (Team 6)
* EHS representative (non-voting)
* UUDPS representative (non-voting)

Participants will serve a 2-year term and must be nominated again in order to continue service on the safety committee. Members cannot serve more than 3 consecutive terms.

The chair will be appointed by the committee for a 2-year term.

The committee is expected to meet monthly.

**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 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 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.

**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 appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative 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
* Specific emergency event procedures and support
* Operations specific Safety training programs
* UUDPS 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 UUREA Director 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.

**STAFF AND MANAGEMENT INVOLVEMENT**

The committee will encourage Staff and Management to identify workplace health and safety hazards. Staff and Management 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 staff/management concerns in writing and include the response in the meeting minutes.