Charter for the Central Health and Safety Committee

Updated 5/17/2013
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Purpose
The President of Western Washington University, upon the recommendation of the Provost and Vice Presidents, ensures that a University Health and Safety Committee is created, maintained, and fully supported by individual units. The Washington Administrative Code, Part 296-800-130 includes requirements for the committee’s composition and functions. These requirements are met through the following charter elements.

The general purpose of Western’s Central Health and Safety Committee is to promote and enhance the safety and health of the students, employees, and visitors present on the campus, in University facilities, or engaged in University-sanctioned activities.

Membership
The Committee shall consist of voting and non-voting members (ex officio).

Voting members include:

- 5 Persons, one elected from Bargaining Units A, B, D, E and PTE, respectively
- 3 Persons elected by the Faculty Senate/Faculty Union
- 1 Person appointed by the Professional Staff Organization
- 1 Person appointed by the Associated Students, generally the Vice President for Student Life
- A designate appointed by the Provost
- A designate appointed by the Vice President for Business and Financial Affairs
- The Assistant Vice President for Enrollment and Student Services or a designee

Non-voting members include:

- The chair of every department safety subcommittee of the Central Health and Safety Committee
- A representative from Facilities Development and Capital Budget (program management)
- The safety committee chair, Facilities Management (FM)
  - **Note:** By mutual agreement, since the FM chair is a representative from Bargaining Unit E, that person represents both positions and has voting rights
- A representative from Public Safety
- A representative from Risk Management
- A representative from the Athletic Department
- A representative from the Biology Department
- Safety representative from the Chemistry Department
- A representative from Huxley College of Environmental Studies
- A representative from the Institute for Environmental Toxicology and Chemistry
- A representative from Western Libraries
- A representative from the Space Administration Department
- A representative from the Telecommunications Department
- A representative from University Residences
- A representative from the Viking Union
- The Human Resources director or designee
- The radiation safety officer or designee
- The director of Environmental Health and Safety (EHS), and other EHS members at the discretion of the director
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Specific Responsibilities

The specific responsibilities of the committee include the following:

1. Review safety- and health-related policies, procedures, and protocols, and to make recommendations to the Vice President for Business and Financial Affairs regarding acceptance and implementation.

2. Review accident investigations, safety and health inspection reports, and other incident reports relating to the health and safety of students, employees, and visitors, and to make recommendations to the Vice President for Business and Financial Affairs, as well as to other members of the University, at the discretion of the committee.

3. Review accidental injury and illness prevention programs and activities and make suggestions to decrease accidents related to activities associated with Western.

4. Advise the Environmental Health and Safety staff or departmental safety officers on matters of health and safety.

5. Evaluate the results of safety audits provided by departments at Western and make any appropriate recommendations related to safety and health.

**Note:** Emergency management and planning coordination and review is not part of this committee’s responsibilities, but is under the purview of Western’s Emergency Management Committee.

Administrative Procedures

The administrative procedures of the committee listed below shall be modified as necessary to assure responsible safety and health.

1. The new policies and procedures recommended by the committee and approved as appropriate according to University policy U1000.10 shall be carried out by individuals and departments designated.

2. All voting members of the Health and Safety committee shall have equal voting rights; non-voting members shall not have voting rights.

3. The terms of employee-elected members shall be one year. Members may be re-elected. Members may appoint substitutes if they cannot attend a meeting with approval of the substitutes' supervisors. The committee may make recommendations as appropriate regarding lack of participation by individual members.

4. Meetings shall be as determined by the committee. Generally, the frequency shall be bi-monthly during the academic year, with a minimum of nine meetings per year. A meeting shall be called by the chairperson at the earliest opportunity if requested by any three members of the committee, the chairperson, or the director of Environmental Health and Safety.

5. The committee recommends appropriate action to the Vice President for Business and Financial Affairs, with copies of the recommendations to the Provost or appropriate Vice President, in instances where, in the committee’s judgment, personnel or property may be endangered.
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Administrative Procedures, Continued

6. A quorum consists of 50% or more of the voting members of the committee.

7. Approval of motions requires a majority of voting members present. Members may also vote by mail, including electronic mail. Mail voting would require a majority of all voting members for approval. Members are given up to a week to respond to the request to vote.

8. Subcommittees may be formed at the discretion of the committee.

9. A chairperson shall be elected by a majority vote of the voting members. She or he presides at meetings of the committee and signs all correspondence from the committee. A vice chairperson is elected by a majority vote of the voting members and presides at meetings if the chair is unavailable.

10. The director of Environmental Health and Safety is responsible for minutes of meetings.

Amendments to the Charter

Charter amendments may be made by the Environmental Health and Safety director to keep the committee in compliance with regulatory changes or to make minor corrections to department names.

Committee members may recommend an amendment to the Charter to further Western safety activities if the amendment is approved by two-thirds of all voting members present at the meeting.

Recommended amendments must be presented to the Vice President for Business and Financial Affairs. Recommended amendments become effective upon approval of the administration.

Amendments bringing the committee out of compliance with the Washington Administrative Code, Part 296-800-130, may not be enacted.