



# Central Health and Safety Committee CHARTER

## Purpose

The President, 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 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 (CHSC) 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.

The university also maintains a Laboratory and Chemical Safety Committee (LCSC) whose purpose is to help guide laboratory safety decisions, including research and support functions at Western. The chair of the LCSC is also the chair of the CHSC and updates the committee as appropriate on relevant topics.

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.

## Membership

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

Voting members include:

- Director of Environmental Health and Safety, Chair
- Director of Risk, Compliance and Policy Services, Vice Chair
- 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
- 1 designate appointed by the Provost
- 1 designate appointed by the Vice President for Business and Financial Affairs
- 1 designate appointed by the Vice President for Enrollment and Student Services
- Director of University Communications and Marketing

Ex-officio, non-voting members include:

One representative from:

- Facilities Asset Management
- Facilities Management (FM) Safety Committee Chair  
**Note:** By mutual agreement, since the FM chair is a representative from Bargaining Unit E, that person represents both positions and has voting rights
- Facilities Development and Capital Budget (program management)
- Public Safety
- Athletics
- Institute for Environmental Toxicology and Chemistry
- Western Libraries
- Space Administration/Management
- Enterprise Infrastructure Services
- University Residences



## Central Health and Safety Committee CHARTER

- Viking Union
- Human Resources
- Prevention and Wellness
- Workers' Compensation and Claims Management

### Specific Responsibilities

The specific responsibilities of the committee include:

1. Review safety- and health-related policies, procedures, and protocols, and 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 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.

### 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 [POL-U1000.10](#) shall be carried out by individuals and departments designated.
2. All voting members of the 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 monthly during the academic year, with a minimum of nine meetings per year. A meeting shall be called by the director of Environmental Health and Safety at the earliest opportunity if requested by any three members of the committee or the chairperson.
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.
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. The director of Environmental Health and Safety or designee is responsible for meeting minutes.



## **Central Health and Safety Committee CHARTER**

### **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.

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 Washington Administrative Code 296-800-130 may not be enacted.

### **Revisions**

EHS.

Rev 0-11/19/92.

Rev 1-10/21/93.

Rev 2-10/1/97.

Rev 3-9/24/98.

Rev 4-06/04/01.

Rev 5-Approved 05/17/13.

Rev 6 Approved 08/08/18 by Vice President Van Den Hul, BFA