

*This template is intended to provide general guidance to OSU College/Department Safety Advisory committees and should be modified, as necessary, to meet the specific needs of each*

## **OSU SAFETY ADVISORY COMMITTEE CHARTER TEMPLATE**

### **PURPOSE**

The primary purpose of the \_\_\_\_\_ safety advisory committee is to promote a culture of safety within the college/department/unit. Safety is a broad topic that encompasses research, field work, and day-to-day operations. The work of the safety advisory committee is intended to 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, and in the office, leads to greater efficiency, improved productivity, higher quality research, and an enhanced sense of well-being.

### **GOALS/OBJECTIVE**

Each Safety Advisory Committee will work closely with the University Health & Safety Committee and Environmental Health and Safety in implementing health and safety requirements within their respective college/departments/units, facilitating peer-to-peer safety inspections, and ensuring effective corrective actions. The primary goals and objectives of the Safety Advisory Committee are to:

1. Provide assistance to the Dean/Director in fulfilling college/department-level health and safety responsibilities.
2. Provide peer-to-peer safety consultation and review of existing or proposed operations with respect to health and safety and compliance with University policies.
3. Serve as the primary point-of-contact/liaison with Environmental Health and Safety (EHS) to facilitate implementation of campus-wide health and safety requirements at the college/department level.
4. Possess a charter endorsed by management and meet routinely, such as quarterly or monthly.
5. Provide a local mechanism for faculty, staff, and students to raise health and safety issues and concerns.

6. 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.
7. Promptly review all safety-related incidents, injuries, and illnesses within the college/department, in coordination with EHS.
8. Conduct periodic peer-to-peer workplace inspections, identify hazards, recommend methods for eliminating or controlling the hazards, and assist college PIs and supervisors in implementing effective corrective actions for identified deficiencies.
9. Participate with EHS in conducting workplace assessments and verifying corrective actions.
10. Evaluate workplace health and safety processes and recommend improvements.

### **COMMITTEE MEMBERSHIP/STRUCTURE**

The Safety Advisory Committee is intended to be representative of all departments and personnel, and consists of the following members appointed by the Dean or Dean's representative:

- A management (Dean's office) representative should be on the committee. The purpose of this representative is to facilitate the provision of needed resources for the committee and provide a direct link to the Dean/Director for support of safety committee initiatives.
- Building manager(s)
- Department/Unit Safety Coordinator (DUSC) representative
- Staff representatives
- Faculty members representing each department and/or type of workplace safety environment (if departmental safety advisory committees exist within the College, the chair of the departmental safety advisory committee should represent their department on the College level safety advisory committee).
- Graduate students and student employees
- EHS representative

Participants will serve a 3-year term and must be nominated again in order to continue service on the safety advisory committee. Members cannot serve more than 3 consecutive terms unless approved by the dean/director.

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

The safety advisory committee should meet on a quarterly basis.

## **ROLES AND RESPONSIBILITIES**

**Committee Members:** Committee members should spend sufficient time to conduct safety advisory committee related activities. Activities include:

- Attend committee meetings
- Meet as often as necessary to complete work on committee projects
- Participate in peer-to-peer workplace inspections
- 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 their respective department
- 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 and the University Health & Safety Committee
- Attend meetings of the UHSC or assign a designee on their behalf

In the absence of the Committee Chair, 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, Department Chairs, and Directors should provide resources and support so that the committee member is successful during their tenure on the safety advisory committee. They will support the time needed to fulfill their obligation and responsibilities while serving on the committee.

**Environmental Health & Safety (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 workplace assessments provided by Environmental Health and Safety.

## **ATTENDANCE 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 safety assessments, 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. Minutes should be retained 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.

## **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 regular scheduled meeting. The committee shall respond to all student/employee concerns in writing and include the response in the meeting minutes.