

OREGON STATE UNIVERSITY HEALTH AND SAFETY COMMITTEE
Charter, December 2025

Purpose and Objectives

The Oregon State University (OSU) University Health and Safety Committee (UHSC) is a standing advisory committee that supports OSU's mission of teaching, research, outreach and engagement. The purpose of the UHSC is to bring employees and administration together in a non-adversarial, cooperative effort to promote a safe and healthy workplace environment in accordance with the [University Policy 07-001, *University Health and Safety*](#), for all members of the University community, and to ensure compliance with OAR 437-001-0765. This charter defines the governance, membership, duties and responsibilities, and meetings of the UHSC.

Governance

The UHSC is charged by the Vice President for Finance and Administration (VPFA), and is advisory to university leadership via the Chair and Executive Director for Environmental Health and Safety. The UHSC is administered by Environmental Health and Safety (EHS) including appointment of an EHS employee committee Secretary.

UHSC Officers:

The **Chair** leads meetings and in concert with the Executive Director of EHS, serves as a co-point of contact with the VPFA who charges the committee. The chair is elected by a simple majority of the membership and confirmed by letter from the Vice President for Finance and Administration. The term of the chair is for two years: as the Chair for the first year, and Past Chair for the second year.

The **Past Chair** provides support to the Chair, functions as the Chair in their absence, provides historical information for the committee, and serves as recorder in the Secretary's absence. If left vacant, the Past Chair will be filled by the Executive Director of EHS.

The **Secretary** serves as membership manager, records meeting minutes and posts them to the EHS website, maintains files, distributes correspondence, arranges meeting times and locations, and works with the Chair on other needed administrative tasks. The Secretary should be an employee of EHS.

An officer may resign at any time by delivering written notice to the Chair (or if the resigning officer is the Chair, to the Past Chair). Vacancies may be filled by the Chair at any time during a regular term, to complete the term of the vacating member.

Membership

Representation. In accordance with OAR 437-001-0765, membership consists of at least four members, with an equal number of employer-selected members and employee-elected or volunteer members. If both parties agree, the committee may have more employee-elected or volunteer members.

The UHSC is composed of members who best represent University-wide interests. As such, the UHSC will make an effort to maintain representation from the following groups:

• College Safety Advisory Committees	• University Housing and Dining Services
• Human Resources	• Memorial Union
• Workers' Compensation/Insurance and Risk Management Services	• Collective Bargaining (SEIU & Coalition of Graduate Employees)
• Facilities Services	• Recreational Sports
• Occupational Health Services	• Cascades Campus
• Public Safety	• Hatfield Marine Science Center
• Extension and Engagement	• Environmental Health and Safety

Terms. Committee membership terms are for three years. A committee member's term may exceed the 3-year tenure upon request and approval by the chair. Committee membership is reviewed annually by the committee each April to ensure compliance with OR-OSHA membership rules, with membership recommendations made to the Chair in the May meeting. Changes to the committee membership are effective each July 1 and terms are for the fiscal year (July 1 through June 30). The Chair is elected by the committee members, and confirmed by letter from the Vice President for Finance and Administration.

Duties and Responsibilities

The UHSC duties and responsibilities come from both Oregon OSHA (OAR 437-001-0765) and OSU requirements.

Per Oregon OSHA requirements, the UHSC will:

- Review accident/incident/work-related illness data, identify trends, and make corrective action recommendations
- Review workplace health and safety inspection data
- Evaluate management's accountability system for health and safety and recommends ways to strengthen accountability (incentive initiatives and employee participation in identifying hazards)
- Conduct safety walks/inspections
- Acquire training in hazard identification and incident investigation
- Generate written records/minutes of UHSC meetings
- Provide an annual written review of the committees' activities to determine effectiveness

Per Oregon State University requirements, the UHSC will:

- Demonstrate leadership commitment to total worker safety and health at all levels of the organization and promote worker well being
- Provide review of safety policy and procedures and new policy recommendations
- Serve as an advisory body to management on health and safety issues
- Assist in the development and implementation of effective health and safety awareness programs
- Provide a forum for communication with the College Safety Advisory committees and other

department/unit representatives

Subcommittees shall be appointed by the Chair as the committee deems necessary to carry out the work of the committee.

Meetings

The UHSC meets monthly. Meetings are in person, or via the telephone, video conferencing or electronic communication, are permitted. Special meetings may be called upon request of three members or as determined by the Chair.

Committee members are expected to attend and participate in meetings and workgroups or subcommittees as assigned. If a member is unable to attend a meeting, participation may be by way of reviewing meeting materials and providing comments via email or other means. Members should notify the Chair or EHS secretary in case of planned absences.

Records of safety committee meetings shall be kept for three years, and must include:

- Names of attendees
- Meeting date
- All safety and health issues discussed
- Recommendations for corrective action
- Person responsible for follow up on any recommended corrective actions
- All reports, evaluations and recommendations made by the committee