

Oregon State University University Health and Safety Committee Charter

Background

In compliance with Oregon Occupational Safety and Health Administration requirements (OR OSHA), the Oregon State University Health and Safety Committee (UHSC) was formed to ensure the health and safety of all university employees.

Mission

The UHSC will assist University leadership in promoting and creating a healthy and safe workplace for its employees.

Membership

The UHSC reports to the Vice President for Finance and Administration who appoints the membership to the Committee. Membership letters are issued by the Vice President for F&A upon appointment.

In accordance with OR OSHA guidelines, membership will consist of 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 will be composed of members who best represent campus-wide interests. As such, the UHSC will make an effort to maintain representation from the following departments:

- Academia Representatives
- Collective Bargaining
- Environmental Health and Safety
- Facilities Services
- Human Resources
- Lab Animal Resources
- Occupational Medicine
- Recreational Sports
- Risk Management
- Student Health Services
- University Housing and Dining
- Valley Library
- Veterinary Medicine Teaching Hospital
- Others as determined

Committee membership will be reviewed annually each May with recommendations made to the Vice President for Finance and Administration. Changes to the Committee membership will be effective each July 1st. Committee membership is expected to last 3-years with exceptions allowed for other duties/obligations. Committee members may exceed the 3-year tenure upon request or terms may be extended upon being elected an officer. Membership terms are to be staggered to provide continuity of knowledge within the Committee.

Subcommittees shall be appointed by the Chair as the Committee deems necessary to carry on the work of the Committee. The Chair shall be an ex-officio member of all subcommittees.

Officers/Subcommittee Workgroups

The Chair of the UHSC is voted upon by the membership and will serve on the UHSC for three years as Chair elect, Chair and Past Chair.

The Secretary of the UHSC is voted upon by the membership and will serve on the UHSC for a minimum of one year. The Secretary may serve multiple consecutive terms.

Officers and Subcommittee workgroup members:

- Chair: Directs meetings; communicates with upper management.
- Chair-elect: Provides support to Chair.
- Past Chair: Provides support to Chair and provides historical information. Serves as Chair in his/her absence.
- Secretary: Records meeting minutes and posts to EHS website. Arranges meeting time and location. Works with Chair on administrative tasks.
- Subcommittee workgroups: Work on projects as assigned by the Committee.

Duties and Responsibilities

The UHSC duties and responsibilities are divided into two areas: Oregon OSHA requirements and University requirements.

Oregon OSHA requirements:

- Accident review and corrective action recommendations.
- Workplace health & safety inspections.
- Inspection report review.
- Written records/minutes of UHSC meetings.

University requirements:

- Policy and procedure review and new policy recommendations.
- Review and forward training and accident reports to management, including:
 - Training reports
 - Inspection reports
 - Accident reports
 - Cost reports
- Make recommendations to management for compliance.

Members are expected to attend and actively participate in monthly meetings and in workgroups as assigned.

Meeting Frequency

The UHSC will meet monthly. Special meetings may be called upon request of three members or as determined by the Chair. In an emergency, meetings via the telephone or electronic communication are permitted. If action on such a basis is necessary, it must be ratified at the next regular or special meeting.



Charter approved

Robert Nettles, Acting Vice President for Finance and Administration



Date