

**BYLAWS OF
THE OREGON STATE UNIVERSITY HEALTH AND SAFETY COMMITTEE
EFFECTIVE DATE: October 24, 2017**

MISSION STATEMENT

The mission of the Oregon State University Health and Safety Committee (UHSC) is to develop and promote a healthy and safe environment for all employees, students, and visitors to our facilities through the involvement of all individuals with regard to education, communication and safe work practices.

**ARTICLE I
Governance**

The University Health and Safety Committee (UHSC) reports to the Vice President for Finance and Administration, who appoints the membership to the committee. Appointment letters are issued by the Vice President for Finance and Administration (F&A).

**ARTICLE II
Membership**

In accordance with Oregon Occupational Safety and Health Administration (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 areas:

- Academia
- Human Resources
- Workers' Compensation/Enterprise Risk Services
- Student Affairs departments
- Laboratory/Research
- Collective Bargaining (SEIU, Coalition of Graduate Employees)
- Occupational Health Services
- Public Safety/Oregon State Police
- Extension

Committee membership will be reviewed annually each March with recommendations made to the VP for F&A after the May meeting. Changes to the committee membership will be effective each July 1st. Committee membership is expected to last three years, with exceptions allowed for other duties/obligations. Committee members may exceed the 3-year tenure upon request. Terms may be extended upon being elected an officer. To provide continuity of knowledge within the committee, membership terms are to be staggered.

Committee members:

- Attend and participate in meetings (at least nine of twelve annual meetings)

- 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 must notify the chair or secretary in case of planned absences.
- Communicate committee activities to his/her operational unit
- Serve on appointed subcommittees or workgroups
- Actively promote health and safety, and serve as an example by following all safety rules and work practices

ARTICLE III

Officers and Subcommittee Workgroups

Officers and Subcommittee workgroup members:

- Chair: Direct meetings; communicate with upper management
- Chair-elect: Provide support to chair.
- Past Chair: Provide support to Chair and provides historical information. Serves as Chair in his/her absence. Serves as recorder in Secretary's absence.
- Secretary: Record meeting minutes and posts to EHS website. Arrange meeting time and location. Work with Chair on administrative tasks. Distribute correspondence. Maintain UHSC files of meetings and correspondence. Serve as membership manager.
 - In case of absence, any Past Chair may serve as meeting recorder. If a Past Chair were not available, a representative from Environmental Health and Safety would be the recorder.
- Subcommittee workgroups: Work on projects as assigned by the committee.

The Chair of the UHSC is voted upon by the membership and will serve on the UHSC for three years as the Chair-elect, Chair, and Past Chair. A Chair may serve multiple terms, if willing and if voted on by the membership. The Chair should not be an employee of Enterprise Risk Services, as the UHSC serves as an advisory group to that department.

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 terms. The Secretary should be a member of the Enterprise Risk Services group.

Nominations will occur annually in April; elections will occur annually during the May meeting. Terms of office are for a fiscal year (July 1 through June 30).

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.

An officer may resign at any time by delivering written notice to the Chair (or if the resigning officer is the Chair, to the Chair-elect).

Vacancies may be filled at any time during a regular term, to complete the term of the vacating member.

ARTICLE IV Duties and Responsibilities

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

Oregon OSHA requirements:

- Accident/incident/work-related illness review and corrective action recommendations
- Workplace health and safety inspections
- Inspection report review
- Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions
- Evaluate how management holds employees accountable for working safely and recommends ways to strengthen accountability (incentive initiatives, disciplinary policies, and employee participation in identifying hazards)
- Written records/minutes of UHSC meetings

Oregon State University requirements:

- Safety policy and procedure review, and new policy recommendations
- Serve as an advisory body to management on health and safety issues
- Provide suggestions and recommendations for resolution of health and safety concerns
- Encourage feedback from all individuals with regard to health and safety related ideas, problems and solutions
- Assist in the development and implementation of effective health and safety awareness programs
- Review and forward training and accident reports to management, including
 - Training reports
 - Inspection reports
 - Accident reports
- Make recommendations to management for compliance

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

ARTICLE V Meetings

The UHSC will meet monthly, on the fourth Wednesday. November and December meetings may be moved to the third Wednesday to accommodate holiday schedules.

A quorum for the conduct of business shall be a simple majority of the committee members.

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.

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

Addendum
Sample appointment letter

Dear (Name)

This letter is to confirm your appointment for a 3-year term as a voting member of the Oregon State University Health and Safety Committee (UHSC) effective (Date).

The UHSC meets on the 4th Wednesday of each month (November & December may change due to holidays). Activities of the committee include reviewing university accident/incident/work-related illness reports; reviewing corrective action recommendations; conducting workplace health and safety inspections; and reviewing inspection reports.

The UHSC is required to review safety policies and procedures and new safety policy recommendations; serve as an advisory body to management on health and safety issues; and provide suggestions and recommendations for resolution of health and safety concerns. The committee will encourage feedback from all individuals with regard to health and safety related ideas, problems and solutions; assist in the development and implementation of effective health and safety awareness programs; and make recommendations to management for compliance.

The University Health and Safety Committee is an important component of the overall program for health and safety at the University and is mandated by OSHA obligations and requirements. This committee reports to the Vice President for Finance and Administration (as the appointing authority). Operational or procedural questions about the UHSC or its mandate should be addressed to the current OSU Occupational Safety Officer who provides support to and facilitates the work of the committee, or to the committee chair.

On behalf of the University, I thank you for your willingness to serve.

Sincerely,

Name
Vice President for Finance and Administration

Cc: UHSC Chair
UHSC Secretary