

## Charter for the Central Health and Safety Committee

### Convening Authority and Composition

The President of Western Washington University, upon the recommendation of the Provost, the Vice President for Business and Financial Affairs, the Vice President for Student Affairs, and the Vice President for External Affairs, shall ensure that a University Health and Safety Committee is created, maintained, and fully supported by individual units. The committee composition and function shall meet the requirements described in the Washington Administrative Code, Part 296-24-045.

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

Voting members shall include:

- 5 Persons, one elected from Bargaining Units A, B, C, D and E, respectively
- 1 Person elected from the Staff Employees Council
- 3 Persons elected by the Faculty Senate
- 1 Person appointed by the Exempt Professional Staff Organization
- 1 Person appointed by the Associated Students
- A designate appointed by the Provost
- A designate appointed by the Vice President for Business and Financial Affairs
- The Assistant Vice President for Student Affairs or designee

Non-voting members shall include:

- The chair of every subcommittee
- A representative from Planning, Design and Construction Administration, Facilities Management
- The safety committee chair, Facilities Management
- A representative from Public Safety
- A representative from Risk Management
- A representative from the Athletic Department
- A representative from the Biology Department
- Safety representative from the Chemistry Department
- A representative from Huxley College of Environmental Studies
- A representative from the Institute for Environmental Toxicology and Chemistry
- A representative from the Library
- A representative from the Printing and Publication Services Department
- A representative from the Space Administration Department
- A representative from the Telecommunications Department
- A representative from University Residences
- A representative from the Viking Union
- The Human Resources director or designee
- The radiation safety officer or designee
- The director of Environmental Health and Safety (EHS), and other EHS members at the discretion of the director.

## **Charter for the Central Health and Safety Committee**

### **General Purpose**

The general purpose of the Western Washington University Central Health and Safety committee shall be 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.

### **Specific Responsibilities**

The specific responsibilities of the committee include:

1. To review safety- and health-related policies, procedures, and protocols, and to make recommendations to the Vice President for Business and Financial Affairs regarding acceptance and implementation.
2. To review accident investigations, safety and health inspection reports, and other incident reports relating to the health and safety of students, employees, and visitors, and to 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. To advise the Environmental Health and Safety staff or departmental safety officers on matters of health and safety.
4. To prioritize capital expenditures relating to health and safety, and to recommend those priorities to the Vice President for Business and Financial Affairs.
5. To evaluate student, staff, and faculty programs to provide a coordinated, campus-wide drug and alcohol prevention effort and to make recommendations to the Vice President for Business and Financial Affairs.
6. To evaluate the University's compliance with the Drug-free Schools Act in the areas of prevention programs and alcohol and drug disciplinary processes and to make recommendations to the Vice President for Business and Financial Affairs.
7. To coordinate preparation of reports required by the Drug-free Schools Act, and to submit the reports to the Vice President for Business and Financial Affairs.

### **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 by the Provost, the Vice President for Business and Financial Affairs, the Vice President for Student Affairs, and the Vice President for External Affairs shall be carried out by individuals and departments designated.

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### **Administrative Procedures, Continued**

2. All voting members of the Health and Safety 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, with a minimum of nine meetings per year. A meeting shall be called by the chairperson at the earliest opportunity if requested by any three members of the committee, the chairperson, or the director of Environmental Health and Safety.
5. The committee may recommend appropriate action to the Vice President for Business and Financial Affairs, with copies of the recommendations to the Provost, Vice President for Student Affairs, and the Vice President for External Affairs, as appropriate, in instances where, in the committee's judgement, personnel or property may be endangered.
6. A quorum shall consist of greater than 50% of the seated, voting members of the committee.
7. Approval of motions shall require a majority of voting members present. Approval of recommendations to the Vice President shall require a two-thirds majority of those present.
8. Subcommittees may be formed at the discretion of the committee.
9. A chairperson shall be elected by a majority vote of the committee seated, voting members. She or he shall preside at meetings of the committee and shall sign all correspondence from the committee. A vice chairperson shall be elected by a majority vote of the seated, voting members of the committee and shall preside at meetings if the chair is unavailable.
10. The director of Environmental Health and Safety will be responsible for minutes of meetings.

### **Amendments To The Charter**

This charter may be amended upon three-fourths vote of all seated, voting members of the committee. All recommended amendments become effective upon approval of the Provost, Vice President for Business and Financial Affairs, Vice President for Student Affairs, and Vice President for External Affairs. Amendments bringing the committee out of compliance with the Washington Administrative Code, Part 296-24-045, may not be enacted.

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.