

West Chester University Safety Committee Charter

West Chester University is committed to protecting the safety and health of our employees, students, visitors, and community members. West Chester University has established the Safety Committee to assist the University in meeting this commitment.

Purpose

The West Chester University Safety Committee is comprised of representation from a broad range of campus constituencies and reports to the Vice President for Administration and Finance. The Safety Committee serves in an advisory role to assist the University in addressing hazards on campus that can cause injury, illness, harm to the environment, or damage to campus facilities and equipment.

The Safety Committee provides an opportunity for employee participation in shaping the University's environmental health and safety program and meets the requirements in the collective bargaining agreements for joint health and safety committees.

Safety Committee Functions

- A. Serve as a liaison between campus constituents, unions, and Environmental Health and Safety (EHS) to address safety concerns and provide feedback on EHS programs and procedures.
- B. Be available to constituents who may have safety related questions, concerns, or suggestions.
- C. Review data relating to injury and illness reports and fire and safety inspections. Assist in identifying trends and corrective actions. Review and/or recommend new or revised EHS programs and procedures to address hazards and/or regulatory changes.
- D. Participate in incident investigations and pre-operational reviews as appropriate.
- E. Promote educational efforts focused on accident and injury prevention.

Membership

- A. The voting membership of the Committee shall consist of 15 members, distributed as follows:
 - 1. One representative from the Environmental Health & Safety Department
 - 2. One management representative from the Facilities Division
 - 3. One representative from Residence Life
 - 4. One representative from the Personnel Department
 - 5. Three non-instructional employees selected by AFSCME
 - 6. One representative from Public Safety
 - 7. Two faculty representatives selected by APSCUF
 - 8. One representative from SCUPA

9. Student Health Services Director
 10. One representative from the Athletics Department
 11. One undergraduate student selected by SGA
 12. One graduate student selected by GSA
- B. Instructional, non-instructional and SCUPA representatives shall serve for a term two years.
 - C. Student representatives shall serve for a term of one year.
 - D. Representatives can serve for more than one term.
 - E. All terms of office shall commence on September 1 and terminate on August 31.

Procedures

- A. The Chair of the Committee shall be appointed by the Vice President for Administration and Finance. The Chair will have the responsibility for calling all meetings, preparing the agenda, preparing minutes and presiding over the conduct of all appropriate business.
- B. Regular meetings of the Committee shall be held at least quarterly. Special meetings may be called as needed by the Vice President for Administration and Finance, by the Chair or at the request of three members of the Committee.
- C. A quorum of eight (8) members shall be necessary to transact business. A valid vote is constituted by a majority of the total voting membership. Under emergency situations, this quorum requirement may be suspended.
- D. Proxies shall be permitted.
- E. The Vice President for Administration and Finance shall be responsible for administrative support of the operations of the Committee.
- F. Each constituency has the right to have non-voting consultants or resource persons attend the meetings.
- G. Safety committee members shall be appointed by the union, department, or unit head.
- H. Safety Committee agendas and minutes shall be disseminated to the Safety Committee for approval and shall be maintained by EHS. Safety Committee minutes shall be made available to West Chester University constituents upon their request.