

PLU Safety Committee Membership Structure

October 2015

MEMBERSHIP

- 10 Recurring Members: 5 Appointed Members and 5 Elected Members
- Varying Advisory Members: Diverse Division / Department Representation
- Meets monthly – September through June
 - Week Day, Time and Location determined by Chair and approved by Committee
- Committee Representation for the following areas:

○ Director Environmental, Health, Safety & Emergency Programs (EHS&EP)	Appointed
○ Campus Safety	Appointed
○ Dining Services	Appointed
○ Human Resources	Appointed
○ Facilities Management	Appointed
○ ASPLU	Elected
○ Faculty	Elected
○ Athletics	Elected
○ Natural Sciences	Elected
○ Residential Life	Elected
○ Risk Management (PLU and EIIA)	Advisory
○ School of Nursing	Advisory
○ School of Arts and Communication	Advisory
- Appointed and Elected members are voting members of the safety committee.
- The objective of the Committee is to discuss, investigate, solve, and make recommendations to Environmental, Health and Safety or President's Council on safety issues.
- The objective of the Member is to advocate for safer conditions across campus, serve as a conduit for communication and carry out activities as appropriate. A few examples:
 - Expected to assist with Safety Committee inspections, including accompanying the inspectors and coordinating corrective compliance measures.
 - Sharing safety messages with colleagues through faculty and staff meetings and other appropriate communications.
 - Acting as a voice for community safety concerns.
- The PLU Safety Committee's mission is to provide a forum where every employee and student can communicate safety related concerns. We will identify hazards, investigate injuries, and recommend policy, procedures and training to improve the health and safety of the PLU community.
- The Committee will also make an annual report of accomplishments to the community in May of the fiscal year.
- Meetings are open to the entire PLU community.

RESPONSIBILITIES:

The primary (WAC 296-800-130) function of the Safety Committee is to:

- Review safety and health inspection reports
- Evaluate accident investigations
- Evaluate the accident prevention program

Secondarily, each member should serve in an advisory capacity to the University on areas of safety issues, and as a means of communication between employees, students, and the administration regarding safety concerns.

The job of a Safety Committee member is to hold themselves and others accountable for acting safely.

1. Attend and participate in Safety Committee meetings.
2. Function as a representative of employees, students and others in communicating safety concerns and suggestions between the campus community and the Safety Committee.
3. As necessary, serve on an action team (sub-committee) as appointed by the Chair of the Safety Committee. Responsibilities may involve attending meetings of the action team, assisting with special projects, or involvement with inspections of facilities.
4. May be elected to serve one-year term as Safety Committee chair, co-chair, or secretary.
5. May be asked to attend safety-training sessions.
6. Responsible for distributing information from the Safety Committee including minutes, membership, training opportunities, emergency information, etc.

Chair:

Conduct Safety Committee meetings; Monitor progress of ongoing safety issues and projects; Assign members and duties to action groups; Direct secretary to issue memos, as needed. Prepare an annual Report to the Community on the Safety Committee's activities.

Vice-Chair:

Substitute for Chair as needed in chair's absence; Oversee activities of action groups; Coordinate elections.

Secretary:

Record the minutes of the Safety Committee meetings; Distribute minutes to Committee members and the university officers; Issue memos or reports as requested by the chair.

Director EHS&EP:

Bring to the Safety Committee's attention all issues of concern regarding safety and health; Assist the Committee with relevant issues/projects; Provide report of all accidents to the Committee at each meeting; Follow-up on accident reports to correct safety hazards; Represent the Safety Committee in presenting recommendations to the administration, and report back outcomes; Maintain permanent record of Safety Committee minutes.

Term Limit. No single person shall be required to serve on the Safety Committee for more than three years unless such service is included in his/her job responsibilities. The intended purpose of this proposal is twofold: 1) We hope that it will revitalize the Committee with new ideas and enthusiasm through time and 2) It will help to institutionalize safety at PLU by creating more safety ambassadors throughout campus.

Length of term. Members shall still be appointed or elected annually, which means they may serve three annual terms.

Elected positions. Elected positions shall be filled by student, staff or faculty member elected by a majority vote of the employees in the area represented by the position. The employee currently in the Committee member position and the Dean or Director of the Department shall conduct the election with the support of the Safety Committee.

Appointed positions. A staff or faculty member as appointed by the Dean or Director of the area represented shall fill appointed positions.

Annual report. The May meeting will have both outgoing and new members to hear the Committee's report of accomplishments to the community. This meeting would be good to highly publicize to generate more interest in safety.