

# University of Washington Tacoma Health and Safety Committee (HSC-8) Charter

*Approved and Ratified by the HSC-8 committee on 7/24/2024*

The Group 8 Health and Safety Committee (HSC) will convene in accordance with the University of Washington (UW) Administrative Policy Statement (APS) – UW Health and Safety Committees ([APS 10.11](#)), [Executive Order 55](#) and Labor & Industries Variance: <http://www.ehs.washington.edu/workplace/health-and-safety-committees>

The committee is comprised of 15 employee-elected, 6 sponsor-appointed, and 1 union member who will contribute to discussions of health and safety at UW Tacoma and at the UW as a whole. The Group 8 Health and Safety Committee reports to and advises the Vice Chancellor of Finance and Administration (VCFA) at the University of Washington Tacoma. The Group 8 committee is conducted in accordance with Robert's Rules of Order.

**Purpose:** UW Health and Safety committees are structured to encourage respect, excellence, collaboration, integrity, and innovation in support of the University of Washington's safety culture. All UW Health & Safety Committees are governed by UW Administrative Policy Statement 10.11. The responsibilities of the UW Tacoma committee as charged by the UW Tacoma VCFA are to:

- Represent all employees at the University of Washington Tacoma and serve the campus 'at large'
- Report to the Director of Emergency Preparedness & Campus Safety UW Tacoma to recommend health and safety strategies, policies, and programs for campus.
- Coordinate information from campus units, departments, and/or divisions to provide campus-wide strategies for health and safety activities
- Review the number, type, severity, extent, and magnitude of occupational injuries, exposure to illnesses in the workplace, and incidents experienced by University employees on our campus
- Serve as a contact for employees to help respond to and address employee health and safety concerns
- Recommend health and safety strategies, policies, and programs to the Vice Chancellor of Finance & Administration (VCFA) at the University of Washington Tacoma
- Review and evaluate UW Tacoma emergency, accident, and illness prevention program
- Provide a forum for employee concerns about health and safety at the UW Tacoma campus

- Help Environmental Health and Safety (EH&S) in motivating the campus community to create and maintain a safe and healthful environment
- Communicate back to the University Wide Health and Safety Committee on UW Tacoma health and safety issues and disseminate University Wide health and safety information to the UW Tacoma campus community

**Membership:** The UW Tacoma (UWT) Committee is comprised of elected members from each of the units, departments, and/or divisions on campus, at the discretion of the Vice Chancellor for Finance & Administration. Additionally, the VCFA may appoint member representatives from stakeholder groups as needed or appropriate. - An Ex officio committee secretary is provided by the division of Finance & Administration.

Committee members serve a two-year term beginning January 1 and ending December 31 of the second year. Elections are held according to the rules and guidelines set forward in the [EH&S guide for health and Safety Committee Elections](#).

**Elected Members:** To ensure complete representation from across the campus community, nominations for elected members will be requested from each of the following areas: Advancement and External Relations, Academic Support, Milgard School of Business, School of Interdisciplinary Arts and Sciences, Equity and Inclusion, the Office of the Chancellor, School of Education, School of Engineering and Technology, School of Social Work and Criminal Justice, Information Technology, School of Urban Studies, Finance and Administration, Student Affairs, and School of Nursing and Health Studies. All employees have the opportunity to nominate and vote in the election of their representative.

**Appointments:** The six appointed members of the committee will include the Assistant Director of Security & Campus Safety as well as a representative from each of the following areas: Integrated Facilities Management, Human Resources, and Campus Planning and Development. If a lab manager from an academic school has not been elected to the committee, one must be appointed by the Executive Sponsor.

**Voting and Quorum:** Elected members and appointed members are voting members and count towards a quorum. Ex-officio members are non-voting members and do not count towards quorum. Quorum is the majority (>50%) of voting members.

A quorum is needed for a committee vote, but meetings can still occur without a quorum. If a quorum is not present at the time of the meeting when a vote is called, a quorum can be established with a vote via e-mail after the meeting.

**Proxies:** Elected members may send proxies to committee meetings if they are unable to attend. A proxy for elected members is not required. Should they wish to send a proxy, they should inform the secretary, in writing, before the meeting.

Appointed members may be asked to send a proxy by the Chairs or by the Director of Emergency Preparedness & Campus Safety if the meeting should require representation of someone from their group.

**Meeting Frequency and Length:** The Safety Committee will meet once a month for at least 60 minutes. The date of the monthly meetings will be determined at the January meeting of each new term. A meeting can be extended or ended early by a majority vote.

**Standing Rules for the current term:** For each term, the committee will establish standing rules which will designate a meeting time, list total membership numbers, and delineate what a quorum is for the term. These rules can be revised mid-term if needed.

### **Responsibilities:**

Executive Sponsor: The Group 8 executive sponsor is the Vice Chancellor for Finance and Administration. The executive sponsor is responsible for deciding the structure of the Group 8 Health and Safety Committee such that all employees who work at the University of Washington Tacoma are represented on the committee. The executive sponsor typically attends at least one meeting annually during which they identify the priorities for the committee's work and will meet with the HSC executive team at least once per quarter to the executive sponsor outlining what their accomplishments are and what the Committee's safety recommendations are for the campus community. The executive sponsor is responsible for ensuring that the recommendations are implemented and that best practices are followed across the University of Washington, Tacoma. Additionally, the executive sponsor appoints a member from the division of Finance & Administration at UWT to serve as administrative support and official secretary for the committee.

Chair(s)/U-Wide Representative: At the January meeting of each new two-year term the Safety Committee will elect a Chair(s) to facilitate the monthly meetings. The Chair must be an elected, not appointed, committee member. Chair(s) are responsible for conducting the meeting and ensuring that meetings stay on track by following the established agenda. The chair is also responsible for:

- Preparatory communication between the Chairs and administrative support prior to each Committee meeting to determine the agenda
- Send a reminder notice to committee members prior to each meeting with the agenda and meeting location
- Assisting with the scheduling and coordination of presenters or guests
- Update or change the number of ex-officio committee members mid-term as required
- Quarterly review the attendance rolls to ensure members are attending and continue to represent their units
- Ensuring that Committee membership is up to date and vacancies are filled as needed

- Maintaining the original charter and updating the document when requested by the committee
- Serves as a representative for HSC-8 during the monthly U-Wide HSC meeting. At least one chair must attend as a U-Wide representative

Vice Chair/U-Wide Representative: The Vice Chair fills all roles of the Chair listed above if the Chair cannot perform their role. In addition, the Vice Chair is responsible for:

- Serving on Campus Safety Advisory Committee
- Serves as a representative for HSC-8 during the monthly U-Wide HSC meeting

Administrative Assistant/Election Coordinator: The Administrative Assistant is appointed by the Executive Sponsor and serves in a non-voting capacity. The role of the Administrative Assistant is to provide administrative support and is responsible for:

- Ensuring a room is reserved for the meeting
- Taking meeting minutes during each Committee meetings and posting the minutes on the Committee website.
- Ensuring that the Committee website is up to date
- Coordinating elections with chair every two years including sending communication to campus, accepting nominations, and coordinating the voting process

Members: Members are responsible for ensuring that they attend the Committee meetings when possible. Should a member be unable to attend an upcoming meeting, they should inform the Committee Chair(s) and must designate a proxy to attend in their place. If a representative from an area of representation is absent from three consecutive meetings, the respective area of representation must select a new member that can reliably attend the meetings on a consistent basis. This should be accomplished by reaching out to the leadership in each area. For example, if the absentee member is from the School of Education, then the Committee Chair should reach out to the Dean of the School of Education so that they can communicate with the School of Education about the absence and the need for a proxy. If there is an employee-elected member vacancy, a new member must be elected (not appointed) prior to the next scheduled meeting.

Additional responsibilities include:

- Review the UW Accident Prevention Plan annually including any Supplemental Accident Prevention Plans specific to the University of Washington Tacoma:  
<http://www.ehs.washington.edu/workplace/accident-prevention-plan>
- Work with HR to install and maintain safety bulletin boards in every fixed workplace (i.e.: campus building) that has eight or more employees per WAC 296-800-190. Make sure the safety bulletin board is large enough to post information such as the following:
  - Safety bulletins

- Safety newsletters
- Safety posters
- Accident statistics
- Other safety educational material

*Note: You may want to post your emergency phone numbers on the safety bulletin board.*

- Review action items and complete safety recommendation follow up to ensure that committee recommendations are communicated to the appropriate senior leadership on health and safety risks and compliance.

Members are responsible for reporting at Group 8 HSC meetings. Reports can include:

- An overview of actions, decisions, or topics discussed at their most recent area meeting
- An overview of health and safety concerns discussed within their represented area, committee, union, or department
- Brief updates on new health and safety initiatives occurring within their represented area, committee, union, or department

Environmental Health & Safety UW Seattle: The Occupational Safety & Health Accident Prevention Unit staff are the designated UW Seattle EH&S staff liaisons for the Health and Safety Committee. The Accident Prevention Unit staff provide access to new member training, distribute the OARS reports monthly, attends meetings as possible, and answer questions regarding HSC administration. Please refer to the current “UW Memo of Understanding and Agreement: Environmental Health & Safety and University of Washington Tacoma” for agreed upon UW Seattle EH&S responsibilities.

**Agenda Setting:** The agenda for the Group 8 HSC is set in advance during a preparatory meeting between University Wide EH&S and the Chair and Vice-Chair. Members are encouraged to suggest agenda items during the “Good of Order” portion of meetings or via an e-mail to the Chair. Agenda items must be submitted at least one week prior to the monthly meeting. Members should make every effort to inform the Chair in advance of topics that may result in a lengthy discussion so that the agenda can be adjusted to accommodate the discussion.

**Guests:** Health & Safety Committee meetings are not open to the public. Guests may join when invited by the VCFA or the Chair. If a member wants to invite a guest, they should submit their request for guests in writing to the chair at least 10 working days before the meeting.

**Updates to this Charter:** The Committee shall review this charter at least once every two years and determine if any changes are needed. The charter may be reviewed more frequently if necessary.