

## **University Wide Health and Safety Committee (U-Wide) Charter**

The U-Wide Health and Safety Committee will convene in accordance with the University of Washington (UW) Administrative Policy Statement (APS) – UW Health and Safety Committees ([APS 10.11](#)) and [Executive Order 55](#). The committee is comprised of member representation from the organizational Health and Safety Committees (HSCs), unions, the Faculty Senate, the Associated Students of UW, and other organizations that would contribute to discussions of health and safety at UW. The U-Wide reports to and advises the Environmental Health and Safety (EH&S) Senior Director. The U-Wide committee is conducted in accordance to Robert's Rules of Order.

**Purpose:** The U-Wide is structured to encourage respect, excellence, collaboration, integrity, and innovation in support of the University of Washington's safety culture. The responsibilities of the committee are to:

- Coordinate information from the organizational committees to provide consistent campus-wide strategies for health and safety activities and target concerns for organizational committee actions
- Review the number, type, severity, extent, and magnitude of occupational injuries, illnesses, and incidents experienced by University employees based on information presented by its members and EH&S
- Recommend health and safety strategies, policies, and programs to the EH&S Director
- Serve as a contact for employees to help respond to and address employee health and safety concerns
- Help EH&S in motivating the campus community to create and maintain a safe and healthful environment
- Communicate back to the individual organizational Health and Safety Committees on University health and safety issues

More information on the U-Wide Committee and the organizational committees can be found on the EH&S [safety committee webpage](#).

**Membership:** The U-Wide is comprised of elected and appointed members from the ten organizational Health and Safety Committees, a representative from the Faculty Senate, the Associated Students of UW and ex officio members from Risk Services, Environmental Health and Safety, Attorney General's Office, Capital Planning and Development, Facilities Services, Transportation Services, UW Emergency Management, University of Washington Police Department (UWPD), and members of unions representing UW employees and students.

Each HSC may select two representatives to sit on the U-Wide. At least one of the representatives must be an elected member to the organizational HSC.

The Faculty Senate may choose one person to represent that body as a voting member on the U-Wide. The U-Wide considers this representative as "elected".

The President of the Associated Students of University of Washington (ASUW) may arrange for one person to represent that body as a voting member of the U-Wide. This representative is considered to be “elected”.

Ex officio members are subject matter experts and/or UW Health and Safety stakeholders nominated and approved by the U-Wide committee members.

U-Wide 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](#).

**Voting and Quorum:** Organization HSC members and members representing the unions and Faculty Senate are voting members and count towards quorum. Ex officio members and EH&S staff are non-voting members and do not count towards quorum. Quorum is the majority (>50%) of voting members. Proxy members attending on behalf of a voting member also have voting rights.

**Meeting Frequency and Length:** The U-Wide Committee meetings will be held monthly for at least 90 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.

### **Responsibilities:**

Chair and Vice Chair: At the January meeting of each new two-year term, the U-Wide committee will elect a Chair and Vice Chair to facilitate the U-Wide Health and Safety Committee’s monthly meetings. The Chair is responsible for conducting the meeting and ensuring that meetings stay on track by following the established agenda. The Chair will meet with EH&S prior to each monthly meeting to set the agenda and plan upcoming meetings, presentations, and any meetings held at alternative locations. The Vice Chair is responsible to carry out these responsibilities in the absence of the Chair. The Vice Chair should attend at least one of the agenda-setting meetings with the Chair and EH&S each term.

Members: Members are responsible for ensuring that they attend the U-Wide committee when possible. Should a member be unable to attend an upcoming meeting, he/she should inform the Chair or the designated EH&S representative and mention whether or not a proxy will be sent.

For organizational committees, the attendance responsibility can be met by ensuring that at least one of two representatives will be in attendance. In the case that both representatives of an organizational committee are unable to attend, the representatives should attempt to identify another member from their organizational committee that can attend as a proxy. If both representatives of an organizational committee’s representatives are absent from three consecutive U-Wide meetings, the respective organizational committee must select at least one new U-Wide representative that can reliably attend the U-Wide meetings on a consistent basis.

Ex officio, union, and Faculty Senate members will make every effort to attend or to send a proxy and/or alternate representative to the U-Wide in his/her place.

Members are also responsible for reporting out at each U-Wide meeting. Reports can include:

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

**Environmental Health & Safety:** The Occupational Safety & Health Assistant Director and the Accident Prevention Unit staff are the designated EH&S staff representatives for the U-Wide Committee. They are responsible for:

- Ensuring a room is reserved for the meeting
- Preparatory meeting with the Chair prior to each U-Wide meeting to determine the agenda
- Assist with the scheduling and coordination of presenters and meetings or trips held at a different location
- Taking meeting minutes during each U-Wide meeting and posting minutes on the [EH&S safety committee webpage](#) under U-Wide Meeting Minutes
- Ensuring that the U-Wide website information is kept up-to-date
- Ensuring that the U-Wide membership is kept up-to-date and vacancies are filled as needed
- Maintaining the original charter document and updating the document when requested by the committee

**Agenda Setting:** The agenda for the U-Wide committee is set in advance during a preparatory meeting between EH&S and the Chair. Members are encouraged to suggest agenda items during the “Good of Order” portion of meetings or via an e-mail to EH&S or the Chair. Agenda items must be submitted at least one week prior to the monthly U-Wide meeting. Members should make every effort to inform EH&S or 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:** The U-Wide committee is not open to the public. Guests are welcome when invited by a member of the U-Wide. Members should inform the Chair or designated EH&S representative in advance of the meeting that they plan to bring a guest.

**Updates to this Charter:** The U-Wide committee shall review the charter at least once a term and determine if any changes are needed.