

## UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE (U-WIDE) CHARTER

The U-Wide Health and Safety Committee (U-Wide) will convene per the University of Washington (UW) Administrative Policy Statement (APS) – UW Health and Safety Committees ([APS 10.11](#)) and [Executive Order 55](#). Members include elected, appointed, and Ex Officio employees. Meetings are conducted utilizing Robert’s Rules of Order. The U-Wide reports to and advises the UW Environmental Health & Safety Department (EH&S) senior director.

### Purpose

The U-Wide is structured to help prevent workplace injuries and illnesses, help foster a strong culture of safety, and assist the University in meeting workplace health and safety compliance requirements. The U-wide values and encourages respect, excellence, collaboration, integrity, and innovation in support of the University of Washington’s safety culture. The responsibilities of the committee are to:

- Provide information from the organizational safety committees that could contribute to campus-wide health and safety strategies.
- Review the number, type, and severity of injuries, illnesses, and incidents based on information from its members and EH&S.
- Recommend health and safety strategies, policies, and programs to the EH&S senior director.
- Serve as a contact to help address employee health and safety concerns.
- Help EH&S with outreach and communications to the campus community to create and maintain a safe and healthful workplace and environment.
- Communicate back to the individual organizational health and safety committees on University health and safety issues.

More information on the U-Wide and the organizational committees can be found on the [Health and Safety Committees webpage](#) on the EH&S website.

### Membership

The U-Wide comprises elected and appointed voting members from the ten organizational Health and Safety Committees. Each of the ten committees designates for U-Wide membership their chair and one additional voting representative, at least one of whom must be elected. In addition, the U-Wide invites the Faculty Senate, the Graduate & Professional Student Senate (GPSS), the Associated Students of UW (ASUW), and labor unions that represent UW employees and students to each choose one person to represent that body as a voting member on the U-Wide. These representatives are considered employee-elected members. U-Wide union representatives must also serve as members of an organizational committee. Union bargaining agreements with the University specify their right to representation on specific health and safety committees.

The U-Wide also includes non-voting Ex Officio members from University units that have specific subject matter expertise or specific institutional responsibilities for areas of safety at the UW. Examples of units with Ex Officio representatives include Compliance and Risk Services, Division of Campus Community

Safety, UW Human Resources (UWHR), Attorney General's Office, UW Facilities, the Department of Environmental & Occupational Health Sciences (DEOHS), UW Tacoma, and UW Bothell.

The number of appointed voting members on the U-Wide may not exceed the number of elected voting members. U-Wide 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 [Guide to the University of Washington Health and Safety Committee \(HSC\) Elections](#).

Members of the U-Wide are expected to promote and model the University values of diversity, equity, and inclusion, and principles of integrity, excellence, collaboration, innovation, and respect. Members represent different and unique workplace settings, occupational activities, identities, characteristics, experiences, and perspectives. All members should be supported with the access, resources, and opportunities they need to succeed. The U-Wide offers a welcoming culture in which differences are celebrated, and everyone is valued and respected.

### **Responsibilities**

Chair and vice chair: At the first meeting of the U-Wide term in February, the U-Wide elects a chair and vice chair to facilitate the U-Wide monthly meetings. The U-Wide 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 as needed to plan upcoming meetings. The vice chair is responsible for fulfilling these responsibilities in the absence of the chair.

Members: Every member is responsible for ensuring that they attend the U-Wide when possible and should attempt to send a proxy when they cannot attend. Should a member be unable to attend an upcoming meeting, they should inform the chair or the designated EH&S representative and mention whether a proxy will be sent. Members serve as liaisons for their committees, units, and staff represented at the U-wide.

If a representative of an organizational committee is absent from three consecutive U-Wide meetings without sending a proxy, the respective organizational committee must select a new U-Wide representative who can reliably attend the U-Wide meetings consistently.

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.
- A summary of any concerning workplace incident reports, valuable follow-up actions, or notable incident trends.
- Brief updates on new health and safety initiatives or concerns occurring within the represented HSC, organization, union, or department.

Environmental Health & Safety Department: The EH&S Occupational Safety & Health section provides administrative support and facilitates the U-wide. The Assistant Director for Occupational Safety and Health, the Accident Prevention Manager, the Accident Prevention Specialist, and our Administrative Assistant attend meetings and have designated roles. EH&S is responsible for:

- Assisting the U-Wide in fulfilling the responsibilities outlined in the WA Administrative Code and University policy.
- Maintaining the U-Wide charter by reviewing it with U-Wide members at least once per term or more frequently as needed to determine whether any changes are needed.
- Maintaining the membership roster and ensuring that membership vacancies are filled.
- Maintaining the Health and Safety Committee SharePoint site and website.
- Setting up the meeting and sending out invitations
- Preparing meeting agenda before each U-Wide meeting.
- Assisting with the scheduling and coordination of presenters and meetings or trips held at a different location.
- Taking meeting minutes and sharing them with the attendees. Addressing and tracking the resolution of action items post-meeting

### **Voting and Quorum**

Organizational HSC members and members representing the unions, senates, and ASUW are voting members and count towards a quorum. Ex Officio members and EH&S staff are non-voting attendees and do not count towards a quorum. Quorum is the majority (>50%) of voting members according to the current roster. A quorum is necessary for votes. Proxy members from the same HSC who attend on behalf of a voting member assume voting rights for that meeting.

### **Meeting Frequency and Length**

In January of the new term, organizational HSCs elect their U-wide representatives, so there is no January U-Wide meeting. After that, U-Wide meetings are scheduled monthly or as determined for 90 minutes. The date of the monthly meetings will be determined at the February meeting of each new term. A meeting can be extended or ended early by a majority vote.

### **Agenda Setting**

The agenda for the U-Wide is set in advance with input from EH&S leadership and the chair(s). Members are encouraged to suggest agenda items during the “Good of the Order” portion of meetings or via an e-mail to EH&S or the chair. Agenda items must be submitted at least two weeks before 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 meeting is not subject to the Open Public Meetings Act and is not open to the public. Guests may be invited by a member of the U-Wide with advance notification and concurrence of the Chair and EH&S.