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 composed of member representation from the organizational health and safety committees (HSCs), unions, the Faculty Senate, the Associated Students of the University of Washington, and other organizations that would contribute to discussions of health and safety at the UW. The U-Wide reports to and advises the UW Environmental Health & Safety Department (EH&S) senior director. U-Wide meetings are conducted in accordance with 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 injuries, illnesses, and incidents based on information presented by its members and EH&S
- Recommend health and safety strategies, policies, and programs to the EH&S senior 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 and the organizational committees can be found on the Health and Safety Committees webpage on the EH&S website.

Membership: The U-Wide is composed of elected and appointed members from the ten organizational Health and Safety Committees, a representative from the Faculty Senate, a representative from the Associated Students of UW, and members of unions representing UW employees and students. The U-Wide also includes ex-officio members from Risk Services, EH&S, Attorney General’s Office, UW Facilities, University of Washington Police Department (UWPD), the Department of Environmental & Occupational Health Sciences (DEOHS), UW Tacoma, and UW Bothell.

Members on the U-Wide support diversity, equity, and inclusion principles of integrity, excellence, collaboration, innovation, and respect. Members represent different and unique identities, characteristics, experiences, and perspectives. Members should be supported with the access,
resources, and opportunities they need to succeed, especially those who are underrepresented or have been historically disadvantaged. The U-Wide offers a welcoming culture in which differences are celebrated, and everyone is valued and respected.

- Each of the organizational health and safety committees designates for U-Wide membership their chair and one additional representative, at least one of whom must be elected. The number of appointed members on the U-Wide may not exceed the number of elected members.

- 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 the 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 an “elected” member.

- Unions are entitled to representation on the U-Wide and on any specific organizational HSC when the union's bargaining agreement with the University specifically provides for representation on that committee. The appropriate U-Wide designee must also serve as a member of an organizational committee. Union representatives are considered employee-elected representatives.

- Ex-officio members are subject matter experts and/or UW health and safety stakeholders nominated and approved by U-Wide 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 University of Washington Health and Safety Committee (HSC) Elections.

**Voting and Quorum:** Organizational HSC members and members representing the unions, Faculty Senate, and ASUW 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. Quorum is necessary for votes. Proxy members from the same HSC who attend on behalf of a voting member also have voting rights.

**Meeting Frequency and Length:** U-Wide meetings are 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 elects a chair and vice chair to facilitate the U-Wide 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 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.

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.

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 assistant director for Occupational Safety & Health and the Accident Prevention Specialist are the designated EH&S staff representatives on the U-Wide. They are responsible for:

- Setting up the meeting and sending out invites
- 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 Health and Safety Committee webpage on the EH&S website
- Ensuring that the U-Wide information is updated on the Health and Safety Committee webpage
- Ensuring that the U-Wide membership 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 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 the 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 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 if they plan to bring a guest.

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