

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

The U-Wide Health and Safety Committee (U-Wide) 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](#). Members include elected, appointed, and Ex Officio employees. Meetings are conducted in accordance with 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 encourage 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 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 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 to help 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

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.

The U-Wide comprises elected and appointed members from the ten organizational Health and Safety Committees. Each of the ten committees designates for U-Wide membership their chair and one additional 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 a member 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 invites Ex Officio members from other organizations that can contribute to discussions of health and safety at the UW: Risk Services, EH&S, UW Emergency Management (UWEM), UW Human Resources (UWHR), Attorney General's Office, UW Facilities and UW Facilities Transportation Services, University of Washington Police Department (UWPD), the Department of Environmental & Occupational Health Sciences (DEOHS), UW Tacoma, and UW Bothell. Ex Officio members are subject matter experts and/or UW health and safety stakeholders nominated and approved by U-Wide members.

The number of appointed members on the U-Wide may not exceed the number of elected 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](#).

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 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 for carrying 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: 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.

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 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 novel 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 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.
- Preparing meeting agenda with the chair prior to each U-Wide meeting.
- Assisting 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. Addressing action items post-meeting and communicating results in the minutes or in subsequent meetings.
- Ensuring the U-Wide information is updated on the Health and Safety Committee webpage.
- Maintaining the membership roster and ensuring that membership vacancies are filled.
- Reviewing this charter document with U-Wide members once per term to determine whether any changes are needed and updating the document upon request by the committee.

Voting and Quorum

Organizational HSC members and members representing the unions, senates, 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 according to the current roster. 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 are electing their U-wide representatives, so there is no January U-Wide meeting. After that, U-Wide meetings are held monthly for at least 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 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 two weeks 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.