



UNIVERSITY OF
MARY WASHINGTON

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SAFETY COMMITTEE PROCEDURES

MARCH 2021 REVISION

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INTRODUCTION

The Safety Committee was established in June of 1999 in response to Executive Order 52 (1999) from then-Governor Jim Gilmore. The Safety Committee focus was to assist in reducing workplace incidents and reviewing accidents. Since the establishment, several updates have been made to EO52. These updated Executive Orders reiterate and strengthen the Commonwealth's commitment to safety in the workplace.

PURPOSE

The purpose of the UMW Safety Committee is to create and maintain active participation in developing and promoting a healthy and safe work environment. The committee brings together labor and management in a non-adversarial and cooperative effort, benefiting the community. The committee also brings student perspective to the committee, giving the committee different viewpoints and allows for committee transparency.

MISSION

The mission of the University of Mary Washington (UMW) Safety Committee is to promote a healthy and safe living, learning, and working environment through safe practices by protecting students, staff, faculty, contractors, and visitors to the campus, as well as protecting buildings, equipment, grounds, and other property.

RESPONSIBILITIES

1. Promote safety awareness throughout the university.
2. Assisting in safety inspections of buildings, grounds, and work sites on a periodic basis.
3. Reviewing all safety-related incidents, injuries, accidents, and illnesses on a regular basis. This includes investigation, recommending corrective action, follow-up, and compliance.
4. Coordinating with other departments to monitor completion and compliance of all training and inspections.
5. Ensuring current campus workplace safety programs are up-to-date and effective.

EXTENT OF AUTHORITY

The Safety Committee advises management of the University on health and safety issues in the workplace. Formal recommendations will be submitted to management. Management shall consider the recommendations and respond in writing to the committee within a reasonable time.

REPRESENTATIVES

The Safety Committee shall be comprised of members representing employees, the employer, and students from a variety of areas of the University. The committee will be comprised of at least four non-executive committee members at all times. The committee shall not contain more employer representatives than employee representatives at any time.

Employee representatives are solicited by the Director of Emergency Management & Safety via online application process each year on or around February 1st. Committee terms begin on March 1st, and are valid for 1 year. Committee members may serve up to two consecutive years, if approved through the normal application process. Committee members who have served 2 consecutive years may not reapply for at least 1 year. Appointments to the Committee for employee representatives are decided by the Chair of the Safety Committee from valid applications for open positions.

Employer representatives are solicited by the Director of Emergency Management & Safety via online application process each year on or around February 1st. Appointments to the Committee for employee representatives are decided by the Chair of the Safety Committee from valid applications for open positions. Employer representatives may also be appointed by the Vice President of Administration and Finance. Employer representatives may be rotated as business needs dictate.

Student representatives are solicited by the Director of Emergency Management & Safety via online application process each year on or around August 1st and shall serve for the academic year on the committee. Student representatives may serve up to two consecutive years, if approved through the normal application process. Appointments to the Committee for student representatives are decided by the Chair of the Safety Committee from valid applications for open positions.

VACANCIES AND ABANDONMENT

Vacancies on the committee may be filled by an application process.

In the event of abandonment of position prior to the committee cycle, the committee chair may appoint an individual to fill the remainder of the term that was abandoned. If the appointment is for a period of under six months, it shall not be treated as a full term for reappointment purposes.

COMMITTEE CHAIR, VICE-CHAIR, AND SECRETARY

The committee chair shall be the Director of the Office of Emergency Management & Safety (OEMS). The committee vice-chair shall be the Institutional Safety Officer. If the Institutional Safety Officer is not available due to position vacancy, the Director of OEMS shall appoint a committee vice-chair. The committee secretary shall be the Business Manager for the Department of Public Safety.

DUTIES OF THE COMMITTEE CHAIR

- Schedule monthly committee meetings.
- Develop agenda topics for the month.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.
- Review and maintain compliance with training and inspections.

DUTIES OF THE COMMITTEE VICE CHAIR

- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

DUTIES OF THE COMMITTEE SECRETARY

- Distribute invitations and minutes for monthly committee meetings.
- Prepare committee meeting minutes.
- Perform other duties as directed by the chair.

REPORTING RESPONSIBILITIES

The committee reports to the Director of OEMS. When appropriate, the committee may meet with other committees and/or the President's Cabinet to discuss safety issues.

COMMITTEE MEMBER TRAINING

Training topics will be recommended to the committee on a regular basis. The training may include but is not limited to current events, seasonal events, inspections, hazards, and prevention.

MEETINGS AND ATTENDANCE

The committee will meet on the fourth Tuesday of each month at 10:00AM. There may be times where a meeting must be cancelled due to unforeseen circumstances. Every attempt will be made to reschedule the meeting.

Each committee member is expected to attend and participate in the meeting. If the member is not able to attend the meeting, an e-mail shall be sent to the chair about the absence and any business that shall be addressed at the committee level.

MEETING AGENDA

The monthly meeting agenda shall dictate the order in which the committee conducts its business. The agenda shall include the following:

- Previous meeting minutes for approval.
- Old business, including status report of health and safety concerns under review.
- Workplace near-miss incidents, accidents, illnesses, or deaths.
- Training and inspection requirements.
- New business and correspondence with the committee.

EMPLOYEE INVOLVEMENT

The Safety Committee shall encourage employees to identify health and safety issues and hazards in the workplace. Concerns raised by employees shall be presented to the committee for review. This can be done by contacting a Safety Committee Member, submitting a Safety Form on the OEMS website, or by e-mailing safety@umw.edu with the concern.

GUESTS

The Safety Committee meetings are not open to the public. Guests are welcome when invited by a member of the Safety Committee and approved by the committee chair.