

Campus Safety Committee Charter

Created: 7/1/2013

Revised 12/11/2019

1.0 Purpose

Portland State University (PSU) Campus Safety Committee (CSC) is committed to providing a safe and healthy workplace for all faculty, staff, students, and visitors to the University. In furtherance of that mission, the PSU CSC operates in accordance with Oregon Administrative Rule (OAR) 437-001-0765. The Committee also fulfills the functions outlined in the SEIU Local 503, OPEU Collective Bargaining Agreement, Articles: 56 - 58.

The Campus Safety Committee is a cooperative effort to communicate and evaluate safety and health issues by making recommendations for improvement to campus administration. The Campus Safety Committee is administered by the Environmental Health and Safety department. This charter defines the objectives, operations, membership, and responsibilities of the Campus Safety Committee.

The Campus Safety Committee is the collection point where all other department specific safety committees shall report safety issues.

2.0 Committee Objectives

The Campus Safety Committee works with the PSU Administration to attain the following objectives:

- Bring employees and administration together in a cooperative environment to promote safety and health.
- Assist the administration in making continuous improvements to PSU safety and health programs.

3.0 Committee Reporting:

The CSC will report to the Associate Vice President of Risk Management and Contracts.

4.0 Committee Operations:

- CSC Meetings are held monthly and are open to all PSU employees.
- CSC Meeting agendas follow the Committee's standing agenda. Individuals may contact the Committee Chairperson, Secretary, or EHS to place items on the agenda for the meeting.
- Meeting minutes are recorded and distributed prior to the following month's meeting.
- Motions (e.g., regarding internal operations, procedures, membership and recommendations to forward to management for consideration) are passed by a simple majority vote. A quorum must be reached for a vote to be held. Quorum is met when there are 50% +1 members present.

- Members are compensated at their regular rate of pay for meeting attendance and Committee activities.
- EHS provides administrative support to the Committee.

5.0 Safety Committee Roles:

The Campus Safety Committee is made up of:

- Committee Members
- Committee Chairperson,
- Vice Chairperson
- Alternate Member (Proxy)

5.1 Committee Members

Committee Members are volunteer staff, faculty, and student-employee members of the campus community. Members represent specific departments, groups, other specific safety committees or function of the University and bring forth health and safety concerns to the committee. Committee Members relay information back to their respective department, group, or function to which they are representing.

5.2 Committee Chairperson

Committee Chairperson is elected from among the committee members. The Chair directs meetings, prepares reports, and communicates with upper management. The Chair will serve for a minimum of two years.

5.3 Committee Vice-Chairperson

The Vice Chairperson is elected from among the committee and will service for the Campus Safety Committee for a minimum of one year. Vice Chair assists the Chair and supports any sub-committees which may be created. The Vice Chair can support and run meetings when the Chair is absent. The Vice Chair shall assume the role of Chair if the Chair steps down from the position prior to the completion of their term.

5.4 Alternate Members (Proxy)

An Alternate Members (Proxy) is either an employer-selected or employee-elected/ volunteer from the same represented group that serves in the place for an absent committee member. Alternate members may attend any meeting, but only have voting privileges when the primary member is absent.

6.0 Committee Membership

Committee membership is comprised of at least as many employee representatives (i.e., members from campus labor groups) as employer representatives (i.e., campus management and administration). Employee representatives may be appointed by their respective bargaining units or may volunteer. Members represent the major activities that occur at PSU, including but not limited to teaching, research, and facilities management. Each member serves at least a two-year term whenever possible. Membership terms of service are staggered so that at least one experienced member is always serving on the committee. Committee membership will be renewed every two years with recommendations made from the Director of EHS and the Chairperson of the Committee.

Terms of membership start, and are renewed, in July of every year. Members choosing to no longer serve on the committee will step off the committee in June.

The CSC will be composed of members who best represent campus-wide interests. At a minimum, standing representation from Environmental Health and Safety, Facilities and Property Management, Campus Public Safety, and Human Resources. As such, the CSC will solicit volunteer representation from the following departments:

AAUP - (American Association of University Professors)	IATSE - (International Alliance of Theatrical Stage Employees)
Art and Architecture	International Affairs
ASRC - (Academic and Student Recreation Center)	ML - (Millar Library)
CESO - (Conference and Events Service Office)	OIT - (Office of Information Technology)
College of Education	PRCE or/ PREM - PPEM Group Property Management
CPC - (Capital Projects and Construction) CPO (Campus Planning Office)	PSUA - (Portland State University Athletics)
CPSO - (Campus Public Safety Office)	PSUFA - (PSU American Federation of Teachers)
Diversity and Multicultural Student Services	SEIU - (Service Employees International Union)
EH&S - (Environmental Health and Safety)	SHAC - (Student Health and Counseling)
Emergency Management - Fire Prevention	SMSU - (Smith Memorial Student Union - Operations)
Engineering and Computer Science	SMSU - (Smith Memorial Student Union)
FPM - (Facilities and Property Management)	EHS Student Workers
GEU - (Graduate Employees Union)	TAPS - (Transportation and Parking Services)
HGDC - (Hellen Gordon Childhood Development Center/Other Childcare Providers)	UHRL - (University Housing and Residence Life)
HR - (Human Resources)	

6.1 Committee Member Attendance

- Members shall attend and participate in meetings (at least **eight** of the twelve meetings annually.)
- If members are unable to attend they shall send a proxy in their place that is from the same department or division that they represent on the Committee.

- If members are unable to attend the meeting in person, participation may be by way of phone call to listen and participate.
- Members should notify the Chairperson in case of a planned absence ahead of the meeting, and a Proxy is unable to attend as well.

6.2 Committee Member Replacement / Removal

If a Committee Member's ongoing lack of participation is a concern to the Safety Committee, the Chairperson contacts the member to determine if they are still available for continued participation. The Chairperson on consultation with the Director of Environmental Health and Safety may decide to replace the member. If the Committee Member was appointed by a specific department head, the Committee Chair will notify the department head of the vacancy and seek a new representative.

7.0 Committee Roles

The Safety Committee's roles are to:

- Ensure accident investigation procedures are in place and adequate enough to identify and correct hazards.
- Ensures a system exists for employees to report hazards and safety and health related suggestions and ensure a timely response to these suggestions.
- Review inspection reports and accident and incident investigations and make recommendations to management for ways to prevent future injuries and accidents.
- Make safety committee meeting minutes available for all employees to review.
- As needed, evaluate safety programs and procedures on campus and recommend improvements.
- Conduct workplace safety and health inspections.
- Identify and recommend to management possible improvements to equipment, programs, and/or procedures to improve health and safety on campus.
- Assist the Committee Chair in the development of an annual report.

8.0 Committee Training

The Environmental Health and Safety Department (EHS) provides training to Committee members regarding:

- The purpose of the Safety Committee.
- The scope of the Committee's functions and responsibilities.
- Hazard identification.
- The principles of accident and incident investigations.

Refresher training is provided periodically and is required for all permanent members to be on the committee.

9.0 Committee Communications

- CSC Meeting minutes are posted on the PSU Safety Committee website.

- When the Safety Committee develops a recommendation that requires resources to complete, a written request is submitted to the Associate Vice President, Risk Management & Contracting and/or other appropriate PSU administrators.
- Safety Committee recommendations that require facilities maintenance or repairs are communicated through the EHS committee representative to the appropriate work group, generally through the PSU Work Order System for small and/or routine items. For larger projects, the EHS committee representative and the Safety Committee Chair develop and deliver proposals to the Associate Vice President for Planning, Construction & Real Estate for funding consideration. If projects require alternative or additional funding sources, proposals will be routed to the appropriate department head.
- Following the final meeting of each fiscal year, an annual report is drafted by the Committee Chairperson and provided to the Associate Vice President, Risk Management & Contracting. The annual report details Committee accomplishments over the past year, goals for the next year and any requests for funding, resources or support.
- The Committee Chairperson shall update the committee on recommendations brought to the PSU Administration.

10.0 Recordkeeping

- Meeting minutes are archived and maintained by EHS.
- This charter is reviewed every two years and revised as needed.