

University Health and Safety Council Charter and Bylaws

Charter

Article I ~ Name and Purpose

This council shall be known as the Central Washington University (CWU) Health and Safety Council and is established in accordance with Washington Administrative Code (WAC) 296-800-13020.

The CWU Health and Safety Council shall serve the CWU community as an advocacy and review panel for health and safety issues as they relate to the Strategic Plan under the governance of the Office of the Vice President of Operations of CWU and/or the Office of the President of CWU.

The responsibilities of the CWU Health and Safety Council include, but are not limited to the following:

- Evaluate the CWU workplace accident prevention program and discuss recommendations for improvement.
- Coordinate information from the department safety committees to provide consistent campus-wide strategies for health and safety activities and target concerns for department safety committee actions.
- Review the number, type, severity, extent, and magnitude of occupational injuries, illnesses, and incidents experienced by CWU employees based on information provided by its members and EH&S.
- Recommend health and safety strategies, policies, programs, and procedures to the EH&S Manager.
- Serve as a contact for employees to help respond to and address employee health and safety concerns.
- Support and promote efforts to motivate the campus community in creating and maintaining a safe and healthful work environment.
- Communicate back to the department health and safety committees on campus-wide health and safety issues.

Article II ~ Membership

Membership

Membership will be representative of CWU employees and consists of both employee-elected and employer-selected members. The number of employee-elected members on the council must equal or exceed the number of employer-selected members. Members may serve more than one role but may not represent both an employee-elected and employer-selected role. The council is comprised of member representation from the department safety committees, unions, the Faculty Senate, the Associated Students of CWU, and other organizations that would contribute to discussions of health and safety at CWU. Ex-officio members are subject matter experts and/or CWU health and safety stakeholders nominated and approved by the CWU Health and Safety Council members. Membership of the council is as shown below.

Employee-Elected:

- Faculty Senate representatives (2)
- Academic Department Chairs Organization (ADCO) (1)
- United Faculty of Central (UFC) (1)
- Civil Service – PSE (1)
- Civil Service – Non-Represented (1)
- Civil Service – WFSE (2)
- Exempt Employees (1)
- Associated Students of CWU (1)

Employer-Selected:

- University Police and Public Safety (1)
- Emergency Management (1)
- Human Resources (1)
- Facilities Management (1)
- College safety committee representatives (1 per college)

Ex-Officio:

- Vice President of Operations
- EH&S Manager
- Capital Planning and Development

Appointments and Terms

This council is a standing university committee. Per WAC 296-800-13020, the term of employee-elected members is a maximum of one year. There is no limit to the number of terms a member can serve. If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting. Appointments to the council for employer-selected members shall be with the approval of the Vice President of Operations for CWU in conjunction with EH&S Manager.

CWU Health and Safety Council members may submit names of potential members for the council. The appointments are made official by the Vice President of Operations.

Voting and Quorum

Employee-elected and employer-selected members are voting members and count towards quorum. Ex officio members and EH&S staff who are not employee-elected members are non-voting members and do not count toward quorum. Quorum is met when the majority (>50%) of voting members are present. Proxy members attending on behalf of a voting member also have voting rights.

Bylaws

Section A ~ Officers and Their Duties

The Chair of the CWU Health and Safety Council is the only officer. This officer will hold their position indefinitely or until such time as they request to be removed, leave the employ of CWU, or are asked to step down from the council by the Vice President of Operations.

The Chair shall:

- Be elected by members of the CWU Health and Safety Council.
- Collaborate with the EH&S Manager and Vice President of Operations to identify agenda items for future meetings or task forces to accomplish a goal.
- Work closely with the CWU Health and Safety Council members and delegate tasks as appropriate.
- Conduct the meeting and ensure that meetings stay on track by following the established agenda.

The Members shall:

- All representative members including departmental, union, and Faculty Senate members will make every effort to attend or to send a proxy/alternate representative to the CWU Health and Safety Council.
- If a member is unable to attend an upcoming meeting, the member should inform the Chair or an EH&S representative and mention whether a proxy will be sent.
- In an effort to support full contribution of all council members, the council may choose to terminate a member's membership and initiate the process of recruiting a new member if one of the following conditions exists: The member has two un-notified absences in a row ("un-notified" means the member did not contact the Chair before the upcoming meeting to indicate they would be absent at the upcoming meeting) or the member has three notified absences in a row. Sending an alternate does not count as an absence, however reliance on alternate representation for more than one third of the total number of council meetings in a twelve-month period may be considered cause for termination.
- Ex officio members should attend CWU Health and Safety Council meetings whenever possible.

The EH&S staff shall:

- Ensure a room is reserved for the meeting.
- Keep records of the attendance of members at meetings.
- Keep a record of discussion and recommendations. Minutes must be prepared for each council meeting and preserved for at least one year.
- Assist with maintaining a permanent record file of CWU Health and Safety Council activities and membership.

- Assist with distributing minutes of CWU Health and Safety Council meetings and copies of other documents to team members and others who may be concerned or affected.
- Upload the minutes to the University Health and Safety Council website.
- Ensure the CWU Health and Safety Council website is kept up-to-date.
- Ensure that the council membership is kept up-to-date and vacancies are filled as needed.
- Be willing to assist the Chair of the CWU Health and Safety Council in preparing for meetings, including report generation and other correspondence as needed/requested.
- Maintain the original charter document and update the document when requested by the council.
- EH&S staff shall have administrative assistance from the Vice President of Operations and the use of CWU resources in performing these functions.

Section B ~ Meetings

The CWU Health and Safety Council will meet regularly during the calendar months of September through June, conducting at least one meeting every other month. At least one meeting will occur in the summer months of July and August. This meeting will encompass all centers, facilities, and campuses at one central meeting date and time. Additional meetings may be scheduled at the direction of the EH&S Manager or the Vice President of Operations.

The agenda for the CWU Health and Safety Council is set in advance during a preparatory meeting between EH&S and the Chair. Members are encouraged to suggest agenda items during the “For the Good of the Order” portion of meetings or via an email to EH&S or the Chair. Agenda items must be submitted at least three days prior to the monthly council 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.

Meetings should be one hour or less, unless extended by a majority vote of the council. Certain topics are required by WAC 296-800-13020 to be discussed at the CWU Health and Safety Council, as identified below:

- Review of safety and health inspection reports to help correct safety hazards.
- Evaluate the incident investigations conducted since the last meeting to determine if the cause(s) of the unsafe act or condition was identified and corrected.
- Evaluate the CWU accident prevention program and discuss recommendations for improvement, if needed.

Invitations to meetings will be sent out to all council members, with details provided pertaining to the agenda and any supplementary information. The primary form of communication will be electronic. The CWU Health and Safety Council is open to all members of the CWU campus community. Members should inform the Chair or an EH&S representative in advance of the meeting if they plan to bring a guest.

The CWU Health and Safety Council will strive for a consensus when making decisions. In a case where reaching a consensus becomes a challenge, a straw poll will be conducted and discussion will be encouraged. If the Chair decides that a consensus does not appear to be possible, a vote will be taken. Any motion or proposal must have a two-thirds majority to be approved.

Section C ~ Evaluating the CWU Health and Safety Council Effectiveness

The CWU Health and Safety Council will evaluate effectiveness on an annual basis, including the following information:

- Strategies, policies, programs, or procedures that were reviewed and revised by the council
- Processes that were improved based on the council’s activities or recommendations
- Number of meetings held during the reporting period
- Brief summary of the council’s work during the reporting period
- Near-term and long-term actions and plans
- Whether there are items in this council that warrant broader faculty consultation through the Faculty Senate

Goals and objectives for the council will be formulated at the first regular meeting of the academic year, using the previous year’s safety programs and initiatives as well as the previous year’s evaluation of effectiveness.

Section D ~ Charter or Bylaw Changes

The charter or bylaws may be amended or added to by two-thirds vote of active members at any regular or special meeting, with appropriate written notice to all members.

