



May 16, 2019

Jennifer Serne, MS, GSP
Central Washington University
Engineering Technologies, Safety, and Construction

Dear Jennifer,

We appreciate your service to the university in leading the Health and Safety Council (HSC) and are honored to be partners with you in further developing our safety culture here at CWU. The charter below outlines the purpose, membership, and duties of the council. As you lead the council to accomplish the goals outlined in the charter below, please let our office know how to best support you.

I look forward to working with you this coming academic year in realizing the outcomes referenced in the charter.

Sincerely,

Andreas Bohman
VP of Operations

Office of the Vice President of University Operations

400 E University Way • Ellensburg WA 98926-7405 • Office: 509-963-2425

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EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

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CWU Health and Safety Council Charter

Article I ~ Name and Purpose

This council shall be known as the CWU Health and Safety Council (HSC) and is established in accordance with Washington Administrative Code (WAC) 296-800-13020. The overall purpose of the HSC is to develop and implement efforts to motivate the campus community in creating and maintaining a culture of safety and healthful work environment. The members of the HSC should give thoughtful consideration and seek expert opinions from those they represent.

To assure the safe and healthful working conditions of students and employees at CWU, the HSC is charged with creating, maintaining, continuing, and enhancing the industrial safety and health program of the university. The HSC falls under the governance and authority of the Vice President of Operations of CWU.

Other activities include, but are not limited to:

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate the CWU workplace accident prevention program and discuss recommendations for improvement.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Recommend, draft, review, present, and communicate policies and procedures related to campus health and safety in collaboration with Environmental Health & Safety (EH&S).

Article II ~ Membership

Membership will be representative of CWU employees. Membership of the council is as shown below.

- Faculty Senate representatives (2)
- Civil Service – PSE (1)
- Civil Service – Non-Represented (1)
- Civil Service – WFSE (2)
- Exempt Employees (1)
- Associated Students of CWU (1)
- Emergency Management (1)
- Human Resources (1)
- Facilities Management (1)
- College safety committee representatives (2)
- EH&S (1)

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Appointments and Terms

Per WAC 296-800-13020, the term of members is a maximum of one year. There is no limit to the number of terms a member can serve.

Voting and Quorum

All members and proxies count towards quorum for voting. Eight voting members is considered a quorum.

Bylaws

Section A ~ Officers and Their Duties

The Chair will hold their position indefinitely or until 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 HSC.
- 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 HSC in realizing health and safety outcomes.
- Conduct the meeting and ensure that meetings stay on track by following the established agenda.
- Document attendance and capture subjects discussed.
- Ensure minutes are preserved for a minimum of one year and make them available for review by safety and health consultation personnel of the department of labor and industries.

The Members shall:

- Attend the HSC meetings. If a member is unable to attend a meeting, the member should inform the Chair and mention whether a proxy will be sent.

Section B ~ Meetings

The CWU HSC 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.

Members are encouraged to suggest agenda items during the “For the Good of the Order” portion of meetings or via an email to the EH&S Manager or the Chair.

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The HSC is open to all members of the campus community.

Section C ~ Evaluating the CWU HSC Effectiveness

The HSC 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.

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