

Chapter 26

SAFETY COMMITTEES & MEETINGS

A. Purpose

Safety committees provide a venue for communicating and evaluating workplace safety and health concerns identified by employees. The EHS/RMS safety committee is intended to represent all EHS/RMS employees on the WSU Pullman campus. All non-management EHS/RMS employees may attend safety committee meetings, a management representative will be present to ensure employee concerns are raised to the management level.

B. References and Resources

1. WSU (SPPM) 2.12 Unit Safety Committees and Meetings
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-12-level3-level4-safety-health-security-committees-meetings/>
2. Washington Administrative Code Safety committees/safety meetings
<https://apps.leg.wa.gov/WAC/default.aspx?cite=296-800-130>
3. Washington State Department of Labor and Industry Safety Meetings and Committees
<https://lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/safety-meetings-and-committees>

C. Safety Committee Structure

Membership

Non-management Representatives:

- Employees elect fellow workers to represent them on the committee.
- Employees elect committee members to serve for a one-year term. Members may be reelected by their peers. There is no limit on the number of terms to which employees may be reelected.
- Vacancies are filled by special election.

Management Representatives:

- The unit administration appoints at least one management representative to the committee.
- The number of management members may not exceed the number of non-management employee members.

Representation by Area

Mandatory Member List

<u>Area</u>	<u>Number Reps</u>	<u>Expiration</u>
Anthropology	1	August 15
Chemistry	1	August 15
Fine Arts	1	August 15
Institute for Shock Physics	1	August 15

Physics & Astronomy	1	August 15
School of Biological Sciences	1	August 15
School of the Environment	1	August 15
Technical Services	1	August 15

Volunteer Member List

<u>Area</u>	<u>Number Reps</u>	<u>Expiration</u>
Criminal Justice	1	August 15
Digital Technology and Culture	1	August 15
English	1	August 15
History	1	August 15
Mathematics and Statistics	1	August 15
School of Music	1	August 15
School of Politics, Philosophy, and Public Affairs	1	August 15
Psychology	1	August 15
School of Languages, Cultures & Race	1	August 15
Sociology	1	August 15

D. College & Departmental Safety Committee Functions

Safety meeting agendas must include the following activities:

- Review Levels 1 & 2 Safety Committee meeting minutes as requested by those committees.
- Assist unit supervisors in promoting or publicizing relevant safety and health topics (i.e., issues, policies, programs, training).
- Evaluate employee safety concerns, reported hazards, and suggestions, and proposing solutions.
- Assist unit supervisors in reviewing job or operating procedures and recommending improvements.
- Evaluate Incident Reports and Supervisor's Accident Investigation Reports to determine causes/problems and recommending methods of prevention or solutions.
- Refer unresolved safety problems to the unit administrator.
- Evaluate the unit's Accident Prevention Program and other applicable safety and health programs (e.g., Chemical Hazard Communication Program, Laboratory Safety Manual) and making recommendations to the unit administrator on improvements.
- Assist unit supervisors in coordinating and conducting annual safety self-inspections.

Optional meeting activities:

- Meeting annually with the unit administrator and supervisors to select projects based on their activities, potential hazards, accident history, and WSU policy requirements.
- Reporting progress on safety projects during safety committee meetings.

E. Documentation

Minutes

- The group appoints or elects a representative to document safety meetings.
- Every Safety Committee in the College must document the minutes of meetings.
 - Committees may use the Safety Meeting Report and Agenda form on SPPM 2.12.4-5 or may create a report to document meetings.

Routing

- Safety Committees must route safety meeting reports to unit Chairs or Directors for signature.
- Departmental Safety Committees will submit signed meeting reports to:
 - The Department by direct distribution to employees or by posting copies on safety bulletin board;
 - The College Safety Committee by posting meeting minutes on the safety database in Teams.

Retention

- Every Safety Committee in CAS will maintain copies of safety meeting reports on file for at least two years, in accordance with University records retention requirements. (See BPPM 90.01.)