**EH&S, WSU Police, and Transportation Services Safety Committee**

## REFERENCES AND RESOURCES:

1. [WSU (SPPM) 2.12 Safety, Health and Security Committees](https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-12/)
2. [WAC 296-800-130 Safety Committees/Safety Meetings](https://app.leg.wa.gov/wac/default.aspx?cite=296-800-130)

**PURPOSE:** Safety committees provide a venue for communicating and evaluating workplace safety and health concerns identified by employees. The safety committee is intended to represent all EH&S, Police and Transportation Services employees on the WSU Pullman campus. All non-management employees may attend safety committee meetings, at least one management representative will be present to ensure employee concerns are raised to the management level.

## SAFETY COMMITTEE STRUCTURE:

**Membership**

Non-management Representatives

* Employees elect fellow workers to represent them on the committee.
* Elected committee members 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

|  |  |  |
| --- | --- | --- |
| Area | Representatives | Notes |
| EH&S | 2 | 1 management, 1 employee representative |
| Police | 2 | 1 management, 1 employee representative |
| Transportation Services | 2 | 1 management, 1 employee representative |

**SAFETY COMMITTEE FUNCTIONS:**

Safety meeting agendas must include the following activities:

* Assist unit supervisors in promoting or publicizing relevant safety and health topics (i.e. contemporary or ongoing concerns, policies, programs, training).
* Evaluate employee safety concerns, reported hazards, and suggestions, and propose solutions.
* Assist unit supervisors in reviewing job procedures and recommending improvements.
* Evaluate Incident Reports and Supervisor's Accident Investigation Reports to determine causes/problems and recommend methods of prevention or solutions.
* Refer unresolved safety problems to the unit administrator(s).
* Evaluate the unit's Accident Prevention Program and other applicable safety and health programs (e.g., Chemical Hazard Communication Program, Laboratory Safety Manual) and make recommendations to the unit administrator(s) for 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.

**DOCUMENTATION**

Minutes

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

Routing

* The Safety Committees must route the safety meeting report to unit administrators or supervisors for signature.
* The Safety Committee will submit signed meeting reports to the unit by direct distribution to employees or by posting copies on safety bulletin board.

Retention

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