

Facilities Planning & Management Safety Committee Operating Guidelines

PURPOSE

The purpose of the Facilities Planning and Management (FPM) Safety Committee is to assist with the implementation and management of the university health and safety program and will continually support the effort to provide a safe and healthy environment for our faculty, staff, students, and visitors. The Committee will act as the voice for the FPM organization and as a forum where health and safety issues can be submitted, evaluated, and the related risk mitigated. The Committee will continually provide support for the development and implementation of best work practices for employees, safety communications, and applicable resources.

The FPM Safety Committee will provide recommendations to the FPM Chief Safety Officer, FPM leadership and/or other respective university departments for safety improvements based on issues presented at Committee meetings. The Committee will encourage representation and participation of all FPM staff to initiate, maintain, and improve safe practices and conditions within their respective work areas and throughout the various locations in which university functions are conducted.

FUNCTION

The Committee will, at the minimum, perform the following functions:

- Discuss safety at all levels of the university to create a Safety culture within the organization and apply a consistent message across the organization.
- Encourage feedback from all members of the FPM units and the university community regarding safety related ideas and issues, along with possible solutions to mitigate the associated risk.
- Partner with university contractors to verify applicable work environments meet university requirements.
- Serve as an advisory group for campus safety issues, providing suggestions and recommendations for resolution.
- Review selected employee injury reports as obtained from the FPM Health and Safety team and/or the Finance Human Resources team. The committee will determine if the causation of the injury was preventable, non-preventable, an occupational hazard, and/or other related circumstance. Indicate the need for corrective action(s) with the FPM Chief Safety Officer coordinating the applicable communication with the appropriate Supervisor. Actions may include a workspace inspection, specialized employee training, or other appropriate remedy in concurrence with regulatory (e.g., Cal/OSHA, etc.) and university Health and Safety program requirements.
- Review all FPM vehicle accidents for appropriate use of the vehicle, causation, and possible fault. Reports findings to the Motor Pool Fleet Supervisor and the FPM Chief Safety Officer for resolution.
- Review injury, illness and near miss reporting and make recommendations for modification within the FPM Injury and Illness Prevention Program (IIPP) as applicable. Maintain and update FPM IIPP documents as needed.
- Provide supervisory staff with resources, communication, and training regarding safety. Receive feedback from all committee members and the FPM organization. Review concerns, develop recommendations and forward information to FPM Leadership.

COMMITTEE MEMBER ACCOUNTABILITY

Members of the FPM Safety Committee shall be composed of diverse staff who are interested in, knowledgeable about, and/or have responsibility for matters related to workplace safety. Regular attendance and active participation are expected of all attendees. The Committee is chaired by a current member of the Committee and consists of one designee from each operating department of the FPM organization, the Office of Environmental health & Safety, and the Finance Human Resources Department.

Committee members shall adhere to the following ground rules of participation:

- Work and communicate cooperatively and effectively between and among Committee members
- A Committee member will serve a maximum of two (2) years with one (1) additional year serving as the Committee Chair. When a vacancy occurs on the Committee, it will be filled only by a member of that represented group from which the seat was vacated. When the Chair is vacated, a majority vote of the Committee, under a quorum, is required to fill that position.
- When the Committee Chair has completed their service, they shall remain on the Committee to assist with transitioning the new Chair for a period of up to three months.
- The transitioning Chair has the option to continue serving as an official voting member for one additional year.
- If a nominee for the new Chair is not made and accepted, the sitting Chair or the FPM Chief Safety Officer will continue in this role until a new Chair is elected. The Committee must agree, under a quorum and by a majority vote, to make either exception.
- Additional guests may be invited to meetings as needed to address specific health and safety concerns. All such persons must be approved by the Committee prior to participation in this capacity and documented in the meeting minutes.
- Provide safety resources for employees, vendors, and contractors

MEETINGS

- The Safety Committee will meet once a month. A standing meeting will be placed on calendars and submit to change as needed.
- A notice for each meeting and a draft agenda will be issued by the Committee Scribe to participants at least one week prior to the meeting date. Members will also be advised at least three days in advance of a meeting cancellation.
- Revisions to the agenda can be made up to 24 hours prior to the meeting.
- Committee Member(s) shall notify the committee Scribe if they are not able to attend or designate another person to attend on their behalf.
- Minutes of each meeting will be recorded by the note taker. They will be circulated to all members at least one (1) week after the meeting. Action items will be noted and discussed at the next scheduled meeting or before.
- The Safety Committee will initiate action on recommended items of the committee and follow those items to conclusion and report the results to FPM Leaders.
- All discussions will be reported in the meeting minutes.

RECORDKEEPING

Keep the following records of FPM Committee business for a minimum three (3) years.

- Meeting agendas and minutes
- Incident reporting

Committee Chair & Committee Scribe

The duties and responsibilities of the Chairperson include, but are not limited to:

- Facilitating Committee meetings and work with the Committee Scribe on agenda items and urgent topics. Assist with gathering feedback for the Safety Share portion of the meeting.
- Consult the FPM Chief Safety Officer on an as-needed basis to support Committee activities
- The Chair shall notify the Committee Scribe if they are not able to attend and will designate another person to run that specific meeting on their behalf.
- Be inclusive to the interest of all Committee members and act in a fair and unbiased manner with respect to the Committee's operation.
- Acknowledge all Committee members' views regarding advice on major issues and work concurrently with the FPM Chief Safety Officer to determine the most prudent course of action to follow on major procedural matters.
- Working to achieve Committee consensus on safety issues, but also understanding when consensus is not possible and look for another possible resolution.
- Review all proposed agenda items prior to scheduled meetings.
- Represent the Safety Committee in public settings.

The duties and responsibilities of the Scribe include, but are not limited to:

- Schedule Safety meetings and ensure all participants are included. Track attendance for each meeting.
- Assist Chair with agenda items and meeting preparation. Record and share all meeting minutes to the Safety Committee.
- Arrange for the appropriate conference rooms for the meetings.
- Act as timekeeper during the meetings
- Handle departmental communication, correspondence or directives developed by the Committee.
- Act as the Custodian of Records for the Committee; partner with Finance Human Resources Department, the FPM Chief Safety Officer, and the Office of Environmental Health and Safety as needed.
- If the Chair is not available, search for a replacement to facilitate the meeting.
- Maintain a current list of the Committee Chair, members, and alternates.