

**Environmental Health and Safety**  
**Document# CHTR02**  
**University Safety Committee Charter**

**Version #1.0**

**Effective: 02/17/2019**

**Revised: New Document**

1. PURPOSE:

The purpose of the Committee is to provide a forum for the University Community to foster a positive safety culture at FAU. Furthermore, the Committee will identify, evaluate, and propose solutions to any unresolved hazardous situations, and subsequently advise the Vice President of Administrative Affairs/Chief Administrative Officer (CAO) and Environmental Health & Safety (EH&S) of its findings and recommendations. The Committee shall encourage comments from anyone in the University Community concerning safety issues relating to FAU operations.

2. CHARTER STATEMENT:

The University Safety Committee (USC) is tasked by the CAO of Florida Atlantic University, to help protect the health and safety of all students, faculty, staff, visitors and the environment, and to comply with all applicable local, state, and federal regulations. This charter outlines the Committee's purpose, membership, details how its role will be fulfilled, and reporting requirements.

3. CONCEPTS AND DEFINITIONS:

3.1. EH&S – Environmental Health and Safety

3.2. Non-Voting Member - Also known as "Ex-Officio", are members of the committee whose presence in a convened meeting does not count toward quorum and who does not cast a vote during committee decisions.

3.3. Proxy Member – Temporary members attending on behalf of another.

3.4. Quorum – The minimum number of members of a committee that must be present (in person or telephonically) at any of its meetings to make the proceedings of that meeting valid.

3.5. University Administration is the administrative leadership of the institution at levels Vice President and above.

3.6. USC – University Safety Committee

3.6.1. Structured to encourage respect, excellence, collaboration, integrity, and innovation in support of the Florida Atlantic University safety culture.

3.6.2. The Committee is comprised of individuals representing the major components of the University.

# Document# CHTR02 – University Safety Committee Charter

---

3.6.3. At a minimum, voting membership will include 8 members selected from the following Offices/Units:

Research	Harbor Branch Campus
Faculty Senate	Information Technology
Facilities (required)	General Counsel (ex-officio)
Emergency Management (required)	Student Affairs (required)
Athletics	Housing
Broward Campuses	Jupiter Campus
University Police (required)	Comparative Medicine
Environmental Health and Safety (ex-officio)	Human Resources
University Police	

## 3.7. University Safety Committee Members

3.7.1. Contribute time and positive energy to collaborate with other committee members during USC meetings and as deemed necessary by the committee to carry out the scope of this charter.

3.7.2. Represent their unit as well as the University as a whole.

3.7.3. Ensure a proxy member is available to attend in their stead, whenever scheduling does not permit their attendance at a meeting.

3.7.4. Maintain confidentiality with sensitive information that may be discussed as a part of the meeting.

3.8. Voting Member – Member of the USC that are counted toward quorum and whose vote is counted when voting on committee decisions.

## 4. RESPONSIBILITIES:

### 4.1. The University Safety Committee

4.1.1. Coordinates information from the departments, units, colleges and campuses of the University to provide consistent campus-wide strategies for an improved safety culture and target concerns for resolution.

4.1.2. Reviews the number, type, severity, extent, and magnitude of occupational injuries, illnesses, and incidents that occur at the University based on information presented by its members and EH&S.

4.1.3. Recommends health and safety strategies to the EH&S Director.

4.1.4. Serves as a contact for employees to help respond to and address employee health and safety concerns.

4.1.5. Assists EH&S in motivating the campus community to create and maintain a safe and healthful environment.

4.1.6. Reviews results of regulatory agency inspections and assisting in correction of any noted violations.

# Document# CHTR02 – University Safety Committee Charter

---

## 4.2. The Chief Administrative Officer (CAO)

4.2.1. Provides institutional oversight of the USC.

4.2.2. Appoints members and a chair to the USC based on recommendations from the committee Chair, EH&S, or appropriate Vice Presidents of the University.

4.2.3. Appoints other representatives as necessary.

## 4.3. Environmental Health and Safety

4.3.1. Provides administrative support to the committee chair for generation of agendas, minutes and setting up meetings.

4.3.2. Provides statistics, reports, and data to the committee in support of its scope.

4.3.3. Evaluates recommendations from the committee.

4.3.4. Distributes minutes and safety updates to the committee members by e-mail or shares in a team application.

4.3.5. Shares targeted communications, as requested by the committee, with faculty, staff, and students via multiple methods.

4.3.6.

## 5. PROCEDURES:

5.1. Chair will coordinate with EH&S for development of agendas, minutes, distribution of documents and information to committee members, and setting up meetings.

5.2. Agenda items will be developed by the Chair, Committee Members, the CAO, or EH&S; however, any individual within the University Community may bring safety matters to the attention of the USC through a member of the Committee.

5.3. All members are voting members and count towards a quorum, excepting members of EH&S and General Counsel. Quorum is the majority (>50%) of voting members. Proxy members attending on behalf of a voting member also have voting rights. The presence of five members of the USC shall constitute a quorum.

5.4. The Committee shall meet bi-monthly and more often if deemed necessary by the Chair, Committee's members, or a member of University Administration.

5.5. The committee will review the charter at least once every 2 years and recommend revision, if needed.

# Document# CHTR02 – University Safety Committee Charter

6. ENFORCEMENT:

N/A

7. RELATED INFORMATION:

- University Policy # 4.1.2, Environmental Health and Safety Policy  
<http://www.fau.edu/policies/files/4.1.2%20University%20Environmental%20Health%20and%20Safety.pdf>

Approved and issued by order of:



Stacy Volnick

VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS

DATE: 1/14/2020

## POLICY MAINTENANCE SECTION

<b>Last Revision Date</b>	New Document
<b>Last Revision By</b>	New Document
<b>Next Review Due</b>	February 2022
<b>Review Frequency</b>	2 years
<b>Version</b>	1
<b>Time-sensitive Items</b>	Needed for reconstitution of the committee with new chair and members

**THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.**

8. RECORD OF CHANGES/STATUS CONTROL:

Version	Date	Summary of Changes	Reviewed By
1.0	02/01/2020	New Document	• N/A