



## Safety Advisory Committee Charter

### I. PURPOSE

- A. The University of Oregon (UO) Safety Advisory Committee (SAC) is a standing advisory committee appointed by the President that reports directly to the Vice President for Finance and Administration. The purpose of the SAC is to support the UO mission of excellence in teaching, research and public service by promoting a safe and healthy environment for all members of the University community, and to ensure compliance with OAR [437-001-0765](#).

Individual departments may form and utilize auxiliary safety committees, however the SAC, appointed by the University President, shall serve as the primary UO Safety Committee for purposes of regulatory compliance.

- B. The SAC assists University administration in providing a safe and healthy workplace for all faculty, staff, and student employees by making recommendations for improvement regarding health and safety issues and programs. The SAC shall be comprised of employees representing the major areas of the university and will be administered by Environmental Health & Safety (EHS). The SAC is an inclusive group. University employees who are not on the SAC are welcome to attend meetings as visitors by contacting [ehsinfo@uoregon.edu](mailto:ehsinfo@uoregon.edu). This charter defines the objectives, membership, and responsibilities of the SAC and SAC members.

### II. COMMITTEE OBJECTIVES

- A. The UO SAC will work with UO Administration, and other departmental safety committees, to attain the following objectives:
1. Bring employees and administration together in a non-adversarial, cooperative effort to promote safety and health.
  2. Assist administration in making continuous improvements to UO safety and health programs.

### III. COMMITTEE RESPONSIBILITIES

- A. The SAC shall:
1. Consist of at least 4 members, with an equal number of employer-selected members and employee-elected or volunteer members. Supervisors may serve as either employer- selected or employee-elected or volunteer members. If both parties agree, the committee may have more employee-elected or volunteer members.
  2. Meet monthly during regular business hours.
  3. Establish procedures for conducting workplace safety and health inspections in compliance with [OAR 437-001-0765](#). Inspections are to be conducted by both employer and employee representatives trained in hazard identification. Those conducting workplace inspections are not required to be SAC members.
  4. Work with administration to establish, amend or adopt accident investigation



- procedures that will identify and correct hazards.
5. Have a system that allows employees an opportunity to report hazards and safety and health related suggestions.
  6. Establish procedures for reviewing inspection reports and for making recommendations to administration.
  7. Evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.
  8. Evaluate administration's accountability system for safety and health, and recommend improvements. Examples include use of incentives, and evaluating success in controlling safety and health hazards.
- B. Committee members shall:**
1. By majority vote, elect a chairperson every 2 years.
  2. Serve for a term of a minimum of two years. Flexibility in minimum participation requirement will be given to employees representing academic units and those with extenuating circumstances, with the approval from their representing entity.
  3. Participation from committee members beyond the 2 year commitment is allowable with the support of their represented entity and supervisor.
  4. Be compensated at their regular rate of pay.
  5. Have training in the principles of accident and incident investigations for use in evaluating those events.
  6. Have training in hazard identification.
  7. Be provided with meeting minutes.
  8. Review the SAC Charter annually. If edits are suggested, committee members will vote to accept the revised charter.
- C. The chairperson shall:**
1. Create or approve of each meeting's agenda before the meeting;
  2. Call each meeting to order, address each item on the agenda, solicit input from committee members, and end the meeting in a timely manner;
  3. Ensure that the committee votes to approve a chairperson every 2 years.
  4. Ensure that the committee votes to approve the membership of the committee yearly, if the number of employee-elected or volunteer members outnumbers the employer-selected representatives.
  5. Call to a vote any other business requiring SAC approval.
  6. Provide the tiebreaking vote, in the event of a tie among voting members.
- D. Environmental Health and Safety (EHS) shall:**
1. Collaborate with SAC chairperson to develop meeting agenda.
  2. Distribute the minutes and incident report prior to the monthly meeting.
  3. Schedule the monthly meetings, building inspections, and required annual trainings: Hazard Identification and Incident Investigation.
  4. Take, distribute, and post meeting minutes, which shall include:
    - i. names of attendees,
    - ii. meeting date,
    - iii. all safety and health issues discussed (including tools, equipment, work



- environment, and work practice hazards),
- iv. recommendations for corrective action and a reasonable date by which administration agrees to respond,
- v. the name of person(s) responsible for follow up on any recommended corrective actions,
- 5. all reports, evaluations and recommendations made by the committee.
- 6. Follow up, as appropriate, with findings identified in quarterly building inspections.
- E. Alternate members, volunteers, and visitors shall:
  - 1. Foster the committee's objective of bringing employees and administration together in a non-adversarial, cooperative effort to promote safety and health.
  - 2. Abstain from voting when the committee is called to vote. Unless the person is an alternate member, and the primary representative was unable to attend the meeting.
  - 3. Alternate members may attend every meeting but are only required to attend when the primary member cannot.

#### **IV. COMMITTEE MEMBERSHIP**

- A. Employer-selected voting members shall include:
  - 1. Director of Environmental Health and Safety or designee,
  - 2. UO Police Department Chief or designee,
  - 3. Chief Human Resources Officer or designee,
  - 4. Associate Vice President of Campus Planning and Facilities Management or designee,
  - 5. Director of University Housing or designee,
  - 6. Director of the Erb Memorial Union or designee,
  - 7. Director of the University Health Services or designee,
  - 8. Director of Intercollegiate Athletics or designee.
- B. Employee-elected or volunteer voting members shall include:
  - 1. Two classified staff willing to volunteer, nominated by Service Employee International Union;
  - 2. Two Officers of Administration willing to volunteer, nominated by the Officers of Administration Council;
  - 3. Two members of United Academics willing to volunteer, nominated by United Academics;
  - 4. One member of unrepresented faculty willing to volunteer, nominated by Human Resources;
  - 5. One Graduate Teaching Fellow willing to volunteer, nominated by the Graduate Teaching Fellows Federation;
  - 6. One member of the Teamsters Local Union #206 willing to volunteer, nominated by the Teamsters Local Union #206;
  - 7. One student employee willing to volunteer, nominated by UO Student Workers (UOSW).
- C. Employee-elected or volunteer alternate members shall include:
  - 1. Two classified staff willing to volunteer, nominated by Service Employee International Union;
  - 2. Two Officers of Administration willing to volunteer, nominated by the Officers of



3. Administration Council;
  4. Two members of United Academics willing to volunteer, nominated by United Academics;
  5. One member of unrepresented faculty willing to volunteer, nominated by Human Resources;
  6. One Graduate Teaching Fellow willing to volunteer, nominated by the Graduate Teaching Fellows Federation;
  7. One member of the Teamsters Local Union #206 willing to volunteer, nominated by the Teamsters Local Union #206;
  8. One student employee willing to volunteer, nominated by UO Student Workers (UOSW).
- D.** SAC membership must meet the stipulations of all applicable collective bargaining agreements.
- E.** When possible, each committee member shall have an alternate member with the same status (employer-selected or employee-elected/volunteer), and from the same represented group, to serve in their place when they are unable to attend a meeting. The alternate member may attend any meeting but will only have voting privileges when the primary member is absent.
- F.** The committee may also include voting or non-voting *ex-officio* members, as authorized by the Presidential appointment, with applicable expertise from Safety & Risk Services.