



Safety Committee Charter

Updated and Revised 2/8/23

PURPOSE:

The Safety Committee has been established to create a safe and healthy environment for the Campus Community. The Safety Committee helps facilitate the management of Environmental, Health & Safety risks and responds to Environment, Health & Safety issues by recommending corrective actions and interventions.

SCOPE:

The Committee will:

- Review Environmental, Health, & Safety policies and procedures.
- Review hazard surveillance activities associated with University operations, events, facilities, maintenance, and construction.

At least quarterly each year, committee members will present performance reports on the following:

- Public Safety
- Student Health & Safety
- Emergency Preparedness
- Workers Compensation Claims
- Business Continuity
- EH&S Programs and Issues

QUORUM:

For the Safety Committee to vote, a quorum must be established. The Chair or Co-Chair and a simple majority must be present to establish a quorum.

FREQUENCY:

The Committee will meet not less than four times each year.

CONTEMPORANEOUS STATEMENT:

Contemporaneous minutes of each meeting will be maintained and distributed to active members via email. Updates to open action items will be reported at the next scheduled meeting.

ANNUAL EVALUATION STATEMENT:

- The Committee charter and membership will be reviewed annually.

CODE OF CONDUCT:

The expectation is that safety issues are only brought to the Safety Committee after the issues have been raised through proper channels (i.e., report to a supervisor).

Attendees must act appropriately and treat people and groups with respect and must not act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
Attendees should respect each other's contribution and not interrupt when someone is speaking.

CONFIDENTIALITY:

Meetings may occasionally cover information which is not in the public domain often relating to individuals, organizations, or financial matters. It is the responsibility of each individual to ensure that this information remains confidential to the meeting unless prior authorization has been given by the Chair for this to be discussed elsewhere. Individuals must never use confidential information for their personal advantage or the advantage or disadvantage of anyone known to them or to discredit the university.

EXECUTIVE SPONSOR

AVP Business Operations

LIST OF CHAIR(S) BY TITLE OR DESCRIPTION:

Chair: Director, Environment, Health, and Safety
Co-Chair: Executive Director, Enterprise Risk Management
Co-Chair: Director, Office of Emergency Services

LIST OF MEMBERS BY TITLE OR DESCRIPTION:

Director, Environment, Health, and Safety
Health and Safety Manager
Environmental Compliance Manager
Environment, Health, and Safety Specialists

Risk Manager or delegate
Workers Compensation Manager
Business Continuity Specialist

Director, Office of Emergency Services

Labor Representatives from all labor groups

Building Coordinators (BCs)
Building Emergency Response Coordinators (BERCs)
Safety Coordinators (Organization's Safety Points of Contact - SPOCs)

UPD Lt. or delegate

Director Student Health Services or delegate

OTHER INVITEES:

UPD AVP, Chief, Capt., Lt., Sgt.
FSE AVP, Director, Chief Engineer, or delegate
Director Student Health Services or delegate
Residential Life Manager or delegate
UPM Director of Operations or delegate

The meeting is open to all members of the SFSU community.
Contact EH&S for a zoom invitation to the meetings of your choice.