

## CAHNRS Safety Committees

**PURPOSE:** Safety committees provide a venue for communicating and evaluating workplace safety and health concerns identified by employees. CAHNRS has two levels of Safety Committees, the college-level safety committee and department/unit safety committees.

- The CAHNRS college-level committee is intended to represent all of CAHNRS employees, including those located at other WSU campus locations and research and extension centers. The college-level committee provides support and guidance for department/unit safety committees and works on broad college safety initiatives. Any CAHNRS faculty, staff or student are welcome to attend a college-level safety committee meeting.
- CAHNRS department/unit safety committees provide a forum where employees are encouraged to discuss and assist unit management in resolving safety and health concerns. The unit may either establish an employee and management safety committee or hold regular foreman-crew safety meetings as per the SPPM.

### **REFERENCES AND RESOURCES:**

WSU (SPPM) 2.12 **Unit Safety Committees and Meetings**

<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-12-level3-level4-safety-health-security-committees-meetings/>

Washington Administrative Code **Safety committees/safety meetings** [WAC 296-800-130](#)

Washington State Department of Labor and Industry **Safety Meetings and Committees**

<https://lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/safety-meetings-and-committees>

### **DEPARTMENT/UNIT SAFETY COMMITTEE STRUCTURE:**

#### **Membership**

##### Non-management Representatives

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

**College-Level Committee Representation by Area**

CAHNRS College-Level Safety Committee Membership is composed of representatives for the various departments/units/centers by functional type.

Type	# of Reps	Units Represented
<b>R &amp; E/Subject Cent</b>	1	WSU Prosser IAREC
	1	WSU Puyallup Research & Extension Center WA ST. Pest Management Washington Stormwater Center
	1	WSU Mt. Vernon Research & Extension Center
	1	WSU Wenatchee TFREC
	1	CAHNRS Business & Finance Office Alumni & Friends CAHNRS Communications CAHNRS Operations Business Center
<b>Food/Chem/Animal</b>	1	WSU Creamery School of Food Science Institute of Biological Chemistry Entomology Animal Sciences Biological Systems Engineering School of the Environment
	1	Crop & Soil Sciences Department of Horticulture Plant Pathology Plant Introduction & Testing
	1	School of Economic Sciences Apparel Merchandising, Design & Textiles CAHNRS Academic Programs Human Development Johnson Hall Grad Center - CAHNRS
	1	USDA/ARS
	1	Plant Growth Facility
	1	WSU Children's Center

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**TOTAL**    11

**ALL CAHNRS SAFETY COMMITTEE FUNCTIONS:**

Safety meeting agendas must include the following activities:

- Review relevant University health and safety communications.
- Assist unit supervisors in promoting or publicizing relevant safety and health topics (i.e. issues, policies, programs, training).
- Evaluate employee safety concerns, reported hazards, and suggestions, and proposing 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 recommending methods of prevention or solutions.
- Refer unresolved safety problems to the unit administrator.
- Evaluate the unit's Accident Prevention Program and other applicable safety and health programs (e.g., Chemical Hazard Communication Program, Laboratory Safety Manual) and making recommendations to the unit administrator on 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.)