

Safety Committee Charter and Bylaws

CHARTER AND BYLAWS

Approved on November 28, 2006

Rev. June 13, 2018

Mission Statement

The University has a responsibility to provide a safe and healthy environment for faculty, staff, students, and visitors, while completing University-related work responsibilities. The Safety Committee ensures there is an infrastructure that provides proactive identification, evaluation and resolution of hazards for the safety and health of employees, students, and visitors. The Committee oversees safety-related matters for the campuses of the University of Tennessee Knoxville and the University of Tennessee Institute of Agriculture (UTIA) campus in Knoxville. UTIA personnel and operations that are not based on the agricultural campus in Knoxville (as regular location of work) are excluded from the scope of this committee, although coverage may be extended to them via UTIA policy. The Committee reports jointly to the UTK Associate Vice Chancellor for Public Safety, the UTK Associate Vice Chancellor for Research Compliance, and the UTIA Agricultural Research Dean.

Responsibilities

- Maintain, review and where appropriate improve or suggest improvements to workplace safety and health-related policies and procedures;
- Innovate, improve and support enhancements to institutional safety culture;
- Monitor, improve, and stimulate awareness of workplace safety, health and environmental compliance;
- Support an effective injury prevention program;
- Facilitate and coordinate communication among various committees on campuses that have a workplace safety, health or environmental focus;
- Review and recommend action after an event where a serious or significant workplace safety or health issue arose during a university-related activity involving faculty, staff, students and/or visitors; and
- Advise the UTK Associate Vice Chancellor for Public Safety, the UTK Associate Vice Chancellor for Research Compliance, and the UTIA Agriculture Research Dean in matters concerning workplace safety and health-related policies and procedures.

The Committee has a network of subordinate committees that address day-to-day operational issues and inspections. This Committee's operational means for developing, implementing and enforcing safety policies and procedures are incorporated in these university committees. These committees include, but are not limited to:

- Campus Committee on the Environment
- Campus Compliance Committee
- Emergency Management Steering Committee
- Laboratory Safety Committee
- Environmental Compliance Team
- International Risk Management Committee
- Laboratory Safety Committee (note: laboratory-related safety committees report to this Committee and not the Safety Committee)



- Personal Safety Committee
- Traffic and Parking Authority

Committee Members

Membership is a three-year appointment, unless otherwise stated, primarily defined by position rather than person within the organization:

- EHS Director (**Committee Chair**)
- UTIA Campus Safety Officer and/or UTIA Safety Office representative
- Director of Emergency Management
- Associate Athletic Director for Facilities or designated representative
- Associate Vice Chancellor for Human Resources or designated representative
- Director of Parking Services or designated representative
- Associate Vice Chancellor for Facilities or designated representative
- Office of Risk Management representative
- University Housing Safety Supervisor
- Dean of Students or designated representative
- College of Engineering (associate dean for research)
- College of Arts and Science (associate dean for research)
- College of Education, Health and Human Science (associate dean)
- One SGA or GSA student representative (ideally a two-year term)
- Ad hoc members added by Committee consent for one or more meetings to resolve particular matters or situations

The UTK Associate Vice Chancellor for Public Safety, the UTK Associate Vice Chancellor for Research Compliance, and the UTIA Agricultural Research Dean collaboratively recommend changes to membership of the Safety Committee. These recommendations are considered and voted on by the Committee.

Ad Hoc Subcommittees

Ad hoc subcommittees may be appointed as necessary to address safety, occupational health and environmental protection matters. These subcommittees may be composed solely of members from the Safety Committee or may include non-members.

Quorum and Voting Rights

A quorum for a meeting will be nine members. For purposes of passing a resolution or policy at a meeting, a simple majority (at least five of nine members present) of committee members attending a meeting is sufficient. Voting rights may be exercised during the attendance of a Committee meeting or by electronic ballot. All members of the Committee, except ad hoc members, have voting rights.

Proceedings

Meetings will be conducted in accordance with the Committee Chair's Rules of Order. The Chair will issue all points of order, summarize initiatives as necessary, moderate discussion, and call for motions. Motions, seconds, and/or other propositions may be made by any voting member of the Safety Committee.

Where meeting outcomes create changes in policies, draft changes in policy, changes in procedure and/or draft changes in procedure, the changes will need to be communicated promptly to the affected constituencies. The communication mechanism may vary due to circumstances and/or needs, but can include communications from the offices of the Associate Vice Chancellor for Public Safety, the Associate Vice Chancellor for Research Compliance and the UTIA Agricultural Research Dean; the Safety Offices of the two campuses, or a communication issued by the Committee through the Committee members.

Agendas

Agendas are assembled by the Committee Chair and distributed to the Committee one week in advance of a scheduled meeting. However, sudden changes in circumstances or emergency events may require the Chair to present an updated agenda at the meeting. Also, all agendas should include an item for “Any Other Business”. Any Committee member may request of the Chair that an item be included in the agenda.

Minutes

Minutes of the meeting shall include a copy of the meeting agenda, a list of members present and members absent, notes about the sequence of items discussed, the substance of the discussions, the statement of any resolutions and vote outcomes for those resolutions, and statements about action items and who has responsibility for the action item and a list of handouts. Minutes shall be:

- Compiled by a staff member reporting to the Committee Chair
- Available one week before the next meeting via e-mail and reviewed at the beginning of that meeting for correction and/or approval.
- Maintained on the UTK EHS website at a web link for the Safety Committee.

Minutes are provided in summary form to the UTK Associate Vice Chancellor for Public Safety and the Associate Vice Chancellor for Research Compliance and the UTIA Ag Research Dean.

Meeting Frequency

The Safety Committee shall meet quarterly. Special meetings of the Safety Committee may be called to address matters needing immediate attention. Members who are unable to attend are encouraged to send a representative from their respective unit.

By-Laws Review and Revision

By-laws for the Safety Committee shall be reviewed at least every two years, but may be reviewed “in real time” if changes in university administrative structure or policy necessitate. The By-law revision process will be managed by the Chair. It will involve either the Committee as a whole or an ad hoc subcommittee appointed by the Committee. All revisions will be framed as motions to the Committee for voting on by the Committee and submitted with the meeting Agenda prior to the meeting. Revisions to the By-laws must be approved by the affirmative vote of a majority (51%) of the Committee membership. Ballots for such votes may be presented in person at the meeting where the vote occurs or made via e-mail to the Chair between release of the Agenda and up to 24-hours prior to the start of the meeting.

