

# **Oakland University**

## **Health and Safety Committee Bylaws**

### **Charge**

The University Health and Safety Committee will work in conjunction with the Office of Environmental Health and Safety to develop a complete Health and Safety Program for the University. The Committee, through the Chair, will act as an advisory group to the University administration. The Committee will apprise the administration, and make recommendations for the correction of potentially unsafe policy, procedure, practices and conditions, and will recommend methods of compliance with current laws, codes, and regulations. The Committee will augment this process with safety education seminars.

### **Membership**

The Committee shall be comprised of representatives from the University sectors listed below:

- American Association of University Professors (AAUP)
- American Federation of State, County and Municipal Employees (AFSCME)
- Bookcenter
- Employee Relations Department (ERD)
- Environmental Health and Safety
- Fire Safety Inspector
- Food Service
- Oakland Center
- University Police
- University Housing
- Risk Management
- United Auto Workers (UAW)

Replacement members will be appointed every three (calendar) years in the following manner:

- Directors of the following departments and auxiliaries will appoint representatives: Bookcenter, ERD, University Housing, Risk Management, Food Service and the Oakland Center.
- Union Presidents will appoint representatives from the UAW, AFSCME and AAUP.

### **Ex-Officio Member**

Vice President for Finance and Administration

### **Committee Chair**

The Chair of the University Health and Safety Committee shall be Oakland University's Safety Specialist (Office of Environmental Health and Safety), and shall be responsible for scheduling meetings, distribution of minutes to committee members, and submissions of recommendations to the Vice President for Finance and Administration.

### **Duties of the Health and Safety Committee**

The Committee in conjunction with the Office of Environmental Health and Safety (Department of Risk Management), will be responsible to:

- Review and recommend Health and Safety Policy and Procedure for employees, students and visitors. This includes such areas as industrial safety, hazardous materials, sanitation hazards, equipment ergonomics, fire prevention, safety education, Hazard Communication, and accident prevention.
- Review worker and non-worker accident reports to determine frequency, severity, cause, and preventative measures.
- Appoint subcommittees to conduct building safety walk-throughs and/or explore specific health/safety issues.
- Relay information, observations, problems etc. derived from Safety Committee meetings and/or members to the proper authorities.
- Sponsor and participate in Health and Safety seminars and training programs, such as Ergonomics, Fire Extinguisher Use, and CPR.
- Act as a resource, at the request of faculty and staff, to assist with the resolution of specific health and safety issues.
- Implement miscellaneous tasks as necessary to promote and ensure the health and safety of the OU community.