

UNIVERSITY SAFETY COMMITTEE

CHARGE: The University has a responsibility to provide a safe and healthy work environment for faculty and staff.

The University of South Florida Safety Committee is responsible for advising the Associate Vice President, Administrative Services on matters which affect the safety of employees at the University.

The Committee will evaluate, monitor and analyze safety issues to reduce the risk of injury and property damage on the University of South Florida campuses.

OPERATING PROCEDURES: The Committee will develop meeting procedures, subject to the approval of the Associate Vice President, Administrative Services. Subcommittees will be defined as necessary.

MEMBERSHIP: Membership shall be comprised as follows:

1. Three (03) Faculty members to be appointed for staggered two-year terms, with at least one member retiring each year. The Faculty Senate will be asked to provide nominations. (See note below)
2. Three (03) Staff representatives to be appointed for staggered two-year terms, with at least one member retiring each year. The Staff Senate will be asked to provide nominations. (See note below)
3. Three (03) A&P Council representatives to be appointed for staggered two-year terms, with at least one member retiring each year. The A&P Council will be asked to provide nominations. (See note below)
4. One (01) USF employee representative of the American Federation, State, County and Municipal Employees (AFSCME)
5. One (01) USF employee representative of the Police Benevolent Association (PBA)
6. The Director of Environmental Health & Safety or designee (Ex-Officio/non-voting)
7. The Director of Public Safety or designee (Ex-Officio/non-voting)
8. The Director of Human Resources or designee (Ex-Officio/non-voting)
9. At least one representative will be from a regional campus.

Note: A retiring member may succeed himself/herself subject to the approval of the retiring member's constituency group and the Vice President for Administrative Services.

APPOINTMENT: The Associate Vice President, Administrative Services will appoint the members of this committee from names submitted by the respective constituency groups, the Vice Presidents/designees, and by employees who apply directly to the Division of Environmental Health and Safety.

CHAIRPERSON: A chairperson will be appointed by the Associate Vice President, Administrative Services. The chairperson will be a voting member of the committee.

SECRETARY: A member of the EH&S staff will serve as committee secretary. The secretary will not be a voting member of the committee.

MEETINGS: Meetings will be conducted as needed, but no less than quarterly. A quorum of 50% is needed for a meeting to proceed. .

MINUTES: Minutes or meeting notes will be taken to document and communicate issues addressed by the committee.

The committee secretary will take and maintain the minutes or meeting notes.

The minutes or meeting notes will be distributed to committee members and to the Associate Vice President, Administrative Services.

Rev. Dec. 2005; Jan. 2006