Level 3 and Level 4 Safety, Health, and Security Committees and Meetings

OVERVIEW
The University has implemented a network of safety, health, and security (SHS) committees, organized into four levels. Together, the committees engage and coordinate WSU administrators, campuses, colleges, departments, programs, students, and employees to sustain and improve WSU’s commitment to safety and a culture that emphasizes safety. The entire network of SHS committees is identified on the President's Office website:

president.wsu.edu/health-safety/

PURPOSE
This section (SPPM 2.12) provides structure, responsibilities, membership, and functions for:

• Level 3 safety, health, and security (SHS) committees representing the campuses, colleges, and administrative areas;

• Level 4 (SHS) committees representing departments, buildings, and programs; and

• “Safety meetings” representing Level 4 work units in remote locations or on nonroutine work schedules with ten or fewer employees that are unable to attend Level 4 SHS committee meetings.

STRUCTURE AND RESPONSIBILITIES
Each campus chancellor, college dean, and executive administrator reporting directly to the President or Provost must establish a Level 3 SHS committee.

Department chairs, program administrators, and building coordinators, reporting to chancellors, deans, or executive administrators must establish Level 4 SHS committees.

Management representatives (i.e., work unit leads) may establish safety meetings if:

• Work units are in remote locations with ten or fewer employees at each location;

• Employees have nonroutine work schedules with ten or fewer employees on each shift; or

• Work units have ten or fewer employees.

LEVEL 3 SHS COMMITTEES
Membership
Level 3 SHS committees must have representation from each applicable Level 4 SHS committee.
Level 3 and Level 4 Safety, Health, and Security Committees and Meetings

Co-Chairs

The campus chancellor, college dean, or executive administrator reporting directly to the President or Provost serves as administrative co-chair of the Level 3 SHS committee with an elected co-chair. The elected co-chair presides at meetings. The term of the elected co-chair is one year. An elected co-chair may be reelected for another term. There is no limit on the number of terms to which an elected co-chair may be reelected.

Functions

Meeting Frequency

Level 3 committees must meet at least four times per calendar year. The committee determines meeting frequency (typically every three months), times, and locations and may meet more often as needed.

Meeting Length

The length of each meeting may not exceed one hour except by a majority vote of the committee.

Meeting Agenda and Minutes

Level 3 SHS committees keep minutes to document each meeting agenda and summarize discussions. The minutes or correspondence must include the following items:

- Review of hazard or concern corrective actions identified by committee members or in the minutes or correspondence submitted to the committee by Level 4 SHS committees.

- Evaluation of Incident Reports and Supervisor's Accident Investigation Reports submitted by Level 4 SHS committees. (See SPPM 2.24 and 2.26.)

- Evaluation of safety and health inspection reports submitted by Level 4 SHS committees to help correct hazards. (See SPPM 2.50.)

- Evaluation of workplace accident prevention programs. (See SPPM 2.10.)

The elected co-chair of each applicable Level 4 SHS committee routes meeting minutes to the Level 3 elected co-chair. The Level 3 elected co-chair routes the Level 4 minutes received to the Level 3 administrative co-chair (i.e., campus chancellor, college dean, or executive administrator) and the committee members for review, consideration, and inclusion in the next Level 3 SHS committee meeting agenda.
Level 3 and Level 4 Safety, Health, and Security Committees and Meetings

Meeting Agenda and Minutes (cont.)
As needed, Level 3 SHS committees send questions, concerns, and requests for assistance to the appropriate Level 2 SHS advisory and approval committee or safety, health, or security office. Level 2 SHS advisory and approval committee members or safety, health, or security office personnel may be added to the agenda as guest speakers.

After receiving input, the Level 3 SHS Committee elected co-chair sets the agenda for the next meeting.

Documentation
The committees and meeting members may use the Safety, Health, and Security Meeting Agenda and Minutes form or may create an equivalent report documenting the agenda and minutes. The form is available in PDF format on the Procedures, Records, and Forms (PR&F) website at:

policies.wsu.edu/prf/index/forms/

Routing
The Level 3 elected co-chair routes the Level 3 meeting minutes to the applicable Level 3 administrative co-chair (i.e., campus chancellor, college dean, or executive administrator) for review and signature.

The Level 3 administrative co-chair routes the signed minutes to the Level 2 Steering Committee, applicable Level 4 SHS committee chairs, and the Level 3 elected co-chair.

Retention
Level 3 SHS committees are to maintain copies of the safety meeting agenda and minutes for two years, in accordance with University records retention requirements. (See BPPM 90.01.)

LEVEL 4 SHS COMMITTEES

Membership
WSU employees must be represented on a Level 4 SHS committee, in accordance with WAC 296-800-130, -13020, and -13025.

Membership
Safety committees must have employer-selected and employee-elected membership. (WAC 296-800-13020)

Employee-elected membership must equal or exceed the number of employer-selected members. The employee-elected membership requirement is satisfied by the Level 4 department, program, and building SHS committees. The term for employee-elected members is a maximum of one year with no limit to the number of terms a representative can serve. If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting.
Level 3 and Level 4 Safety, Health, and Security Committees and Meetings

Membership (cont.)
Employer-selected members must be nominated by the department chairs, program administrators, and/or building coordinators by the end of each spring semester. The term is from August 16 of the current year to August 15 of the following year. Members may serve multiple-year terms.

Committee Chair
Level 4 SHS committees elect a chair who presides at meetings. The term of the elected chair is one year. The chair may be reelected for another term. There is no limit on the number of terms to which an elected chair may be reelected.

Administrative Participation
The applicable department chairs, program administrators, or building coordinators attend the Level 4 SHS committee meetings. If identified as voting committee members, administrative participants are employer-selected members.

Functions

Meeting Frequency
Level 4 committees must meet at least six times per calendar year. The committee chair determines meeting frequency (typically bimonthly), times, and locations and may schedule meetings more often, if needed.

Meeting Length
The length of each meeting may not exceed one hour except by a majority vote of the committee.

Meeting Agenda and Minutes
Level 4 SHS committees must keep minutes that document each meeting agenda and summary of discussions. The minutes or correspondence must include the following items:

- Review of safety and health inspection reports to help correct hazards. (See SPPM 2.50.)

- Evaluation of Incident Reports and Supervisor's Accident Investigation Reports to identify and correct the causes of any accident or near miss. (See SPPM 2.24 and 2.26.)

- Evaluation and improvement of the workplace accident prevention program. (See SPPM 2.10.)

As needed, the committee sends questions, concerns, and requests for assistance to Level 2 SHS advisory and approval committees or appropriate safety, health or security offices.

Level 4 SHS committee chairs solicit agenda items from applicable department chairs, program administrators, building coordinators, and/or other committee members.
Level 3 and Level 4 Safety, Health, and Security Committees and Meetings

Meeting Agenda and Minutes (cont.)

The Level 4 SHS committee chair and the applicable department chair, program administrator, or building coordinator reviews any Level 4 work unit safety meeting minutes and as necessary incorporates elements into the meeting agenda.

As needed, Level 4 SHS committees send questions, concerns, and requests for assistance to applicable Level 3 SHS committee chair, Level 2 SHS advisory and approval committees, or appropriate safety, health, or security offices. Level 2 SHS advisory and approval committee members or safety, health, or security office personnel may be added to the agenda as guest speakers.

After receiving input, the Level 4 SHS committee chair sets the agenda for the next meeting.

Documentation

The committees and meeting members may use the Safety, Health, and Security Committee Meeting Agenda and Minutes form or may create an equivalent report documenting the agenda and minutes. (See Documentation in the Level 3 subsection.)

NOTE: All Level 4 SHS Committee safety meeting agenda and minutes must contain the elements included on the Safety, Health, and Security Committee Meeting Agenda and Minutes form in the order listed.

Routing

The Level 4 SHS committee chair routes the meeting minutes to the applicable department chair, program administrator, or building coordinator for review and signature.

The department chair, program administrator, or building coordinator routes the signed minutes to the Level 3 elected co-chairs and Level 4 chair.

Retention

Level 4 SHS committees are to maintain copies of the safety meeting agenda and minutes for two years, in accordance with University records retention requirements. (See BPPM 90.01.)

Level 4 Work Unit Safety Meetings

Membership

Level 4 departments, programs, or work units with ten or fewer employees working in remote locations or on nonroutine shifts without access to Level 4 SHS committees may conduct work unit safety meetings. (WAC 296-800-130 and -13025)

The work unit lead is the management representative and is a member of the Level 4 work unit safety meeting.
**Level 3 and Level 4 Safety, Health, and Security Committees and Meetings**

### Functions

<table>
<thead>
<tr>
<th><strong>Meeting Frequency</strong></th>
<th>Work unit safety meetings are held monthly or more frequently to discuss safety, health, and security issues as the issues arise.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Agenda and Minutes</strong></td>
<td>Work unit safety meeting members must keep minutes that document each meeting agenda and summary of discussions. The minutes must include the following items:</td>
</tr>
<tr>
<td></td>
<td>- Evaluation of Incident Reports and Supervisor's Accident Investigation Reports to identify and correct the causes of any accident or near miss. (See <em>SPPM 2.24</em> and <em>2.26</em>.)</td>
</tr>
<tr>
<td></td>
<td>- Evaluation and improvement of the workplace accident prevention program. (See <em>SPPM 2.10</em>.)</td>
</tr>
<tr>
<td></td>
<td>- Review of safety and health inspection reports to help correct hazards. (See <em>SPPM 2.50</em>.)</td>
</tr>
<tr>
<td></td>
<td>As needed, the safety meeting members send questions, concerns, and requests for assistance to the applicable Level 3 SHS committee chair and/or Level 2 SHS advisory and approval committees.</td>
</tr>
</tbody>
</table>

### Documentation

The work unit safety meeting members may use the Safety, Health, and Security Committee Meeting Agenda and Minutes form or may create an equivalent report documenting the agenda and minutes. (See [Documentation](#) in the Level 3 subsection.)

### Routing

The work unit safety meeting members route the minutes to the applicable unit administrator or supervisor for review and signature.

The unit administrator or supervisor routes the signed meeting minutes to the Level 4 SHS committee chair and the work unit lead.

### Retention

Level 4 work unit safety meeting members are to maintain copies of the safety meeting agenda and minutes for two years, in accordance with University records retention requirements. (See *BPPM 90.01*.)