



Oregon State University-Cascades Safety Advisory Committee Charter

The Oregon State University-Cascades Safety Advisory Committee (SAC) operates as an extension and in collaboration with the University Health and Safety Committee (UHSC), which functions as a vital element of the Oregon State University Safety Program, as required by Oregon Occupational Safety and Health Administration (OSHA) regulations. The SAC serves in an advisory capacity and liaison with UHSC to review Oregon State University-Cascades' internal safety policies and procedures, encourage positive safety attitudes and performance, and serve as the forum for discussing issues affecting the health and safety of all campus faculty, staff, students and visitors.

The authority of the SAC is advisory-only; the SAC is responsible for reviewing internal safety policies, procedures and performance, and providing recommendations to the Campus Administration and UHSC to address safety and health issues, as defined by OSHA.

BACKGROUND

Oregon Administrative Rule (OAR) 437-001-0765 requires employers to establish and administer a safety committee, or hold safety meetings, to communicate and evaluate safety issues. The purpose of safety committees and safety meetings is to bring workers and management together in a non-adversarial, cooperative effort to promote safety. While UHSC operates as the overarching safety committee for Oregon State University, including Oregon State University-Cascades campus, the SAC will operate as an advisory-only committee on the OSU-Cascades campus.

The Oregon State University-Cascades SAC will:

- Select a chairperson, elected by the SAC
- Have at least 4 members
- Convene quarterly, at a minimum
- Keep written records of SAC meetings

BYLAWS

1. Membership

- SAC membership may include the following individuals or their designee:
 - i. Associate Director of Campus Safety
 - ii. Director of Facilities & Operations
 - iii. Lab Safety Representative (Biology/Chemistry)
 - iv. Art Program Lead
 - v. Doctor of Physical Therapy (DPT)/Kinesiology Representative
 - vi. Dormitory Representative
 - vii. Dining Representative
 - viii. Engineering Representative
- Additional individuals may be appointed or may volunteer to serve on the SAC; membership is not limited and is open to any member of the campus community, including, but not limited to students, faculty, staff, and the public

2. Chairperson

- The chairperson is selected on an annual basis

- The Chairperson will:
 - i. Schedule meetings
 - ii. Prepare meeting agendas
 - iii. Facilitate SAC meetings
 - iv. Prepare meeting minutes
 - v. Distribute meeting materials to the SAC and post them on the SAC SharePoint and/or website
 - vi. Maintain the SAC SharePoint and/or webpage, which includes but is not limited to posting the SAC Charter, meeting minutes, agendas, contact information, and other relevant information
 - vii. Monitor and manage the SAC e-mail address:
Safety.Committee@OSUCascades.edu
 - viii. Prepare and present SAC recommendations to Oregon State University-Cascades administration and/or UHSC
 - ix. Serve for twelve (12) months, which may be renewed.
3. Meetings
- Meetings are held quarterly, three times per year via virtual conference (e.g., Teams or Zoom) and once per year in-person to conduct workplace safety and health inspection.
 - The Chairperson will schedule SAC meetings, which will be scheduled on a predetermined cycle, up to one year in advance.
 - Meetings are open to visitors from the general campus population and the public.
4. Records
- Meeting agendas will be posted to the SAC SharePoint site and/or webpage at least twenty-four (24) hours before a SAC meeting.
 - Meeting minutes will be posted to the SAC SharePoint site and/or webpage within five (5) working days following an SAC meeting.
 - Meeting records must contain:
 - i. Meeting date
 - ii. Names of attendees
 - iii. All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards
 - iv. Recommendations for corrective action and next steps, including a reasonable date by which management should respond
 - v. Person responsible for follow-up on recommended corrective actions/next steps
 - vi. All reports, evaluations, and recommendations made by the SAC
5. The SAC will review this Charter annually and make updates as warranted.

RESPONSIBILITIES

The SAC shall:

1. Review safety policies and procedures and provide input for improvement, as needed.
2. Work with UHSC and Oregon State University-Cascades administration to review and recommend procedures that will identify and/or correct hazards

3. Review and evaluate accident and incident investigations and make recommendations for prevention
4. Review and recommend systems/protocols to report hazards and safety-related suggestions and concerns
5. Review inspection reports and provide recommended solutions to the administration
6. Conduct workplace safety inspections
 - People conducting the inspections must be trained in:
 - i. Hazard Identification ([Hazard Identification | SciShield](#))
 - ii. Incident Investigation ([Incident Investigation | SciShield](#))
 - Annual inspection must be conducted for all facilities owned and operated by Oregon State University-Cascades
 - i. Facilities include all enclosed spaces within academic and research buildings and public areas in all University-owned and leased spaces
 - ii. The following spaces will not be audited by the SAC
 1. Private dormitories and apartments
 2. Leased space not operated by OSU-Cascades
 3. Facilities with independent safety audit programs (which may include but are not limited to chemical storage and laboratory space)
7. Evaluate the accountability system for safety and recommend improvements
8. Review and update this Charter, as warranted

SAC MEMBER ACKNOWLEDGEMENT

By signing below, I hereby acknowledge I have read the Charter of the Safety Advisory Committee of Oregon State University-Cascades, and I agree to comply with all the conditions stated herein. Furthermore, I agree to hold paramount the safety and wellbeing of those who live, work, visit, and attend classes at Oregon State University-Cascades.

Printed Name

Signature Date