

## **UNIVERSITY WIDE SAFETY COMMITTEE**

### **A. Introduction:**

1. The University Wide Safety Committee (UWSC) is a presidential appointed committee of the University of New England, charged with acting as an advisory body to the administration and the Environmental Health and Safety Office on matters of biological, chemical, radiological, and personal safety.

### **B. Mission:**

1. The UWSC exists to assure that explicit standards of safety are established; that the University performance is measured against those standards, and that action plans with goals and timetables, be established to remedy identified deficiencies.

### **C. Functions:**

1. The UWSC is functionally charged to:

- a. Encourage all employees to share in accident prevention and safety practice.
- b. Advise Environmental Health and Safety Office of unsafe conditions and practices and assist in corrective actions taken.
- c. Review existing and proposed safety policies and procedures and recommend their adoption to the administration.
- d. Follow up to assure that adopted policies and procedures are disseminated to and understood by all employees.

### **D. Membership:**

1. The Director of the Environmental, Health and Safety Department will chair the committee. All other members are appointed, on the recommendations of department heads, by the president at the beginning of each academic year. The areas of the academic community that are represented through the appointment of individuals representing each area are:

- a. College of Arts and Sciences- represented by the Chemical Hygiene Officer (CHO)
- b. College of Medicine - represented by the Chemical Hygiene Officer (CHO)
- c. College of Health Professions – represented by the Chemical Hygiene Officer (CHO)
- d. Marine Science Center—

- g. Director of the Environmental, Health and Safety Department (Chair)
- h. Radiation Safety Officer
- i. Facilities Management
- j. Student Affairs
  - i. Campus Center
  - ii. Safety and Security
  - iii. Housing
- k. Department of Human Resources
- l. Portland Campus:
  - i. Facilities Management
  - ii. College of Pharmacy—represented by Chemical Hygiene Officer
  - iii. College of Dental Medicine—represented by Chemical Hygiene Officer
  - iv. College of Dental Hygiene—represented by Chemical Hygiene Officer
- m. UNE Compliance Officer

E. Alternates:

1. Each member of the committee will select an alternate to serve in their place should they be unable to attend committee meetings. At the first meeting of the academic year, each member will give the chairman the name of an individual who has agreed to serve as their alternate.

F. Meetings:

1. Meetings will be conducted monthly and will be at a time and location designated by the committee chair. Special meetings may be called by the chair at any time.

2. Notification of regular and special meetings will be made by the chair as far in advance of the meeting date as possible and will, where possible, include an agenda. Such notification will be given to all members and alternates.

3. Recommendations will be made by the membership by a show-of-hands, or by a voice vote. It will be the duty of the chair to present all such recommendations to the appropriate Vice President or member of management in written form for approval.

1. Meeting minutes are compiled by input from all members of the committee and then prepared by the Director of the Environmental, Health and Safety Department.
2. The minutes will be prepared as soon as possible after each meeting, approved by the chair and copies sent to the following: each member and alternate of the UWSC, Safety Committee File, VP of Operations.