

# HUMBOLDT STATE UNIVERSITY

Facilities Management

707 826-3646 | PHONE  
707 826-5888 | FAX  
[facilitymgmt@humboldt.edu](mailto:facilitymgmt@humboldt.edu) | EMAIL  
707 826-4475 | ALT

Title: Facilities Management Safety Committee

The following policy establishes a safety committee within Facilities Management.

**Purpose:** Facilities Management has adopted ten values to guide the department. A key value is safety which states that we believe workplace injuries are preventable and will work together to promote safety and wellness within the department and throughout the campus community. The purpose of this Committee is to review and discuss workplace safety issues and concerns, identify potential safety improvements and provide recommendations for improvements or initiatives which will prevent workplace injuries and promote safety and wellness as stated in our key values.

**Membership & Voting:** The Committee shall have the following voting members. Prior to the start of each fiscal year, individual Unit employees shall recommend a fellow Unit member (full-time permanent only) for appointment to the Committee. Unit employees can recommend their manager as the Unit representative to the Committee. The recommendation must be approved by the Unit's respective manager and/or Associate Vice President. Collective Bargaining Unit Representatives members shall be elected by their respective Collective Bargaining Unit shop within Facilities Management. By default, the University's Construction Manager is designated as chair of the Committee.

- Construction Manager, Chair
- Unit 6 Safety Steward
- CSUEU Representative
- Trades Unit Representative
- Engineering & Auto Shop Unit Representative
- Grounds Unit Representative
- Sustainability Unit Representative
- Custodial Unit Representative
- Distribution Services Unit Representative
- Facility Support Services Representative
- Planning & Design Unit Representative
- Parking & Commuter Services Unit Representative

Non-Voting members are listed as follows:

- Housing Liaison

**Role of the Members:** The role of the members is to review and discuss workplace safety issues or concerns, identify potential safety improvements and provide recommendations to management for improvements or initiatives which will prevent workplace injuries and promote safety and wellness as stated in our key values. Members should strive to ensure their unit is properly represented and should also embrace a whole campus approach to workplace safety.

Members will also participate in setting and work toward accomplishing goals for safety improvements to be achieved within the fiscal year.

**Role of the Chair:** The role of the chair is to lead the Committee including scheduling regular meetings of the Committee including establishing an agenda and ensuring minutes are distributed. The Chair shall work closely with the Associate Vice President to review and discuss the recommendations put forward by the Committee and to finalize and implement goals for safety improvements for the Committee to achieve within the fiscal year. In addition, the Chair will maintain required Safety Recommendation Logs and ensure appropriate records are kept regarding safety issues and responses.

**Meetings:** The Committee will meet monthly to discuss routine and regular business. Additional meetings may be scheduled to ensure goals are achieved. All meetings will be coordinated and scheduled by the Chair.