

**POLICIES AND PROCEDURES OF THE  
WEST CHESTER UNIVERSITY SAFETY COMMITTEE  
(NOVEMBER 1988)  
(REVISED DECEMBER 1994)**

It is the policy of West Chester University to provide a work and educational environment free from recognized hazards that could cause injury and illness. In addition, it is essential that the assets of the University be protected from loss or damage to equipment, research materials, or buildings. The University also recognizes its responsibility to protect the health and safety of the general public near its facilities. The University Safety Committee is established to provide guidance and advice for programs for the recognition, evaluation, and control of hazards and potential losses that could affect students, employees and the general public.

I. NAME

The name of the committee shall be the West Chester University Safety Committee.

II. PURPOSE AND FUNCTIONS

- A. The purpose of the West Chester University Safety Committee is to promote safety and environmental health for all aspects of University life.
- B. The responsibilities of the Safety Committee are:
1. Establish and monitor programs to promote a safe environment for all academic, athletic, recreation, and work activities at West Chester University.
  2. To create a safety mindset for students and employees to practice and support sound safety practices on and off campus.
  3. Review reports and information relating to safety on campus, including reports of fire and safety inspections, violations of environmental health and safety regulations, status of corrective actions, trends, and other statistical information.
  4. Review, monitor, and recommend improvements to the West Chester University Safety Program.
  5. Make recommendations to the Vice President for Administrative and Fiscal Affairs pertaining to the elimination or control of hazardous

conditions and pertaining to changes in policies or operating procedures that will minimize unsafe acts.

6. Promote educational efforts that will create and maintain an interest in safety and provide skills necessary for safe operations.
  7. Promote efforts toward accident prevention.
- C. The Committee membership is intended to meet collective bargaining agreement contractual requirements for joint health and safety committees.

### III. MEMBERSHIP

- A. The voting membership of the Committee shall consist of 15 members, distributed as follows:
1. One representative from the Environmental Health & Safety Department
  2. One management representative from the Facilities Division
  3. One representative from Residence Life
  4. One representative from the Personnel Department
  5. Three non-instructional employees selected by AFSCME
  6. One representative from Public Safety Division
  7. Two faculty representatives selected by APSCUF
  8. One representative from SCUPA
  9. Student Health Services Director
  10. One representative from the Athletics Department
  11. One undergraduate student selected by SGA
  12. One graduate student selected by GSA
- B. Instructional, non-instructional and SCUPA representatives shall serve for a term of two years. In the first year, each group will draw lots to

determine initial terms with one instructional and non-instructional serving a one-year term and one instructional serving a two-year term.

- C. Student representatives shall serve a one-year term.
- D. All terms of office shall commence on September 1 and terminate on August 31.

#### IV. PROCEDURES

- A. The Chair of the Committee shall be appointed by the Vice President for Administrative and Fiscal Affairs. The Chair will have the responsibility for calling all meetings, preparing the agenda, preparing minutes and presiding over the conduct of all appropriate business.
- B. Regular meetings of the Committee shall be held monthly. During the Summer months, meetings will called as needed. Special meetings may be called as needed by the Vice President for Administrative and Fiscal Affairs, by the Chair or at the request of three members of the Committee.
- C. A quorum of eight (8) members shall be necessary to transact business. A valid vote is constituted by a majority of the total voting membership. Under emergency situations, this quorum requirement may be suspended.
- D. Proxies shall be permitted.
- E. The Vice President for Administrative and Fiscal Affairs shall be responsible for administrative support of the operations of the Committee.
- F. Each constituency has the right to have non-voting consultants or resource persons attend the meetings.
- G. Vacated terms shall be filled by the selection processes specified in Section III.

Revised December 1994

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