

The Evergreen State College Health and Safety Committee (HSC)

Mission: HSC seeks to create and promote a safe and healthy campus for students, staff, faculty, neighbors, and visitors so as to reduce rates of preventable injury and illness as mandated by WAC 296-800-130.

Vision: HSC envisions facilitating the highest levels of health and safety for everyone on campus. Through the committee's work, Evergreen will foster a strong culture of safety awareness, proactively identify and resolve safety threats, and encourage health and wellness.

Values: HSC believes the campus community and the general public have the right to a healthy, safe campus environment, and share responsibility for maintaining it. Health and safety are fundamental elements of a successful educational institution, requiring proactive awareness and communication. Collaboration, inclusion, representation and equity are essential to the HSC's approach to identifying and resolving health and safety threats.

Given these values, HSC will ensure evidence-based recommendations, a safety management process that is timely, transparent and informed by broad community participation.

Charging Authority: HSC reports to the Vice President for Finance and Operations.

Bylaws

ARTICLE I

Membership: The Committee will be comprised of no more than ten (10) voting members. Representation will be as follows:

- 1) No fewer than six (6) voting members will be employee selected.
 - a) The employees bargaining representative, appointed by the chief steward, will appoint employee selected members.
 - b) Any employee of The Evergreen State College is eligible to be an employee-selected member.
 - c) If there is an employee-selected member vacancy, a new member must be appointed prior to the next scheduled meeting.
- 2) No more than four (4) members will be employer-selected.
 - a) The charging authority will appoint employer-selected members.
 - b) The charging authority may defer employer-selected appointments to the bargaining representative.
- 3) The Health and Safety Coordinator will serve as ex officio (non-voting).

Resignation: A member may give notice of resignation from the HSC in writing to the Chair, with the expectation that the member give one month's notice.

Officers: The Committee will elect a Chair and Co-Chair.

Non-voting Membership: Evergreen staff, faculty, and students may attend meetings.

Quorum: A quorum is defined as six (6) voting members. A quorum must be present for official action to be taken. A simple majority vote constitutes approval.

ARTICLE II

Terms of membership: A term is one (1) year. Terms will be staggered so all members do not change at one time. At the end of a term a member may be reappointed by his or her constituency group. Vacancies will be filled in accordance with ARTICLE I.

Membership Responsibilities: Each voting member is responsible for and agrees to:

1. Attend all HSC meetings. Any member unable to attend a meeting will notify the Chair.
 - a) Members may not miss more than three (3) meetings per term. Proxies may be assigned to attend meetings by that absent member. Proxies have the right to take part in discussions and vote.
 - b) Members may not have more than one unexcused absence.
2. Update their constituencies on pertinent HSC information and advocate for safety.
3. Review and contribute to minutes.
4. Engage in development opportunities related to HSC.
5. Vote.

Chair Responsibilities: Upon election, The Committee Chair will serve for the remainder of their term and agrees to the following:

1. Prepare agenda.
2. Facilitate monthly meeting.
3. Announce membership vacancies to appropriate constituency groups for appointment.
4. Assign Record Keeper to ensure meeting minutes are taken and that approved minutes are published three (3) days after subsequent month's meeting.
5. In the event of the Chair's absence, the Co-chair will assume these responsibilities.

Co-Chair Responsibilities:

1. Maintain records of member terms.
2. Maintain HSC calendar, invites, space scheduling and publish agenda three (3) days prior to meeting.

ARTICLE III

Meetings: Meetings will be held the first Wednesday of each month. If this falls on a holiday, the meeting will be the following Wednesday. Meetings will be one (1) hour, unless extended by majority vote by HSC.

Agenda: Items for the agenda are to be submitted to the Chair and Co-Chair no later than seven (7) days prior to the scheduled meeting. Agenda items will be distributed to HSC and made available to campus community online at least three (3) days prior to the scheduled meeting.

Minutes: Minutes will be detailed, time-oriented, succinct and observant of privacy regulations.

Action Items: Action items will be presented to HSC twice whenever possible; initially for information and discussion, secondarily for further discussion and action. When an agenda item is presented for action, the committee will attempt to reach consensus. If consensus is not reached, a formal motion will require a simple majority of a quorum to pass.

Subcommittees: HSC may recommend the formation of subcommittees to address issues of particular concern. Membership is not limited to HSC participants, however, subcommittees will be chaired by an HSC member. All subcommittee findings will be presented to a quorum of HSC.

ARTICLE IV

Bylaws: Bylaws will be evaluated as determined necessary by HSC. Recommendations by the charging authority may be considered. Six (6) votes are required to amend the bylaws.

Impasse: HSC may utilize outside resources such as the Labor and Industries Regional Safety Consultation representative at any time.