



MEMORANDUM

To: Mr. William Merck, Vice President
Dr. Tony Waldrop, Provost and Executive Vice President
From: Thomas Briggs *TGB*
Date: 6 May 2013
Re: Institutional Safety Council Charter

Attached is the Institutional Safety Council Charter for your review and approval.

This document has been prepared by the Environmental Health and Safety Department (EHS) in order to respond to concerns raised during a peer review of the department in March of 2011. It is our intent that the Institutional Safety Council act as an advisory group of stakeholders for all matters that involve the environmental health and safety of the University community.

This document has been reviewed by Lee Kernek, Richard Beary and Montel Watson.

Please sign on the lines below if you approve of the document as written, or feel free to add comments in the text for clarification or correction.

Handwritten signature of Mr. William Merck in black ink.

Mr. William Merck
Vice President
and Chief Financial Officer

Handwritten signature of Dr. Tony Waldrop in black ink.

Dr. Tony Waldrop
Provost and Executive Vice President

5-7-13
Date

5-9-13
Date



University of Central Florida Institutional Safety Council

Charter and General Operating Procedures

PURPOSE

It is the policy of the University of Central Florida (UCF) to provide a safe environment and to minimize potential hazards to students, employees, and visitors, through education, communication, and safe work practices. The Institutional Safety Council (ISC) will be established consistent with UCF Regulation 1.014, University Committees, to serve as an advisory resource for the Director of Environmental Health and Safety, providing guidance and recommendations on a comprehensive, campus-wide safety program. Comprising safety committee chairs, executive leaders, and key faculty, the ISC will form a shared governance structure for safety on campus. Specifically, the ISC will identify safety needs for UCF and develop plans to implement activities that ensure that those needs are met; discuss and resolve issues where gaps in safety may arise or persist; and provide reports, advice, and recommendations to the university administration for consideration and action.

DEFINITIONS

- A. University administration: For the purposes of the ISC, the university administration consists of the Provost and Executive Vice President, the Vice President of Administration and Finance, the Vice President of Research and Commercialization, the Associate Vice President of Administration and Finance (Facilities and Safety), and the Chief Compliance and Ethics Officer.
- B. University community: For the purposes of the ISC, the university community consists of faculty, staff, students, and visitors affiliated with or employed by the University of Central Florida.

MEMBERSHIP

A. Institutional Safety Council Composition:

1. Voting committee members (11):

- Chairperson, Biosafety Committee
- Chairperson, Radiation Safety Committee
- Chairperson, Institutional Animal Care and Use Committee (IACUC)
- Chairperson, Facilities and Safety (F&S) Safety Committee
- Director, Environmental health and Safety (EH&S)
- Three (3) members appointed by the Provost and Executive Vice President
- Three (3) members appointed by the Vice President of Administration and Finance

2. Non-voting members:

- Individuals who have a special interest and/or expertise serving as non-voting advisors to the council, as appointed by the university administration and the ISC chairperson.

B. Committee Structure:

- The appointed members shall broadly represent major campus units, and have an interest in improving campus safety.
- The Provost and Executive Vice President will appoint the chair from the voting members.
- The Director of EH&S will serve as the council secretary.

PROCEDURES

A. The Institutional Safety Council will provide the following program evaluations, guidance, and recommendations to the university administration:

- Appropriate policies and programs that promote a safe workplace and research institution
- Advice regarding compliance with policies through general observations, review of incident reports, and similar activities
- Findings of inspection and hazard surveillance programs carried out by EH&S
- Mutual safety concerns among the Facilities and Safety, Biosafety, Chemical, and Radiation Safety committees and other similar committees
- Consultation to the Human Resources Department, EH&S, and other appropriate units on safety-related information presented in new employee orientation and in employee continuing education
- A formal review of the EH&S safety program, its pertinent records and reports, and chronicle its effectiveness

B. The meeting protocol is as follows:

- The chairperson will facilitate the committee and its meetings, and will act as the liaison between the university administration and the ISC.
- A quorum for meetings will be a majority of the voting membership.
- Actions taken by the committee will require a majority vote of the voting members present. Committee members are expected to make every effort to attend the meetings.

- The ISC will meet a minimum of two times annually: at the beginning of the fall semester and at the end of the spring semester.
- The Director of EH&S will schedule each meeting location, date, and time.
- The Director of EH&S will take meeting minutes and distribute them to the ISC and to the university administration.
- Any member of the university community may bring safety concerns or requests for variance from established safety policies to the ISC, by submitting them to the Provost for ISC review and recommendations.
- The committee will review this charter as needed, and recommend any changes to university administration.

RELATED DOCUMENTS

UCF Regulation UCF-1.014 University Committees
UCF Policy 3-122 Campus Health and Safety Policy
Environmental Health & Safety Department Policies and Procedures

INITIATING AUTHORITY

Vice President for Administration & Finance and Chief Financial Officer