

<b>SUBJECT:</b> Facilities and Safety Safety Committee Procedure	<b>Effective Date:</b> 7/11/2013	<b>Procedure Number:</b> FS 2013 FO0004	
	<b>Supersedes:</b>	<b>Page</b> <b>1</b>	<b>Of</b> <b>3</b>
	<b>Responsible Authority:</b> Assistant Vice President, Facilities (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all departments within Facilities and Safety (F&S) at the University of Central Florida.

**PROCEDURE STATEMENT:**

Each employee in F&S is empowered to act and is expected to respond to unsafe working conditions by reporting his or her observations and/or taking appropriate corrective measures in keeping with UCF safety procedures and industry practices. Collectively, the Facilities and Safety Safety Committee (FSSC) will give employees a voice to ensure that concerns and issues related to safety are brought to the forefront. The committee will be a safe and confidential place for employees to express their concerns and will act as a problem-solving body.

**DEFINITIONS:**

**Facilities and Safety Safety Committee:** a committee representing the F&S departments regarding safety, consisting of Environmental Health and Safety (EH&S), Facilities Operations, Facilities Planning and Construction (including Facilities Improvements), Landscape and Natural Resources, Resource Management, Sustainability and Energy Management, Office of Emergency Management, and the UCF Police Department

**Facilities and Safety administration:** associate vice president, assistant vice presidents, and F&S department directors

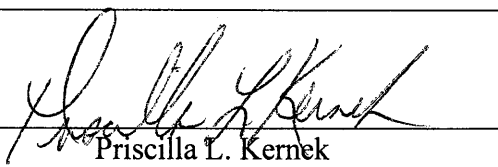
**Institutional Safety Committee:** a university committee that serves in an advisory role to the Director of Environmental Health and Safety to provide guidance and recommendations for a comprehensive, campus-wide safety program

**University community:** for the purposes of the FSSC, the university community consists of faculty, staff, and students affiliated with, or employed by, the University of Central Florida; campus buildings, walkways, roadways, hardscape, and campus land

## **PROCEDURE:**

- A. The FSSC will maintain committee representation from each Facilities and Safety department. Committee members will report safety issues from their departments to the FSSC and will likewise communicate committee business and recommendations back to their departments.
  - Landscape and Natural Resources (1)
  - Facilities Operations (2)
  - Environmental Health and Safety (1)
  - Facilities Planning and Construction including Facilities Improvement (1)
  - Sustainability and Energy Management (1)
  - Resource Management (1)
  - Office of Emergency Management (1)
  - Police Department (1)
- B. Secretarial responsibilities will be covered by the assigned staff person from Environmental Health and Safety. Responsibilities will include recording and distributing meeting minutes to the FSSC and the F&S departments for general distribution.
- C. The Associate Director of Housekeeping and Recycling Services will serve as the FSSC chair and act as a voting member on the Institutional Safety Committee.
- D. Department representatives will serve on the committee for a two year term.
- E. F&S administration may recommend to the chair-person individuals, based on agenda topics, who have a special interest and/or expertise to serve as non-voting advisors to the committee.
- F. Activities of the FSSC:
  - Develop agenda topics based upon concerns brought forth by members and employees of F&S
  - Disseminate policies, practices, and procedures that promote health and safety in the UCF workplace
  - Review EH&S training, inspection, and hazard surveillance programs carried out by EH&S

- Monitor and analyze health and safety issues, review incident/accident reports, identify trends, and recommend corrective action
  - Draft committee recommendations and forward to the F&S administration
- G. FSSC will meet at least monthly. Meetings will be scheduled at various times during the day to accommodate the shift differences of the committee members.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	